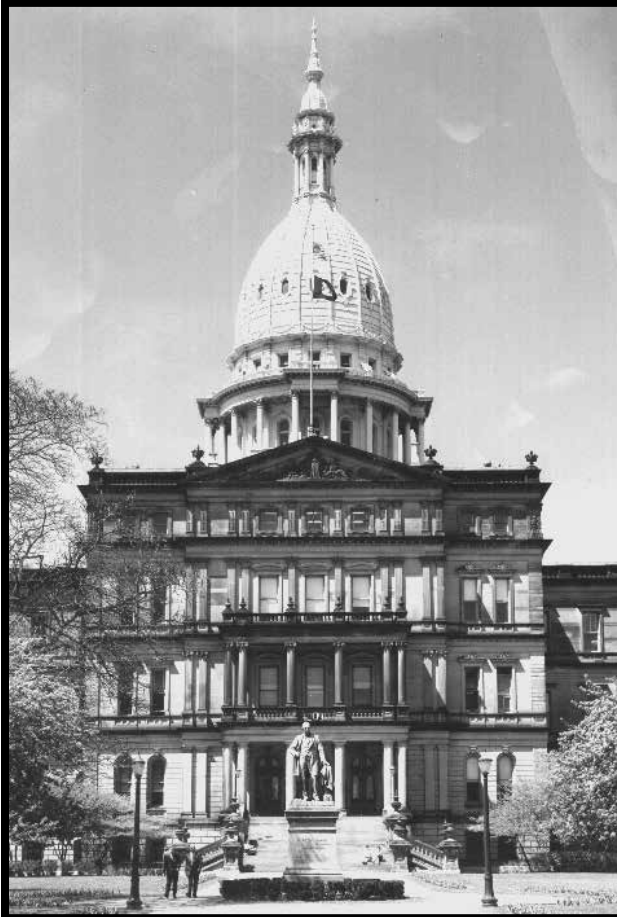


**Procedures
For the Use of
the Public Areas of**

**THE
MICHIGAN
STATE CAPITOL**



Approved by the
Michigan State Capitol Commission
Effective September 22, 2015

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Public and Other Areas of the Capitol

The public areas of the Capitol are under the jurisdiction of the Michigan State Capitol Commission. All other areas of the Capitol are under the jurisdiction of the Senate, the House of Representatives, or the Executive Branch.

The public areas of the Capitol include the rotunda and its galleries; the main corridors; the grand staircases; the ground floor entrances; the first floor exterior porches and staircases; all exterior building surfaces; and the Capitol grounds, defined as the property on which the state Capitol building is situated, bordered on the north by Ottawa Street; on the east by Capitol Avenue; on the south by Allegan Street; and on the west by Walnut Street.

Information on use of the Capitol for an event or exhibit shall be provided by the agency holding jurisdiction over the space. Requests for use should be addressed to the appropriate office:

- Requests about the **public areas of the Capitol**, which are under the jurisdiction of the Michigan State Capitol Commission, must be addressed to the Capitol Facilities Director, Michigan State Capitol, P.O. Box 30014, Lansing, Michigan 48909-7514.
- Requests about the use of space under the jurisdiction of the **Senate** must be addressed to the Secretary of the Senate, P.O. Box 30036, Lansing, Michigan 48909-7536.
- Requests about the use of space under the jurisdiction of the **House of Representatives** must be addressed to the Business Office, Michigan House of Representatives, P.O. Box 30014, Lansing, Michigan 48909-7514.

- Requests about the use of space under the jurisdiction of the **Executive Branch** must be addressed to the Office of the Governor, Michigan State Capitol, Lansing, Michigan 48909.

The following procedures shall be followed in the administration and operation of the public areas of the Michigan State Capitol. At no time will enforcement of these procedures be influenced or affected by age, sex, race, national origin, disability, religion, or partisan politics.

I. Definitions

The following words and terms, when used in this document, shall have the following meanings, unless the context clearly indicates otherwise.

- A. **EXHIBIT:** Any display, including but not limited to public service and educational presentations; historical displays; and any display of artwork, including but not limited to paintings, sculptures, arts and crafts, and photographs.
- B. **EVENT:** Any performance, ceremony, presentation, meeting, rally or reception held in the public areas of the Capitol.
- C. **PARTISAN POLITICAL EVENT:** An event held for the primary purpose of advancing or advocating the political candidacies of a particular party or group; and advancing, advocating or opposing initiatives and/or referendums.
- D. **RALLY:** A rally is a gathering of people for the purpose of actively promoting a candidate or a cause.
- E. **CAPITOL:** The Michigan State Capitol. Unless otherwise specified, the use of the term "Capitol" includes the building and its grounds.

- F. **CAPITOL SECURITY:** Michigan State Police Officers and Michigan State Police Troopers.
- G. **GOVERNMENT FUNCTION:** An exhibit or event sponsored by an agent or agency of federal, state or local government.
- H. **PUBLIC FUNCTION:** An exhibit or event that serves a public interest; that is, an exhibit or event that promotes the well-being, welfare, security, safety, and education of all residents of the state. The public must have a direct interest in the function and it must benefit the general public.

II. Conditions Governing All Public Areas of the Capitol

The following conditions apply to **all** public areas of the Capitol. For conditions specific to the interior or exterior public areas of the Capitol, see Sections III and IV that follow.

- A. **Discrimination:** No public event or exhibit may discriminate on the basis of race, national origin, religion, sex, age, or disability.
- B. **Interference:** Public use of the Capitol shall not interfere with any legislative session or the conduct of public business by agencies of the State which normally occupy and use the Capitol, and shall not affect the safety and well-being of the individuals conducting the work of these agencies.
- C. **Emergencies:** In case of fire, bomb threat, utility malfunction, a threat to the structural integrity of the Capitol or an event that interferes with the

safe conduct of business in the Capitol or on its grounds or other unforeseen emergency or threat endangering public safety or health, the Capitol Facilities Director or his or her designee, or Capitol security in the absence of both of these individuals, may delay or postpone any scheduled event until the emergency or threat is over.

- D. **User Responsibility:** Individuals or organizations are responsible for returning the areas used in conducting their events or exhibits to their original condition. Individuals or organizations are responsible for any vandalism, damage, breakage, loss or other destruction to the Capitol caused by that individual or organization. Costs will be assessed to individuals or organizations for damages incurred. The cost of the repair will include the costs for the services of specialists in relevant historical restoration skills as determined by the Capitol Facilities Director.
- E. **Indemnification:** Individuals or organizations using the Capitol shall indemnify and hold harmless the State of Michigan, its departments, agents and employees, from and against any and all suits, damages, claims, or other liabilities due to personal injury or death, damage to or loss of property to the State or to others, or for any other injury or damage arising out of or resulting from the use of the Capitol.
- F. **Alcohol:** Alcoholic beverages shall not be served or consumed in a public area of the Capitol or on the Capitol grounds.

- G. **Food and Beverages:** Food and beverages may be served at a scheduled event or exhibit if all of the following criteria are met:
1. The applicant specifies in writing, prior to the event or exhibit, the type of food and beverages to be served and the desired service area.
 2. **Food and beverages shall be provided by a state licensed caterer; otherwise, individuals or organizations shall obtain a temporary food stand license from the Ingham County Health Department's Bureau of Environmental Health, as required by state law (Public Act 368 of 1978).**
 3. The applicant assumes responsibility for the preparation, service, and consumption of all food and beverages provided during the event or exhibit.
 4. The food and beverage service will not cause physical damage to the Capitol.
- H. **Posting Signs:** Posting or affixing signs, announcements, or other documents on any exterior or interior wall, ceiling, floor, door, window or other surface of the public areas of the Capitol not designed for that purpose is prohibited. Stickers, labels, tape, or any other adhesive material that might leave a residue or otherwise damage interior or exterior surfaces of the Capitol, including porches, stairs, statuary, monuments, light wells, fences and trees is also prohibited. Likewise, tacks, nails, staples or other attachments may not be used. Display board space may be requested or arranged through the Capitol Facilities Office.

