Print Form

Facility Use Request

Application for Use of the Capitol and Grounds

Contact Buildings & Grounds, 605-773-3344, to confirm availability of the date requested before completing this application form.

Bureau of Administration, Buildings & Grounds
Room B01, 500 E. Capitol Ave., Pierre, SD 57501
Phone: 605-773-3344 Fax: 605-773-6333

Applicant/Group

Contact Person

Contact Email

Contact Phone

Contact Address

Date(s) of Event ____ to ____

Time of Event ____ to ____

Location or Area(s) Requested for Use:

Estimated Attendance

Item(s) Requested:

◯ Tables (<12) ☐ ◯ Chairs (<50) ☐

◯ Garbage Cans (<10) ☐ ◯ Stage Sections (<4) ☐

◯ Piano ◯ Podium ◯ B&G Assistance

Item Fees: Tables $5 ea. | Chairs $0.50 ea. | Stage Sections $25 ea. | Piano $25
Podium $5 | B&G assistance $75 | garbage cans are provided at no cost

Describe the event or activity in detail. Include how the facility will be used, any electricity use, and program information.

The State Capitol and Capitol Grounds Use Guidelines describe the availability, requirements, restrictions, responsibilities and fees related to the use of the Capitol building and grounds. By signature, user certifies that the user read, understands and agrees to all of the terms and conditions of the use guidelines.

User also agrees to indemnify and hold the State and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgements, fees and costs of whatever kind of character, arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that the State and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those the user brings on the premises. User expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in conjunction with the use of the facilities pursuant to this agreement, and agrees to pay the State for all damages caused to facilities resulting from user's activities. In certain cases the Commissioner of Administration may require a Certificate of Insurance for an activity or event.

Signed ____ Date ____

Mail the completed and signed form to Buildings & Grounds, Room B01, 500 E. Capitol Ave., Pierre, SD 57501-5070

BOA/B&G Use Only

Revised: November 2011

☐ Approved
☐ Disapproved

Signed ____ Date ____

Comments: