

# Idaho State Capitol Building

## Guidelines and Policies for Public Usage

Revised November 1, 2021

Certain rooms of the Idaho State Capitol building under the authority of the Legislature are available for limited public use outside of uses by the Legislature. ***Decisions regarding public usage of legislative spaces in the Idaho Capitol Building will be made by the presiding officer of the respective Chamber, in accordance with these guidelines. (See Idaho Code § 67-1602.)***

To help facilitate public use and to make public use more enjoyable, the following protocols have been established:

### **Public Access**

Public use of the legislative space outside of uses by the Legislature is limited. Public use of the legislative space that is open only to invited or qualifying individuals or groups or requires paid admission is not permitted.

Public use is limited to:

- Use of meeting rooms reserved as provided in these guidelines during the hours of the reservation.
- Use of the interior public hallways and the Rotunda during the hours the Capitol building is open for public access.

The presiding officer of the respective Chamber has discretion to conclude public use of legislative space at any time.

### **Building Preservation**

The Capitol is a historic structure, and care must be taken to preserve it.

- Do not move any building furnishings. Do not drag anything across marble floors.
- Posters, stickers, signs, banners or other materials shall not be adhered to any interior or exterior walls, pillars, portraits, staircases or other surfaces in the building.
- Do not lean or prop anything against any surface in the Capitol building. All displays, placards, and other items must be free-standing.
- Do not place any items on the railings of the Rotunda or stairways.
- Helium balloons are prohibited inside the Capitol.
- Candles and other sources of open flame are prohibited.

### **Safety**

To help ensure safety of the public during public use, users must comply with the following:

- Electrical cords must be protected by cord covers or gaffer tape to prevent a trip hazard.
- Children participating in any event must be accompanied by an adult or responsible party.
- Tables, chairs, exhibits, and other items must not block offices or room entrances or restrict the flow of pedestrian traffic or emergency egress.
- Items such as packages, briefcases, and backpacks are subject to search.
- Users are not allowed to block hallways or access to and from rooms and offices.

## **Sound Level**

The Capitol building is a working office building. Members of the public in the Capitol must not be disruptive and shall be considerate of those working in the building.

- Bands, choirs, musical performances or other activities that might cause a disruption to those working in the Capitol must be pre-approved by the presiding officer of either Chamber or their designee.
- Public address systems, stereo amplifiers, and other sound-amplifying devices are prohibited in the Legislative space, unless pre-approved by the presiding officer of either Chamber or their designee.
- In the event that sound from public use is disruptive to the conduct of business, the event organizers will be asked to reduce the sound level to acceptable levels or to end the use.
- Loud or distracting noises are not permitted in the hallways or hearing rooms.

## **Setup and Cleanup**

- Users are responsible for setting up and removing all items associated with their use, in a timely fashion, and without disrupting business or hindering public access to the Capitol.
- The public must not set up tables and chairs in the hallways.
- Furniture must not be relocated, and meeting rooms must be left clean and orderly, and in the same condition as they were before the event. The user reserving legislative space is responsible for the condition of the space after use, as well as for any missing items and for any damages to the facility or contents.

## **Reservations**

Reservations for public use are handled by the House or the Legislative Services Office, depending upon the location of the space being reserved.

- Reservations are limited to Monday through Friday from 8:00 a.m. to 5:00 p.m.
- Reservations cannot be made more than one year prior to the scheduled date.
- Reservations are generally made for one day or a portion of a day. Any public use reservation exceeding one day in length must be approved in advance by the Speaker of the House or the President Pro-Tem of the Senate.
- During the legislative session, legislative business always has priority. Consequently, reservations may be rejected, pre-empted or subject to cancellation.
- The first and fourth floor areas of the Rotunda are scheduled through LSO (208.334.2475, [reservations@lso.idaho.gov](mailto:reservations@lso.idaho.gov)). Only one reservation, on either the first or the fourth floor of the Rotunda, will be granted. The third floor of the Rotunda is not available for reservation.
- Meeting rooms in the West Wing, including the Auditorium, Legislative Dining Room, and the Senate caucus rooms on the fourth floor are scheduled through LSO (208.334-2475, [reseervations@lso.idaho.gov](mailto:reseervations@lso.idaho.gov)).
- Meeting rooms in the East Wing and the House Caucus rooms on the fourth floor are scheduled through the House of Representatives ([reservations@house.idaho.gov](mailto:reservations@house.idaho.gov)). To reserve by phone during the legislative session, call (208) 332-1150; during the interim between sessions, call (208) 332-1112.
- Unless otherwise requested, all reservations during the legislative session will be listed on the Legislative Social Calendar.
- Legislators may be notified of a reservation by having the Sergeants at Arms place a flyer in legislative mailboxes, through the Legislative Social Calendar, or by regular mail or e-mail.