- I. **Damaging Materials:** No item or material with the potential to damage the Capitol may be used. All items or materials must be removed promptly after an exhibit or event.
- J. **Leaning Items:** No item may be leaned against exterior or interior walls, pillars, portraits, furnishings, staircases, or other feature of the Capitol.
- K. **Equipment Available:** The Capitol Facilities Office has limited equipment (for example, public address system, chairs, tables, podium, etc.) for use at exhibits or events. Arrangements may be made for the Capitol Facilities Office to provide such equipment upon payment of reasonable charges; otherwise it shall be provided by the individuals or organization sponsoring the event or exhibit. If equipment is required, the Capitol Facilities Office should be contacted to discuss what is available, how it is intended to be used, and to place a reservation. Requests for equipment should be made at least one week in advance of the event or exhibit. Individuals or organizations using such equipment will be responsible for any damage to or loss of that equipment.
- L. **Exhibits:** Exhibits are allowed at the Capitol subject to the following conditions:
 - 1. **Security and Loss:** The State of Michigan is not responsible for damage to or loss or theft of exhibits during the period of their installation, display or removal. No special security can be provided for exhibits by Capitol security; all special security required for an exhibit must be provided by the exhibit's sponsor.

2. **Costs:** Exhibitors must bear all costs of assembling, mounting, displaying and removing exhibits and of cleaning up and restoring the exhibit space to its original condition under the supervision of the Capitol Facilities Office.
 3. **Displays Free-Standing:** All displays must be free-standing. Exhibits may not hang from walls or ceilings or be affixed to doors, windows, railings or other building surfaces (except for standing on the floor). Exhibits on the Capitol's grounds may not hang or be affixed to trees, shrubbery or other plantings, statuary, monuments, fences, light fixtures, light wells, or the exterior surfaces of the building.
 4. **Disclaimer:** Exhibits must contain a disclaimer stating that the display is not owned, maintained, promoted, supported by or associated with the State of Michigan.
- **Scheduling:** Exhibits may be scheduled for display for up to 7 calendar days during a calendar year (January 1 through December 31). Exhibits on the Capitol grounds must be removed by the time and for the reasons set forth in Section IV (A).

Events inside the Capitol or on the Capitol's grounds may be scheduled no more than 3 times during a calendar year (January 1 through December 31).

- **Layout Required:** Requests for exhibit space must include a clear layout, scale drawing or sketch of the proposed exhibit, preferably as it will be displayed. The dimensions of the space required should be indicated, as well as the manner in which the exhibit will be mounted or displayed.

- M. **Sound Equipment:** Sound amplifying equipment, such as megaphones, bullhorns, or any other device used to amplify sound in a manner which interferes with any legislative session or the conduct of public business by agencies of the state is prohibited.
- N. **Unmanned Aircraft:** No person shall operate any unmanned aircraft in the airspace above property governed by the Michigan State Capitol Commission except under special circumstances when the Commission may authorize limited flights conducted in accordance with Federal Aviation Administration regulations.
- O. **Removing Property:** A person shall not remove state property from the Capitol or its grounds except as permitted in the normal course of business, unless the removal has been previously authorized in writing by the Capitol Facilities Director.
- P. **Inspections:** To enhance security and public safety, Capitol security officers may do the following: packages and briefcases suspected of concealing stolen items or contraband may be inspected. Items being brought into the Capitol may be inspected if suspected to be capable of destructive or disruptive use within the building.
- Q. **Identification:** Proper identification of all employees and any other visitor may be demanded at any time after normal working hours. If the facility is closed during an emergency, access may be denied for the duration of the emergency. Employees or other persons may be required to sign a registration sheet after normal working hours or when the building is closed.

