



# Capitol and Grounds Exhibit and Event Guidelines

(Revised February 4, 2020)

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**Georgia Building Authority  
Marketing & Communications**

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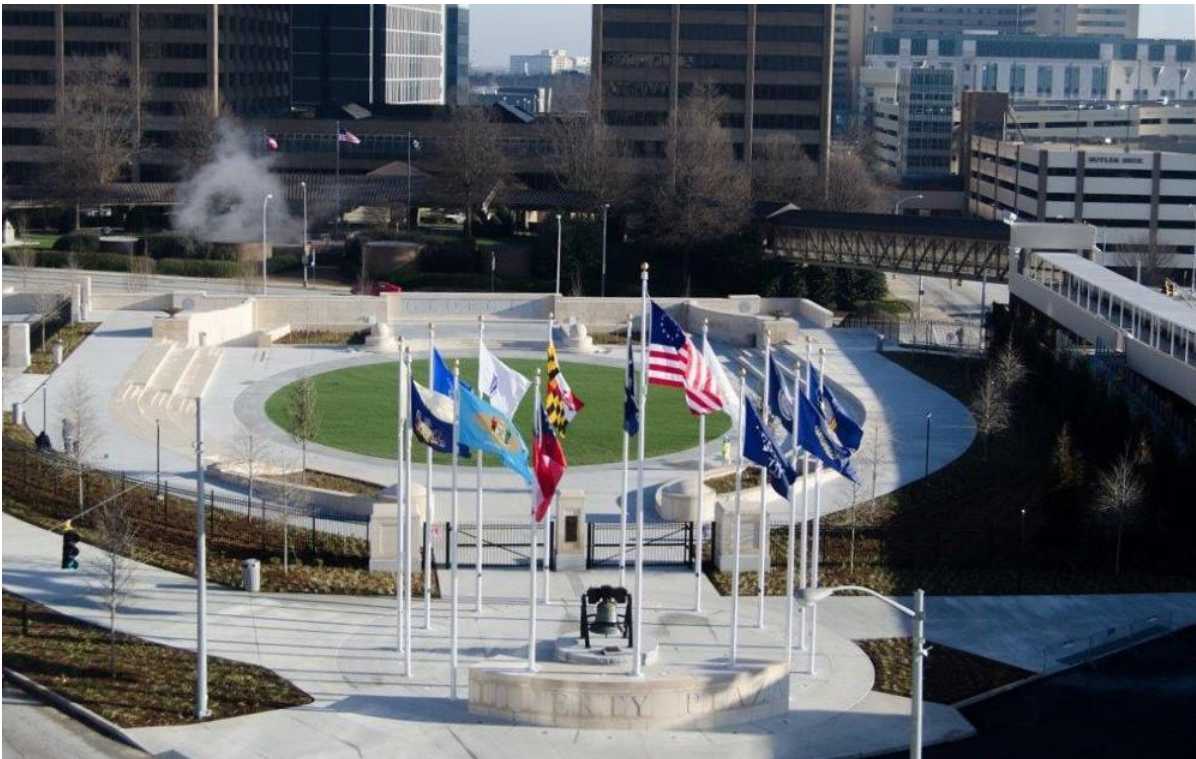
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**SECTION 1 – OVERVIEW**

The Georgia State Capitol building is the State's legislative center and an architecturally and historically significant facility located in downtown Atlanta. The building is listed in the National Register of Historic Places.

O.C.G.A. § 50-9-9 grants the Georgia Building Authority (GBA) the authority to establish rules and regulations to carry out the protection of the Capitol building property and its grounds and to protect against unreasonable disruptions of state employees in the performance of their official duties. Under this authority, GBA sets forth these guidelines to govern the temporary use of the public areas of the State Capitol building and grounds. The Board of Regents maintains the Georgia Capitol Museum located inside the Capitol and conducts tours of the Capitol.

Permitted temporary uses of the public areas within the Capitol are conditioned upon acceptance and compliance with these guidelines and payment of applicable fees. A person who refuses to adhere to these conditions is subject to criminal penalties provided by law and to immediate removal from the Capitol building and grounds.

Sponsoring organizations who are authorized, in accordance with this policy to use the public areas within the Capitol building and grounds, release the State of Georgia, GBA, its members, officers, agents, and employees against any and all damages, claims, or other liabilities due to personal injury or death, or damage to or loss of property to others, arising out of the temporary use of any State facility, except to the extent of the sole negligence of GBA.

