



**Bureau of Administration, Buildings & Grounds  
Facility Use Request**

**State Capitol and Capitol Grounds Use Guidelines**

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**Facility Description**

South Dakota's Capitol was constructed in Pierre from 1905 to 1910. Complete restoration of the Capitol was completed in 1989 for the State's centennial. Recently marking its 100<sup>th</sup> anniversary in 2010, the Capitol attracts visitors from across the nation and world to see its architecture, artworks, and the more than 100 events that are held annually in the building, including a dazzling display of Christmas trees between Thanksgiving and Christmas.

The Capitol is located at 500 East Capitol Avenue and houses the state Legislature, Supreme Court, most of the Constitutional Officers, and various bureaus of executive management. The Capitol campus grounds are comprised of more than 200 acres of state property that includes 23 buildings; Capitol Lake; more than 80 acres of cultured grass, including Hilger's Gulch; and numerous memorials.

**A. Application for Use**

1. No activity or event may occur at the Capitol or on Capitol grounds without an approved Application for Use of the State Capitol and Capitol Grounds (application form).
2. Activities and events include any: formal or informal gathering or congregation of people for any purpose; display or exhibit; or performance, demonstration or ceremony.
3. An activity or event may not exceed three consecutive days unless it is held by or on behalf of a state government agency.
4. Only one activity or event per day will be approved on a first come, first served basis.
5. A completed and signed application form must be submitted at least one week prior to the requested date of use. Note: dates during Legislative Session fill quickly and often far in advance of Session's start.
6. An application form may not be submitted more than one year in advance of the requested date of use.
7. Except state government agencies, a person or organization requesting use of the Capitol or grounds is limited to three approved activities or events per calendar year.
8. Completed and signed application forms and fees must be submitted to:  
Buildings & Grounds  
Room B01  
500 East Capitol Avenue  
Pierre, SD 57501-5070
9. Contact Buildings & Grounds with questions regarding use of the Capitol, grounds, or other state facilities by calling 605-773-3344 weekdays between 8:00 a.m. - 5:00 p.m. (CT).

## **B. Areas and Hours of Availability**

1. The Capitol building is generally open from 8:00 a.m. to 7:00 p.m. (CT) on weekdays and from 8:00 a.m. to 5:00 p.m. (CT) on weekends and holidays. Extended hours occur during the annual Christmas tree display and Legislative Session.
2. The Capitol building is available for activities and events only during normal operating hours. Areas commonly requested for activities and events include: The Rotunda area and grand staircase on the second floor; the Rotunda area on the first floor; and the cafeteria in the basement.
3. Scheduling and approval of use of any area or room on the third and fourth floor of the Capitol is at the discretion of the Legislative Research Council. Special conditions and fees may apply. Contact the Legislative Research Council at 605-773-3251 for more information and to submit a request.
4. Capitol grounds are available for activities and events from 7:00 a.m. to 9:00 p.m. (CT) daily. Areas on the Capitol grounds commonly requested for activities and events include: the front steps of the Capitol; areas around Capitol Lake; and Hilger's Gulch.
5. During the annual Christmas tree display (Thanksgiving week through New Years) the public areas in the Capitol building are reserved solely for activities and events related to the display, and special scheduling and space considerations apply. Please contact the Bureau of Administration, 605-773-3688, for more information about scheduling a Christmas tree display-related activity or event.

## **C. Tables, Chairs & Staging**

1. The following items are available for use inside the Capitol (fees apply – see section O):
  - a. 12 (3' x 6') tables;
  - b. 50 chairs;
  - c. A floor-standing podium;
  - d. 4 sections of 4' x 8' x 16" staging;
  - e. 10 (32-gallon) garbage cans; and
  - f. An upright piano (for first and second floors only).

The person or group requesting use may not provide any of these items or bring additional numbers of these items into the Capitol.