- R. **Obstructive Devices:** Any device which may be used to affix a person or persons to any object or surface in the interior or exterior of the Capitol building is prohibited. Likewise, any device which may be used to block ingress, egress, or obstruct passage to any part of the Capitol building, except those devices used by Capitol Facilities staff in the normal conduct of business, is prohibited.
- S. **Penalties:** A person who refuses to adhere to these conditions is subject, in addition to criminal penalties provided by law, to immediate removal from the Capitol building or grounds, or both, by the Capitol Facilities Director or his or her designee, or Capitol security officers. Nothing contained herein shall be construed as limiting prosecution under any existing or future law.

III. Conditions Governing the Public Areas of the Capitol: The Interior

The following conditions governing the use of the public areas of the Capitol apply specifically to the use of the **interior** of the Capitol:

- A. **Hours of Operation:** Visiting hours for the public are from 8:00 a.m. to 5:00 p.m. Monday through Friday. On Saturdays the building is open for guided tours only from 10:00 a.m. to 4:00 p.m. The building is closed on Sundays and holidays. When either house of the legislature or a legislative committee is in session prior to 8:00 a.m. or after 5:00 p.m., or on Saturday, Sunday or a holiday, the

building shall be open to the public 30 minutes before commencement of the session and closed 30 minutes after adjournment of the Senate, House of Representatives, or legislative committee. Upon approval of the Capitol Facilities Director, events sponsored by state agencies and entities may be held in public areas prior to 8:00 a.m. or after 5:00 p.m. on workdays, or on Saturday, Sunday or a holiday.

- B. **Emergencies:** In case of fire, bomb threat, utility malfunction, a threat to the structural integrity of the Capitol or an event that interferes with the safe conduct of business in the Capitol, or other unforeseen emergency or threat endangering public safety or health, the Capitol Facilities Director or his or her designee, or Capitol security in the absence of both of these individuals, may restrict access to the Capitol at any time and require that entrances be used from within only as a means of egress. Until the emergency is over, a person shall not enter or attempt to enter through an entrance which is closed pursuant to these conditions.
- C. **Smoking:** State law prohibits smoking in public buildings. Furthermore, the Capitol is a historic building with highly decorated walls, ceilings, and original works of art. Therefore, smoking or carrying lighted tobacco products is not permitted in any public area inside the Capitol, including the corridors, staircases, rotunda, rest rooms and elevators.
- D. **Alcohol:** Alcoholic beverages shall not be served or consumed in any public area of the Capitol.

- E. **Blocking Entrances:** An event or exhibit shall not obstruct entrances or block traffic flow through the building.
- F. **Moving Items:** Moving the Capitol's furnishings, such as furniture, lighting, and paintings, by the organizers, conductors or participants at an event or exhibit is not permitted.
- G. **Dragging Items:** Tables, displays, chairs, or other items shall not be dragged or rolled on the marble floors of the corridors or the glass floor of the rotunda.
- H. **Partisan Political Event:** A partisan political event, as defined in Section I (C), is not allowed in the public areas inside the Capitol.
- I. **Government or Public Function:** All events held in the public areas inside the Capitol must be related to a government or public function, as defined in Sections I (G) and I (H).
- J. **Fees:** In addition to fees charged for the use of equipment, power, and labor to set up, operate and remove equipment, a basic use fee will be charged to individuals or organizations for the use of the main corridors in the Capitol.
- K. **Damage Deposit/Insurance Rider:** In order to provide for the repair or restoration of any damage to the Capitol arising from an event or exhibit, a damage deposit may be charged and an insurance rider may be required from individuals or organizations for the use of the rotunda and main corridors. If the Capitol Facilities Director determines no damage has occurred, the damage deposit will be refunded.

