

Idaho State Capitol Building

Usage Guidelines and Policies

Many rooms within the Idaho State Capitol building are available for public meetings or events. The Capitol Commission policy provides: “A public event is any event open to the public and to which the public has full access. The Capitol building cannot be reserved for private events (weddings, receptions, proms, parties, and so forth).”

To help facilitate public meetings or events and to make your use of the rooms more enjoyable, the following protocols have been established:

Capitol Hours

Events in the Capitol are encouraged during the normal hours when the building is open to the public. The hours during which the Capitol is open are as follows:

- During the legislative session (generally, from early January through the end of March each year)

Monday through Friday	6:00 a.m. to 10:00 p.m.
Saturday, Sunday & Holidays	9:00 a.m. to 5:00 p.m.
- During the Interim (following the end of the legislative session, until the next January)

Monday through Friday	6:00 a.m. to 6:00 p.m.
Saturday, Sunday & Holidays	9:00 a.m. to 5:00 p.m.

After-Hours Events

Events outside of the above-stated normal hours are strongly discouraged because they present complications in terms of security arrangements, heating/cooling, and lighting, all of which operate on a pre-set schedule. In addition, custodial services are scheduled to begin immediately after the building closes to the public. Please see separate section, “Special Guidelines for After-Hours Events.”

Building Preservation

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

- Please 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 protect the safety of event attendees, employees, and the general public:

- Electrical cords must be protected by cord covers or gaffers’ 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.

Sound Level

The Capitol building is a working office building. All events taking place 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 building must be pre-approved.
- Public address systems, stereo amplifiers, and other sound-amplifying devices are prohibited inside the Capitol, unless pre-approved.
- In the event that sound from an event 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 event.

Setup and Cleanup

- Sponsoring organizations will be responsible for setting up and removing all items associated with their events, in a timely fashion and without disrupting business or hindering public access to the Capitol Building.
- Furniture should not be relocated and meeting rooms must be left clean and orderly, and in the same condition as they were before the event. The organization reserving the 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

Room reservations are handled by the House or Senate, depending upon the location of the room being reserved.

- Reservations cannot be made more than one year prior to the event.
- Reservations are generally made for one day or a portion of a day. Any event or meeting 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 pre-empted.
- First and fourth floor Rotunda areas are scheduled through the Senate President Pro Tem's office (332-1302, mjones@senate.idaho.gov). Only one event during any time slot can be scheduled, on either the first or the fourth floor of the Rotunda. The third floor of the Rotunda cannot be scheduled and is not available for events.
- Meeting rooms in the West Wing, including the Auditorium, Legislative Dining Room, and the Senate caucus rooms on the Fourth Floor are scheduled through the Senate President Pro Tem's office (332-1302, mjones@senate.idaho.gov).
- Meeting rooms in the East Wing and the House caucus rooms on the Fourth Floor are scheduled through either the House Sergeant at Arms during the legislative session (332-1150, chowell@house.idaho.gov) or the Speaker's Office during the interim (332-1112, tfranks@house.idaho.gov).
- Unless otherwise requested, all scheduled events during the legislative session will be listed on the Legislative Social Calendar.
- Legislators may be notified of an event by having the Sergeants at Arms place a flyer in legislative mailboxes, through the Legislative Social Calendar, or by regular mail or e-mail.
- Reservations may be denied to groups or individuals who support hate, violence, disrespect for the rule of law, or other objectionable behavior.

House and Senate Meeting Rooms

- The hearing rooms in the Garden Level Atrium Wings, including the Lincoln Auditorium and the Senate Flex Room (WW17), as well as the JFAC room (C310) on the third floor, are used primarily as meeting rooms during the legislative session for Legislative Committee meetings. The Senate and House Caucus rooms on the fourth floor are utilized by the Majority and Minority Caucuses during the legislative session and are also used for other legislative meetings, both during the session and in the interim.
- Other agencies or groups are welcome to schedule meetings in these rooms, including during the interim. Reservations can be made through the Pro Tem's Office or Speaker's Office, as noted above.
- When not being used for scheduled meetings, anyone is welcome to tour these rooms, sit and relax, or hold impromptu visits with legislators, lobbyists, officials or friends and family. These are public meeting rooms meant to be used and appreciated by the public.
- Meetings scheduled in these rooms must meet the following criteria:
 - No sales, financial solicitations, or admission/registration fees are allowed.
 - The meeting must be open to the public, except for executive sessions as provided by law.
 - Signs, banners, or other advocacy items are permitted only with the express permission of the agency or group hosting the meeting. If questionable, please contact the Pro Tem's Office (332-1302) or the Speaker's Office (332-1111) for approval before posting signs or banners.
 - The agency or group using these rooms may be charged for additional technical, custodial, or security services, as deemed appropriate by the Pro Tem or Speaker.
- Members of the public are not allowed to attach signs, posters, notes, etc., to walls, doors, windows, or any other surface within the Capitol Building. Demonstrators are not allowed to block hallways or access to and from rooms and offices. Loud or distracting noises are not permitted in the hallways or hearing rooms.

Welcome Room (Garden Level, directly below the central 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.
- Scheduled or impromptu 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 drink is allowed in this space.

Rotunda

The First and Fourth Floor Rotunda areas are available for short-term use by the public during the legislative session. There are 13 spaces available on the fourth floor; each is approximately 9 x 5 feet. There are six spaces available on the first floor. Please note: Tables, chairs, or any displays may NOT block the north, south, east, or west corridors into the rotunda area. Organizations holding events in 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 Rotunda via the east rotunda elevator.

- Events scheduled in the Rotunda areas must meet the following criteria:
 - No sales, financial solicitations, or admission/registration fees are allowed.
 - The event must be open to the public.

- Signs, banners, or other advocacy items are permitted only with the express permission of the agency or group hosting the event. If questionable, please contact the Pro Tem's Office (332-1302) or the Speaker's Office (332-1111) for approval before posting signs or banners.
- The agency or group using the Rotunda may be charged for additional technical, custodial, or security services, as deemed appropriate by the Pro Tem or Speaker.
- Members of the public are not allowed to attach signs, posters, notes, etc., to walls, doors, windows, or any other surface within the Capitol Building. Demonstrators are not allowed to block hallways or access to and from rooms and offices. Loud or distracting noises are not permitted in the Rotunda or the surrounding hallways. Backpacks, purses and other containers may be subject to search.

Food and Beverages

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

- Senate and House Hearing Rooms: Food is NOT permitted in these 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).
- Senate and House Caucus rooms on the fourth floor: With prior permission, food and nonalcoholic beverages are allowed.
- 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.

IT Information

- IT support is available through Legislative Services during normal business hours, at (208) 334-4848 or (208) 334-4747, or sjacobsen@iso.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.
- Video streaming via Idaho Public Television is available in West Wing, Room WW02, and in East Wing, Room EW42. Video conferencing is available in West Wing, Room WW55 and in East Wing, Room EW42. All hearing rooms are capable of audio streaming to the Internet. Arrangements for videoconferencing should be made in advance by contacting Legislative Services, as listed above.

Special Guidelines for After-Hours Events


In general, after-hours events are discouraged. If a group cannot logistically meet during regular hours when the Capitol building is open, a request for an after-hours meeting may be considered. If an after-hours event is approved by the Speaker's Office or the Pro Tem's office, the following policies apply:

- Each scheduled event must have a contact person who will be responsible for compliance with these usage guidelines. The contact person must be present for the duration of the event.
- The Speaker's Office or the Pro Tem's Office will notify April Rice (april.rice@adm.idaho.gov) and Capitol Mall Security (securitydesk.security@adm.idaho.gov) at least 24 hours in advance of the event, to provide full details including:
 - the nature of the event
 - the number of attendees expected

- the specific areas or rooms that will be used
- the start and end times, and
- contact information for the event sponsor who will be present during the event.
- An after-hours entrance will be specified, depending on the location of the event. The event sponsor (or another designated person) should be stationed at this entrance to allow access to the building for persons attending.
- Attendees should be provided some type of identification, such as a name badge, to distinguish them from visitors and to aid security efforts when closing the building. Security personnel generally notify visitors that the building is closing, and having identification will help in that effort.

Enforcement

The right to hold 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.



Brent Hill, President Pro Tem of the Senate

APPROVED _____ August 30, 2014



Scott Bedke, Speaker of the House

APPROVED _____ August 30, 2014