Buildings and Grounds staff will deliver the requested items to the area prior to the activity or event. The person or group requesting use is responsible for setup, arrangement and teardown of the items unless Buildings & Grounds assistance is requested (a fee applies).

2. Tables, chairs, staging, and podium will not be provided for use outdoors. Any such items used outdoors must be provided by the person or group requesting use.
3. Up to 10 garbage cans can be provided for use on the Capitol grounds.

4. No other item or equipment is provided by the State and the person or group requesting use is responsible for any other item or equipment needed for the activity or event.

#### **D. Technology**

1. Public wireless internet access is available in the Capitol building. (Signal availability and strength will vary depending on location.) State agencies are responsible for any necessary arrangements with the Bureau of Information & Telecommunications for access to the secure state network in the Capitol. All state government technology use guidelines must be followed.
2. No other technology or electronic device or service is available for use in the Capitol or on the Capitol grounds. The person or group requesting use is responsible for providing any other audio, video or computer device, network or service; projector or projector screen; phone; or any cabling and power cords.

#### **E. Electricity**

1. Any use of electricity (anything that plugs in) must be noted on the application form to ensure there is sufficient electrical capacity at the event or activity location.
2. Requests to use more electricity than can be provided with existing capacity may be considered but will only be fulfilled if the actual cost in time and materials for providing additional electricity is reimbursed.

#### **F. Decorations, Displays & Signage**

1. Displays or exhibits must be self-supporting and may not be leaned against or attached to any part of the building.
2. No decoration, signage, or banner may be attached to interior walls, support columns, ceilings, railings, or windows by tape, nails, sticky-tack, staples, glue, paste, rope, twine, fishing line, pins or tacks.
3. No decorations, signage or banner may be attached to the exterior walls, columns, railings, or light posts or signs.
4. Ground-staked or self-supporting signage or other items may only be placed on the Capitol grounds upon approved request. Prior approval of signage type and location(s) is required to avoid damage to irrigation and other utility systems.
5. Flyers may be posted only to public bulletin boards in the cafeteria area.
6. The person or group requesting use is responsible for providing any equipment or item needed for display, exhibit, decoration or signage for the event or activity (except for the tables, chairs and other items specified in these use guidelines).

#### **G. Sound Systems & Performances**

1. No sound system is available for use in the Capitol or on the Capitol grounds, except for official State events at the discretion of the Commissioner of Administration.

2. A sound system provided by the person or group requesting use of the Capitol or Capitol grounds may only be used upon approved request.
3. A sound system may only be used from 12:00 p.m. to 1:00 p.m. and after 5:00 p.m. (CT) on weekdays and from 8:00 a.m. – 9:00 p.m. on weekends and holidays.
4. Music, dance, drum, vocal and choral performances or ceremonies may only be held in the Capitol building from 12:00 p.m. to 1:00 p.m. and after 5:00 p.m. (CT) on weekdays and within normal building operating hours on weekends and holidays.

#### **H. Serving Food**

1. No cooking, food preparation or food warming is allowed in public areas of the Capitol building.
2. Food must be prepared elsewhere and delivered to the event by the person or group requesting use of the Capitol building.
3. Any electrical device related to the preparation or serving of food is prohibited, including crockpots, hot plates, coffee pots, heat lamps, steam tables and sterno-like devices.
4. Facility users are responsible for explaining and enforcing food service rules to caterers.

#### **I. Café Use**

1. The café in the basement of the Capitol building is available for use from April through December (when the Legislature is not in Session).
2. The café may only be used from 8:00 a.m. – 5:00 p.m. on weekdays when available.
3. The café kitchen equipment may not be used for the cooking, preparation or warming of food. Catered food is recommended.
4. The café tables are arranged in banquet style and can seat 50.