### **Public Use of Meeting Rooms**

- Members of the public may reserve Senate and House meeting rooms for limited purposes. Public use of these rooms must meet the following criteria:
  - No sales, financial solicitations or admission/registration fees are allowed.
  - The meeting room must be open to the public, except for executive sessions during a public meeting of an entity subject to the Idaho Open Meeting law.
  - The Capitol does not have tables or chairs available for use by the public.
  - The public or State agency using these rooms may be charged for additional technical, custodial, or security services, as deemed appropriate by the Pro Tem or Speaker.

### **Public Use of the Welcome Room** (Garden Level, directly below the Rotunda)

- This room is a staging area for tour groups and is utilized year-round for the Capitol Tour Program, and the public is always welcome. Visitors watch the *Capitol of Light* DVD, school groups eat their lunches in this room, and the Capitol Curator often utilizes the desk in this room. These uses have priority over other public use of the Welcome Room.
- Scheduled or impromptu public use of this room for meetings or other purposes besides the Capitol Tour Program is not prohibited, but it is discouraged simply because the room is heavily used by visitors and may often be unavailable for a specified period of time.
- Food and drinks are allowed in this space.

### **Rotunda**

The first and fourth floor areas of the Rotunda are available for short-term reservation by the public during the legislative session. Please note: NO tables, chairs, or displays may block the north, south, east or west corridors into the Rotunda area. Members of the public using the Rotunda areas must supply their own tables, chairs, easels, etc., and all items must be freestanding and self-supporting. Tables must be NO LONGER than six feet. All items should be transported to the fourth floor of the Rotunda via the east Rotunda elevator.

- Public uses in the Rotunda areas must meet the following criteria:
  - No sales, financial solicitations or admission/registration fees are allowed.
  - The reserved area of the Rotunda must be open to the public.
  - Public users of the Rotunda may be charged for additional technical, custodial or security services requested by the user, as deemed appropriate by the Pro Tem or Speaker.

### **Food and Beverages**

The food and beverage policies vary depending on the area of the Capitol being used, as follows:

- No alcoholic beverages are allowed in any areas of the Capitol.
- Senate and House Hearing Rooms: Food is NOT permitted in the East and West Wing hallways or in the hearing rooms. Nonalcoholic beverages are allowed if they have a lid or a covered top; this includes canned or bottled beverages. Food and beverages are NOT allowed in the JFAC room (Room C310).
- With prior permission, food and nonalcoholic beverages are allowed in the following rooms: Senate Caucus Room (W433), House Caucus Room (E403), Senate Fourth Floor Lounge (W423), and House Fourth Floor Lounge (E413).
- The Legislative Dining Room (West Wing) may be reserved when the Legislature is not in session. For health and safety reasons, the kitchen is not available for any events.
- Food and beverages are allowed in the Rotunda. Please refrain from serving food or beverages

that might stain the floors.

- Food and beverages are NOT allowed in the House and Senate Chambers and Galleries.

Groups whose events include food and/or beverages (where those are allowed) are required to remove all remaining food as well as empty bottles, boxes, cans or other leftover containers. These items should be bagged in large plastic trash bags and removed from the Capitol. Meeting rooms do not have adequate waste receptacles to accommodate large amounts of trash or recyclable items. Therefore, groups are responsible for the cleanup and removal of such items following their events.

### **Parking**

Attendees at meetings held in the Capitol can park for a maximum of three hours per vehicle, per day, in spaces marked "Capitol Visitor Parking" in the lot at 6<sup>th</sup> and State Streets, adjacent to the old Ada County Courthouse. No permit is required to use these spaces. Attendees can also utilize metered parking spaces on 6<sup>th</sup> Street, 8<sup>th</sup> Street, or Jefferson Street; there is no parking available on State Street.

### **Parking for Agency-Sponsored Meetings Only**

Limited parking spaces are available for attendees at State agency-sponsored meetings held in the Capitol, on a first-come, first-served basis. For more information about this parking option, contact [parking@adm.idaho.gov](mailto:parking@adm.idaho.gov) for instructions on obtaining a permit, which is required in order to use these spaces.

### **IT Information**

- IT support is available through Legislative Services during normal business hours, at 208.334.4848 or 208.334.4747, or [sjacobsen@lso.idaho.gov](mailto:sjacobsen@lso.idaho.gov).
- Hearing rooms are equipped with a projector and screen. Each hearing room is also equipped with a laptop for PowerPoint presentations as well as web access. Please use the laptop provided for your presentation. For assistance with this equipment, please contact Legislative Services, as listed above.

### **Enforcement**

***Decisions regarding usage of spaces in the Idaho Capitol Building, with the exception of the Second Floor, will be made by the presiding officer of the respective Chamber, in accordance with these guidelines. (See Idaho Code § 67-1602.)*** Holding a public event at the Capitol is contingent upon compliance with these guidelines. If an event is determined to be in violation of any guideline herein, or to be creating an undue disturbance, the event will not be allowed to continue.



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Senator Chuck Winder  
President Pro Tem of the Senate



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Representative Scott Bedke  
Speaker of the House

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November 1, 2021

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