The Georgia Department of Public Safety (DPS) or the Georgia Bureau of Investigation (GBI) are the law enforcement entities responsible for security of the Capitol building and grounds. DPS or GBI may suspend or modify the use of the Capitol building and grounds and adopt temporary guidelines as needed.

GBA retains the right to waive or modify any or all of the Guidelines contained herein on a case by case basis as deemed necessary by GBA.

Failure to follow these guidelines, or the instructions given by either GBA or law enforcement personnel, will result in the immediate removal of any exhibit or event from the Capitol building and grounds. Failure to follow these guidelines or instructions given by GBA or law enforcement personnel may result in the denial of future applications to use the Capitol building and grounds.

**SECTION 2 – USE OF THE CAPITOL BUILDING AND GROUNDS****2.1 General Guidelines**

The public areas of the Capitol building and grounds include interior public areas of the Georgia Capitol, defined as the South Wing and Rotunda, and Liberty Plaza, which is designated as the only outside venue. These public areas may be temporarily used as locations for organized events, exhibits, news conferences and occasions so long as for a public or governmental purpose (birthday parties, civil unions, and weddings are examples of events that are not considered “for a public or governmental purpose”) subject to the following rules and restrictions:

1. Official public business by the agencies of the State and branches of State Government shall take precedence over any other requested use of public areas of the Capitol building and grounds.
2. Priority is given on a first-come, first-served basis, taking into consideration governmental activities and scheduled guided tours. GBA may determine priority in the temporary use of the public areas of the Capitol building and grounds.
3. Organizations and persons desiring to use the public areas of the Capitol building and grounds should apply to GBA at least 10 business days in advance of the event. Event requests more than 365 days in advance shall be denied.
4. Applicants/event sponsors/organizations are limited to one event/permit per 90 days from the date of the event.
5. GBA designates three locations for legislative press conferences: (1) the First Floor during regular hours of operation, (2) the South Wing, during regular hours of operation based on its limited availability, and (3) the Rotunda, for use only from 12:30 p.m. to 1:00 p.m. daily. Legislators requesting a press conference are to contact their respective House or Senate press office who will then work with GBA to schedule use of a location during an available time. Events scheduled in legislative conference rooms are required to be self-contained in the conference rooms reserved and shall not utilize additional space in public areas used for circulation. Events shall abide by the occupancy loads established by the State Fire Marshal for the reserved location.
6. No more than one event or display will be scheduled for the same time on the same day.
7. No event or exhibit from an individual organization or person shall be scheduled for more than one day in any one calendar year.
8. Once an event date, time and location is confirmed by GBA, all applicable security costs and fees associated with the event must be paid. No permit/license will be issued by GBA unless all security costs and fees are paid for an event or display at least ten business (10) days before the event or display is scheduled to take place. **YOUR EVENT WILL BE CANCELED FOR NON PAYMENT IN ACCORDANCE WITH THE STATED TIMEFRAME.**
9. Posting, hanging, or affixing signs, banners, flags, announcements, documents, or decorations on any exterior or interior surface of the Capitol building or grounds surface is prohibited. All event items and materials are to be removed upon conclusion of the event or display time. All areas must be returned to their pre-event condition.
10. It is illegal for any person, firm, group, organization, or other entity to beg, panhandle, solicit, charge for admission, or to sell goods, wares, or any other objects or services within the Capitol building and grounds.
11. Exhibits must be prominently and legibly identified in order to inform a reasonable observer of their ownership or sponsorship by either a governmental or private organization or persons. GBA reserves the right to place signage identifying any exhibit. The form and content of exhibits must be displayed in a manner consistent with the decorum of the Capitol building and grounds.
12. Every effort must be made to avoid placing cords and wires in walking areas. In the event this is not possible, all exposed cords or wires shall be securely covered in the walking areas by the organization.