#### **J. General Rules of Conduct**

1. Activities or events may not interfere with the normal functions of state government or other activities in the Capitol building or on Capitol grounds.
2. Noise created by activities or events may not be disruptive to state government or the neighborhood.
3. No solicitation is allowed. No admission fees may be charged for events or activities held in the Capitol building or on Capitol grounds. Sales of any goods, services, food or beverages or any fundraising activities are prohibited.
4. Candles, open flames, flammable or combustible materials, or hazardous, corrosive or toxic liquids or gasses that could cause danger or discomfort to people or damage public property are prohibited.
5. Fire exits must remain open and unlocked at all times. At least 4 feet must be available between tables, easels, display structures and exhibits. Doors and hallways must not be blocked.

6. Pets, livestock and other animals are prohibited, with the exception of service animals and animals used in approved educational events or activities.
7. The person or group requesting use of the Capitol building or Capitol grounds is required to do a general pickup/cleanup at the conclusion of the activity or event.
8. While an approved person or group is granted use of the Capitol building or Capitol grounds, all areas must remain open to the public during the activity or event.

#### **K. Weddings**

1. Wedding ceremonies may be held in the Capitol Rotunda, on the Capitol grounds, or at the Visitors Center. Special guidelines and application form must be used to request use of the Capitol building or Capitol grounds for a wedding ceremony. Contact Buildings & Grounds, 605-773-3344 to request the wedding ceremony guidelines and application form.

#### **L. Alcohol, Tobacco & Firearms**

1. In the Capitol and on Capitol grounds:
  - a. Serving and consumption of alcohol is prohibited;
  - b. Use of tobacco is prohibited; and
  - c. Firearms and dangerous weapons are prohibited.

#### **M. Security & Responsibility**

1. Facility users are liable for any and all damages to the building or grounds, or for personal injury caused by the activity or event held at the Capitol building or on Capitol grounds.
2. Facility users must agree to hold harmless and indemnify the State of South Dakota by understanding and agreeing to the terms contained in the application form.
3. Appropriate insurance coverage and a certificate of proof of such coverage may be required based on the nature of the activity or event and may be required prior to application approval.
4. The State of South Dakota is not responsible for the theft, destruction, damage or loss of materials related to activities or events held at the Capitol building or on Capitol grounds.
5. Facility users must provide supervision of displays or exhibits included in the activity or event at all times during the period shown.
6. Facility users must immediately report any security problems or loss to Capitol Protective Services by calling 605-773-3154.
7. Cleanliness and service issues should be reported to Buildings & Grounds during normal weekday business hours at 605-773-3344 and to Capitol Protective Services at any other time at 605-773-3154.

#### **N. Fees**

1. Fees are charged for use of equipment to cover expenses of maintenance, cleaning, and equipment and facility wear.

2. The fees charged for equipment use for each activity or event:
  - \$5.00 per table;
  - \$0.50 per chair;
  - \$25.00 per staging section;
  - \$25.00 piano use;
  - \$5.00 podium use;
3. The fees charged for services for each activity or event:
  - \$75.00 Setup and teardown assistance from Buildings & Grounds;
  - Actual Cost Time and material for additional electrical capacity.
4. Fees must be paid in full and received within ten calendar days of conditional approval pending payment. If fees are not received within ten calendar days, the application will be considered abandoned and the facility will be considered available for use by another applicant on that date. All fees must be paid prior to the activity or event.
5. Checks or money orders shall be made payable to the "State of South Dakota" and sent to
  - Buildings & Grounds
  - Room B01
  - 500 East Capitol Avenue
  - Pierre, SD 57501-5070No other method of payment is accepted.
6. Fees will be refunded if the activity or event is cancelled more than one week in advance.

**O. Use Discretion**

1. The Commissioner of Administration may cancel any scheduled activity or event, add or waive any conditions for facility use, and may waive any fees at his or her discretion.
2. Use of the Capitol Lake Visitors Center must be requested using a separate guidelines document and application form. Contact Buildings & Grounds for more information by calling 605-773-3344 weekdays between 8:00 a.m. – 5:00 p.m. (CT) or visit <http://www.state.sd.us/boa/>