

WEDDING CEREMONIES ON CAPITOL GROUNDS

Policy EC-07

PURPOSE

The Capitol Grounds, Peninsula at Capitol Lake, and Capitol Rotunda may be utilized for the performance of limited wedding ceremonies under certain conditions.

POLICY REQUIREMENTS

The user must submit a completed *Application for Wedding Ceremony* at least 30 days in advance of the planned event. Weddings may not be scheduled more than one year prior to the event.

The application form is submitted to:

PMB: 01233
Buildings and Grounds Office
500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Telephone (605) 773-3344
FAX: (605) 773-6333

Written approval of the Buildings and Grounds Manager and Commissioner of the Bureau of Administration or designee must be obtained before the event can be held.

Space and time for weddings will be assigned by the Bureau of Administration on a first-come, first-served basis. Weddings in the Rotunda may only be held during weekend hours the Capitol is regularly open to the public.

Users must follow the stipulations noted in the current *Wedding Guidelines for the Capitol, Visitors Center and Grounds* brochure. Users are liable for any and all damages to the building, grounds or for personal injury caused by their sponsored activity. Users agree to hold harmless and indemnify the State of South Dakota and must understand and sign the “hold harmless/indemnification” on the *Application for Wedding Ceremony* form.

Weddings Held in the Rotunda

Only simple ceremonies will be allowed in the Capitol Rotunda. No chair setups, decorations, flowers, candles, balloons, or signs will be permitted. Exits and entrances may not be blocked, and no portion of the Rotunda may be cordoned off to other visitors to the Capitol.

Security

The State of South Dakota is not responsible for theft, destruction, damage, or loss of materials related to events, or personal articles of the user or attendees.

All events must be manned. Users must immediately report security problems or loss to Capitol Protective Services, located near the north entrance to the Capitol building. Telephone: 773-3154.

Cancellations

The Commissioner of the Bureau of Administration may cancel any scheduled event.

Specific questions should be directed to
Buildings and Grounds Office
500 East Capitol Avenue
Pierre, SD 57501-5070
Telephone (605) 773-3344

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-08
Effective Date:	October 2008
Supersedes Version Written:	August 2008
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

August 2008	Defined designated locations
October 2008	Added Rotunda as approved location
August 2012	Updated names of form and brochure