13. The State of Georgia is not responsible for damage to or loss or theft of exhibits during the period of their installation, display, or removal. The exhibitor acknowledges that no special security is provided to exhibits by DPS.
14. An event organizer is responsible for property damage caused by their activities during an event or exhibit.
15. Defacing or damaging any Capitol building or grounds property is punishable by law.
16. Advanced approval by GBA is required for the use of open flames in connection with an outdoor event.
17. In case of natural disaster, unforeseen emergencies, or threats endangering public safety or health, DPS and/or GBA reserves the right to cancel (prior to or during) events inside the Capitol building or on the Capitol grounds.
18. Sound or noise which is audible to a person of normal hearing ability more than 250 feet from the point of origin is prohibited in outdoor public areas.
19. Buses and vans may park on Washington Street in the far right lane based upon first-come, first- served availability.
20. Climbing upon the statues, memorials, or other features at the Capitol building or grounds is not allowed.
21. Encroaching upon the grass and gardens of the Capitol grounds is not allowed other than the grass area located at Liberty Plaza.
22. Camping or sleeping on the Capitol grounds is not allowed.
23. Limited public parking is available in and around the Capitol Hill area.
24. Requests to modify or change the exterior lighting surrounding the Capitol building and its dome as part of the recognition of a special event, exhibit or occasion is not allowed.
25. No alcohol is allowed in the Capitol building or on the grounds.
26. Open cooking that produces grease laden vapors is not allowed in the public areas of the Capitol building. Only food warmers are allowed.
27. Organized events, exhibits, news conferences, and occasions for public or governmental purposes that take place in the public areas after normal business hours (8:00 a.m. – 5:00 p.m.) shall be approved under Section 2.2 (15) of the GBA Capitol Hill Event Guidelines.
28. During the legislative session, the Capitol building will be cleared at 7:00 p.m. or one hour after adjournment of a legislative day or any scheduled House or Senate public committee meeting, whichever is later.
29. Once a permit/license has been issued by GBA, if you need to cancel your event for any reason, please notify GBA immediately. Failure to notify GBA of a cancellation may result in the denial of future permit requests. In the event of failure to report a cancellation 24-hours prior to an event, the applicant will forfeit any fees already paid for the event.
30. PLEASE NOTE: Employees of GBA cannot accept any gifts or gratuities from any permittee or organization sponsoring an event for the help GBA provides for any event.
31. GBA strongly discourages the advertising of any event to be held at the Capitol building or Liberty Plaza prior to issuance of a permit for the event. Early advertising, whether on social media or any other source, precludes accurate estimation of attendance and may result in creating public confusion in the event a permit is not granted for the date and location requested.

## 2.2 Use of Interior Public Areas of the Capitol Building

In addition to the General Guidelines, the following rules apply specifically to the temporary use of interior public areas of the Capitol building:

1. Organized events and exhibits will be scheduled only during regular hours of operation (Monday through Friday). The regular operating hours may be modified for any reason including budgetary, staffing, safety, or weather considerations. The available locations and times are below:

### South Wing

- Events/Exhibits (8:00 a.m. – 12:00 p.m.) or (1:00 p.m. – 5:00 p.m.)
- Choral Groups (12:00 p.m. to 1:00 p.m.)

### Rotunda

- Events/Exhibits (1:00 p.m. – 5:00 p.m.)

2. The Capitol is closed on all observed State holidays as declared by the Governor.
3. Entrances to the Capitol are monitored by DPS. Access to the indoor public areas of the Capitol is conditioned upon consent to search and inspection.
4. The interior public areas of the Capitol available for events or exhibits are limited to the second floor in the Rotunda or in the adjacent South Wing as space and scheduling allow.
5. Per the direction of the State Fire Marshal, the event space in the South Wing will have no more than six (6) tables (4 ft. by 8 ft.) and the event space in the Rotunda will have no more than four (4) tables (4 ft. by 8 ft.) in the designated areas as shown on Appendix B. Exhibitors must have signage with the exhibit displaying: name of organization, name of organizer and contact information (phone number and email address). GBA reserves the right to place signage identifying any exhibit.
6. Event applications for the South Wing with groups larger than 150 people will be assigned to Liberty Plaza.
7. At all times during the legislative session, a 44-inch-wide pathway will be maintained on the South Wing staircase to allow for pedestrian access between the second and third floors of the Capitol building.
8. Smoking/electronic vapor is prohibited in State facilities.
9. Moving of GBA furnishings (tables, chairs, podiums, etc.) is not permitted without prior written approval from GBA.
10. Moving paintings and museum exhibits is not permitted without prior written approval from the Board of Regents, University System of Georgia.
11. Balloons are not allowed in the interior public areas of the Capitol building.
12. The use of sticks/poles is not allowed inside the Capitol building. Use includes, but is not limited to, attachment to cardboard signs, placards, and flags. (For allowable size of hand-held signs, see 2.2(21)).
13. Except for service animals, animals are not allowed in the interior public areas of the Capitol building without approval from GBA.
14. No open flames, including candles, or ignited materials are permitted in the interior public areas of the Capitol building.
15. Requests for an event to be held in the interior public areas of the Capitol building after normal business hours as provided in Section 2.1, Paragraph 27 will not be honored unless such event is: a) being held or hosted by a constitutional officer of the State of Georgia; and b) the purpose for such event is of statewide significance and non-partisan based. As chair of GBA, the Governor retains the discretion to determine whether or not the above-referenced conditions, a) and b), are met.

16. "Lying in State" ceremonies are held in the Capitol Rotunda and the honor is granted by the Governor.
17. GBA has equipment (i.e., microphone, podium, chairs and tables) for use at exhibits or events. Fees are charged for any equipment, utilities, and labor used for setup and/or removal. Arrangements for equipment should be made at the time of application. There is a flat rate \$40 fee for the setup of tables and chairs. The rental of linen is a separate \$10 fee per linen. All non-GBA audiovisual (AV) equipment must be pre-approved by GBA. No device intended for the artificial amplification of sound shall be allowed within the Capitol building interior areas unless preapproved by GBA and operated only at the sound level allowed by GBA.
18. Persons or organizations using GBA equipment will be responsible for full payment of any fee no later than 10 business days prior to the event or the event will be canceled.
19. Persons or organizations using GBA equipment will be responsible for any damage to or loss of these items.
20. All musical instruments are prohibited inside the Capitol building, with the exception of the GBA furnished piano.
21. Hand-held signs may only be displayed in the common areas of the Capitol and may not exceed 22 by 28 inches in size. Refer to House and Senate Rules for all activities occurring in the galleries and Committee rooms.

### 2.3 License Agreement

Some activities will require separate written license agreement(s).

### 2.4 Film Industry Use

The public areas of the Capitol may be used on a temporary basis for filming by either the motion picture or television industries. Such use is subject to the provisions of 2.1 and 2.2 herein above, and subject to the following additional rules and restrictions:

1. Any use of the public areas of the Capitol building for filming will be subject to those terms and conditions documented in a separate written license agreement entered into by GBA and the organizations responsible for the film project.
2. In addition to other fees which may be charged by GBA (including but not limited to parking fees, facility cleaning fees, and costs associated with work orders), a base fee may also be charged for issuance of the license and the use of the public areas of the Capitol building.
3. GBA reserves the right to prohibit the presence of beverages containing alcohol, including but not limited to distilled spirits, liquor, beer and wine, within the Capitol building as such beverages may be associated with or used in the filming of any movie or television production.
4. GBA reserves the right to review any screenplay, scene description, script pages, and costume or wardrobe descriptions prior to issuance of a license to use the public areas of the Capitol building for filming.

### 2.5 Use of Liberty Plaza

In addition to the General Guidelines contained in 2.1 herein above, the following rules apply to the temporary uses of Liberty Plaza, located on the east side of the State Capitol building. In the event of any conflict between the General Guidelines and the following guidelines, the guidelines of this Section 2.5 will control.

1. Liberty Plaza is designated as the Capitol public area for all outdoor events or exhibits. Liberty Plaza is for public use and cannot be reserved for a private or commercial event.
2. Liberty Plaza is open to the public Monday through Friday, from 6:00 a.m. to 6:00 p.m. excluding State holidays. Requests for an event to be held in Liberty Plaza after normal business hours require a license

agreement and are subject to fees as outlined in Appendix C.

3. Organized events require approval by GBA as space and scheduling allow.
4. GBA does not provide AV or equipment for Liberty Plaza. Any equipment or AV being provided by the requestor must be submitted and approved by GBA.
5. Electrical power is available at Liberty Plaza for use only if an event has a permit/license for the area. An event using the area may provide electrical generators at their own expense. An event sponsor will be responsible for any damage occurring as a result of the use of electrical generators.
6. If the event will impact streets adjacent to Liberty Plaza, and/or the group is larger than the State Fire Marshal Occupancy of 3,400 for the Plaza, the applicant must obtain a lane or street closure permit from the Special Operations Division of the Atlanta Police Department.
7. A temporary structure may be anchored to the grass areas with sand bags only.
8. Equipment or structures temporarily erected by an organization or persons, as part of an event, shall be removed daily by the time scheduled for the closing of Liberty Plaza. Structures must comply with any requirements as set forth by the Fire Marshal's Office.
9. The ringing of the Liberty Bell will only take place on occasions of state or national significance as determined by the Governor.
10. If a sound system is being used during a Liberty Plaza event, then the speakers placed on the stage shall face straight ahead and be pointed at the Liberty Plaza flags. Speakers placed on either side of the Capitol Avenue entrance must face east. The decibel level created by the sound system shall not exceed 65 decibels measured from the east steps of the Capitol building. Sound in excess of 65 decibels must be reduced or shut off.
11. The event sponsor must supply one porta toilet per every hundred guests attending their event. Events for one hour or less are excluded from providing toilets on a case by case basis. At least 5% of the porta toilets (but no less than 1) must be accessible to people with disabilities. Events not adhering to the porta toilet guidelines will be canceled. Proof that the appropriate number of porta toilets has been secured for the event must be provided not less than seventy-two (72) hours prior to the event.
12. Porta toilets are to be placed in a location designated by GBA at the time of delivery. An event sponsor will be responsible for any damage or clean-up related to the use of porta toilets from the time of delivery to pick up. Unless prior approval from GBA has been received, porta toilets cannot remain on-site overnight.
13. Events occurring outside normal business hours in Liberty Plaza are subject to any maintenance costs incurred by Georgia Building Authority as a result of the event (examples include site clean-up and landscape repair). Any permit/license issued is conditioned upon agreement of the permittee to pay all incurred maintenance costs invoiced by GBA following the event.

### **SECTION 3 – RESERVING PUBLIC AREA SPACE AT THE CAPITOL**

A sponsoring organization who submits a request to reserve a public area of the Capitol building or grounds for an event or exhibit shall submit the following to the Events Coordinator:

1. The "Event Request Form" (available at [gba.reserveany.com](http://gba.reserveany.com)) requiring the following information:
  - a. Name/address/telephone number of contact person(s)
  - b. Name of organization
  - c. Description of planned event or exhibit
  - d. Date/time for event or exhibit
  - e. Area requested for use
  - f. Equipment needed (tables, chairs, public address system)



- g) Number of estimated attendees
- 2. Requests for exhibit space shall include a photograph of the proposed exhibit, preferably as it will be displayed. A scale drawing or sketch may be substituted if a photograph is not available. The dimensions of the space required must be indicated, as well as the manner in which the exhibit will be mounted or displayed.
- 3. An on-line acknowledgement of the Awareness Statement (see attached Appendix A).
- 4. Failure to provide completed form and its required attachments (including a photograph or sketch for exhibit space) will result in denial of the request.
- 5. An application containing false or inaccurate information may result in the immediate termination of an event or use, and may result in immediate expulsion of all attendees from the public areas of the Capitol building and grounds.

## APPENDIX A

Georgia Capitol Police Division  
180 Central Avenue, SE  
Atlanta, GA 30303  
404-656-4830  
404-656-7281 (Emergency)

### SECURITY AWARENESS STATEMENT REGARDING USE OF STATE BUILDINGS AND PROPERTY

Persons or organizations requesting the use of state buildings and property shall review and sign the Security Awareness Statement. The Georgia Building Authority (GBA) must receive the signed Security Awareness Statement with the request at least five days prior to the date of the event. Requesters must comply with the GBA Exhibit and Event Guidelines *and* with any restrictions or instructions provided on the GBA-issued permit or other event approval document.

#### ENTRANCE TO STATE BUILDINGS

- Entrance to state buildings is contingent upon consent to search and metal detector screening.
- Visitors may be required to provide identification or sign in.
- Visitors must comply with requests from security personnel. Visitors who do not comply with security requirements may not enter state buildings.

See O.C.G.A. 50-16-14

#### INTERFERENCE WITH GOVERNMENT PROPERTY

State law prohibits:

- Destroying, damaging, or defacing government property.
- Forcibly interfering with or obstructing passage into or from government property.

See O.C.G.A. 16-7-24

#### PREVENTING OR DISRUPTING GENERAL ASSEMBLY

State law prohibits:

- Recklessly or knowingly committing any act that may reasonably be expected to prevent or disrupt a session or meeting of the Senate or House of Representatives, a joint session thereof, or any meeting of any standing or interim committee, commission or caucus of members thereof.

See O.C.G.A. 16-11-34.1(a)

#### SENATE AND HOUSE OF REPRESENTATIVES

State law prohibits:

- Entering or remaining upon the floor of the Senate or the floor of the House of Representatives or within any cloakroom, lobby, or anteroom adjacent to such floor unless such person has authority granted specifically or by Senate or House rules to enter or remain.
- Willfully and knowingly entering or remaining in the gallery of the Senate or the gallery of the House of Representatives in violation of rules governing admission to such gallery adopted by the Senate or the House or pursuant to authorization given by the body.
- Willfully and knowingly entering or remaining in any room, chamber, office, or hallway within the state capitol building or any building housing committee offices, committee rooms, or offices of members, officials, or employees of the General Assembly in either house thereof with intent to disrupt the orderly conduct of official business or to utter loud, threatening, or abusive language or engage in any disorderly or disruptive conduct in such buildings or areas.

See O.C.G.A. 16-11-34.1(d), (e) and (f)

**PARADES, DEMONSTRATIONS, PICKETING**

State law prohibits:

- Parading, demonstrating, or picketing within the state capitol building or any building housing committee offices, committee rooms, or offices of members, officials, or employees of the General Assembly or either house thereof with intent to disrupt the orderly conduct of official business or to utter loud, threatening or abusive language or engage in any disorderly or disruptive conduct in such buildings or areas.

See O.C.G.A. 16-11-34.1 (g)

**WEAPONS**

State law prohibits any person (other than those exempt from the provisions of Code Sections 16-11-126 through 16-11-127.2) to enter, occupy, or remain within the state capitol building or any other building housing committee offices, committee rooms, or offices of members, officials, or employees of the General Assembly or either house thereof while in the possession of any:

- Firearm
- knife (as defined in Code Section 16-11-125.1)
- explosive or incendiary device or compound
- bludgeon
- knuckles, whether made from metal, thermoplastic, wood or similar material or
- any other dangerous or deadly weapon, instrument, or device.

See O.C.G.A. 16-11-34.1(b)

**OBSTRUCTING AREAS IN CAPITOL SQUARE**

In the area designated as Capitol Square, state law prohibits purposely or recklessly and without authority obstructing any:

- street
- sidewalk
- hallway
- office
- other passageway

in such a manner as to render it impassable without unreasonable inconvenience or hazard or to fail or refuse to remove such obstruction after receiving a reasonable official request or the order of a peace officer to do so.

See O.C.G.A. 16-11-34.1 (c)

**BEGGING, SOLICITING OR SELLING**

State law prohibits begging, panhandling, soliciting, selling goods, wares or other objects in any state buildings, grounds, sidewalks or other ways under the control of the state.

See O.C.G.A. 50-9-9(b)

**SIGNS AND POSTERS IN STATE CAPITOL BUILDING**

Signs and posters are prohibited inside the Capitol except as permitted by the GBA Capitol and Grounds Exhibit and Event Guidelines and the House or Senate rules.

**DEFACING OR INJURING CAPITOL BUILDING OR GROUNDS**

State law prohibits marring, defacing, or injuring the capitol building, the approaches thereto, the trees, shrubbery, or grounds belonging to same, or any of the furniture, fixtures, or property therein.

See O.C.G.A. 50-16-5

*I have reviewed and understand the information provided in this Security Awareness Statement. I agree to comply with the requirements outlined herein. I will provide the information to other event organizers and attendees.*

ORGANIZATION NAME (please print): \_\_\_\_\_

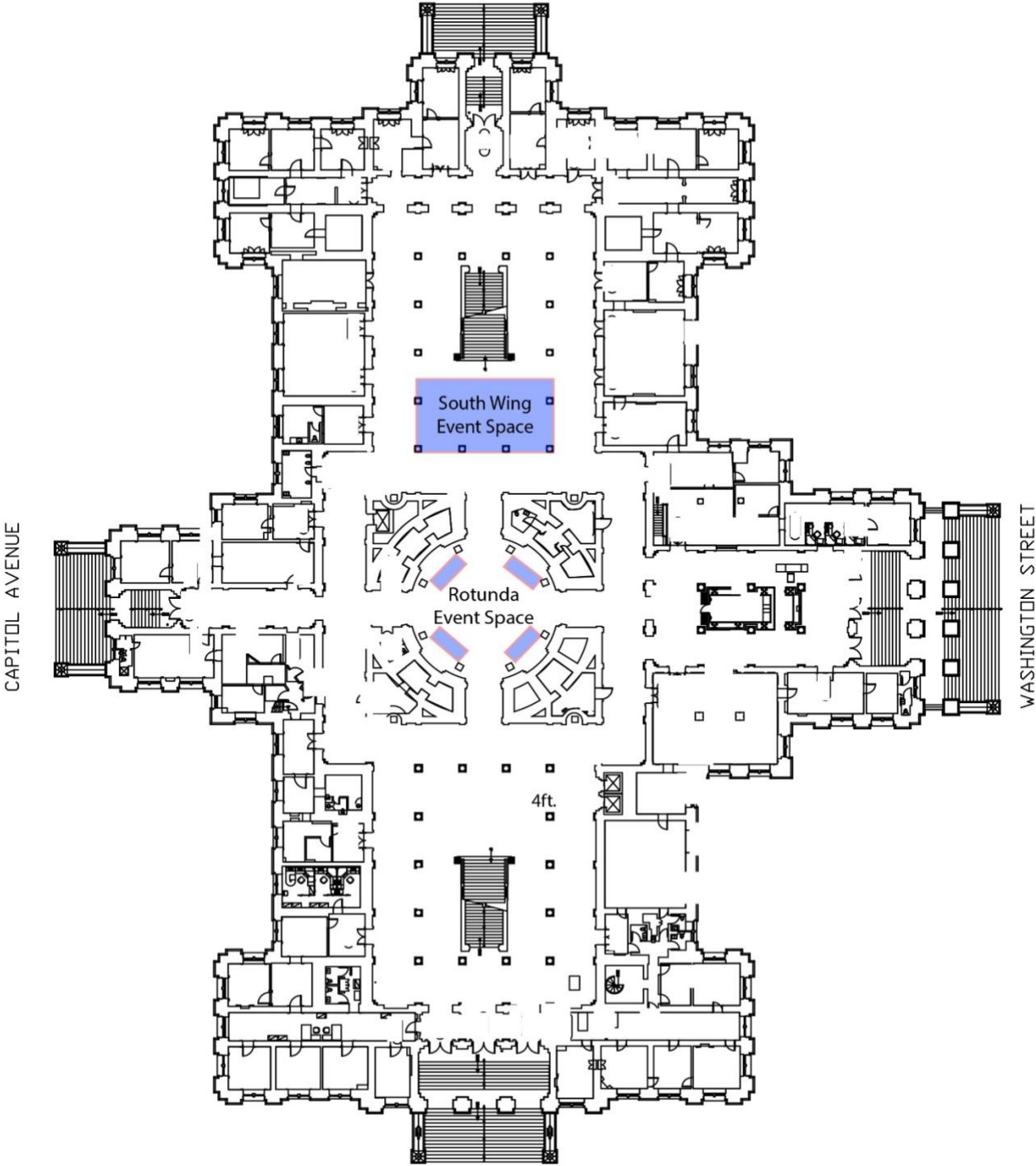
SPONSOR NAME (please print): \_\_\_\_\_

SPONSOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPENDIX B

CAPITOL SQUARE (MITCHELL ST.)



MLK, JR. DRIVE (HUNTER ST.)

## APPENDIX C

All after-hour events are subject to possible additional fees. The chart below provides estimated fees for security for events held in the public areas of the Capitol and Grounds. Fees are assessed for all weekend/holiday events. A four-hour minimum cost for security is required. All events will be rounded up to the nearest whole hour. Additional charges will be invoiced in the event the actual number of attendees exceeds the approved estimate. DPS reserves the right to depart from the fee estimates below after discussion with an event sponsor or when other factors necessitate.

ALL FEES MUST BE PAID IN FULL PRIOR TO THE EVENT.

Estimated Attendees	Security Cost
1 - 100	\$416.00 for Liberty Plaza
101 - 200	\$624.00 for Liberty Plaza
201 - 300	\$832.00 for Liberty Plaza

Event fees must be determined on a case-by-case basis where:

- Event begins or extends past 6:00 p.m. at Liberty Plaza,
- Estimated attendance exceeds 300 people,
- Event length is more than three hours, or
- Event is inside the Capitol.

Liberty Plaza Events:

- Minimum: Two Troopers/Officers
- Each additional 100 attendees: Add at least one Trooper/Officer
- Events after sundown may require additional personnel

## APPENDIX D

Reserved for future Leadership Letters of Support