- L. **Soliciting and Sales:** An individual or organization shall not solicit or sell any article or service in the public areas inside the Capitol, nor shall any exhibit or display be allowed for that purpose, including the display of business cards or promotional materials or the distribution of promotional literature.
- M. **Signs on Sticks:** Due to the constricted space and crowded conditions which often prevail inside the Capitol, hand-carried signs and signs on hand sticks represent a serious safety hazard to visitors and occupants. They are not allowed in the public areas inside the Capitol.
- N. **Helium Balloons:** Helium balloons are not allowed in the public spaces inside the Capitol because they are very difficult to retrieve.
- O. **Food and Beverages:** Food and beverages shall not be served in the public areas inside the Capitol without the approval of the Capitol Facilities Director, as described in Section II (G). Food and beverages must be consumed in the area approved for an event or exhibit.
- P. **Animals:** Except as may be required in the course of state business, animals are not allowed in the public areas inside the Capitol building. Police dogs required for security purposes and dogs necessary to assist persons with disabilities in the Capitol building may be used at the discretion of the Capitol Facilities Director. The owner or person having the animal under his or her control shall be responsible.

Q. **Exhibits:** Exhibits intended for the public areas inside the Capitol and sponsored by state agencies and entities may be held in the ground floor rotunda or multi-purpose room designated for exhibits by the Capitol Facilities Director. Exhibits sponsored by non-state agencies and entities shall be held in the multi-purpose room designated by the Capitol Facilities Director. Requests will be scheduled on a first-come, first-served basis if the following criteria are met:

1. **No Obstruction:** Exhibits do not obstruct entrances, interrupt traffic flow through the building and exhibit area, or disrupt legislative sessions or the normal conduct of public business in the building.
2. **Manner of Display:** Mounted materials, whether items of display or information related to displays, are secured to tripods, display panels or other free-standing devices. Such panels, tripods, etc., when provided by the exhibitor, must meet the approval of the Capitol Facilities Director.

R. **Commercial Filming and Photography:** Commercial photographers and film production units working inside the public areas of the Capitol may not obstruct or impede the free movement of traffic in the building or create noise levels that interfere with the normal conduct of business. In addition, they may not move Capitol furnishings, lean equipment against walls or columns, or pose a threat to the Capitol's furnishings, artwork, lighting, walls, flooring or other surface.

Before filming in the Capitol, commercial photographers and film production units must schedule in advance as an event with the Capitol Facilities Office.

Depending on the nature and complexity of the project, the permission of the Michigan State Capitol Commission may be required and a Capitol Facilities staff person may be assigned to accompany the photographer or film unit at all times. In order to recover the expenses incurred, fees and a damage deposit may be collected.

The requirement to schedule with the Capitol Facilities Office does not apply to visitors, the news media, or to legislative photographers.

IV. Conditions Governing the Public Areas of the Capitol: The Exterior

Definition: The exterior of the Capitol includes the exterior walls and surfaces of the building, the ground and first floor entrances, porches, staircases, and the grounds.

Public use of the Capitol grounds for scheduled events or exhibits is subject to the following:

- A. **Hours of Operation:** In order to maintain the security, safety and aesthetic appearance of the Capitol and Capitol grounds, and to provide for regular maintenance, improvements or alterations, scheduled events or exhibits on the Capitol grounds shall occur between the hours of 6:00 a.m. to 11:00 p.m. on a daily basis, and shall at no time block any entrance or exit of the

building, or impede free access to the building by its occupants or the public. When either house of the legislature or legislative committee is in session prior to 6:00 a.m. or after 11:00 p.m., the grounds shall be open 30 minutes before commencement of the session and closed 30 minutes after adjournment of the Senate, House of Representatives, or legislative committee.

- B. Damage or Defacing:** Defacing or damaging the Capitol grounds, including trees, shrubbery, flowers, lawns, sidewalks, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the Capitol (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature in any manner is not allowed. Likewise, defacing or damaging the exterior walls and surfaces of the building, including the entrances, porches and staircases, is not allowed.
- C. Front Step Banners:** A banner, in connection with a scheduled event on Capitol Square, may be suspended from the front step light standards during the event, but not exceeding 12 hours on one day in any given year. The banner, in dimensions specified by the Capitol Facilities Director, must be attached to and removed from the standards by Capitol maintenance staff. The banner should be delivered to the Capitol Facilities Office two hours before the start of a scheduled event.

- D. **No Climbing:** Stepping or climbing upon statues, monuments, cannons, fences, lighting fixtures, light wells, trees, or parts of the Capitol building not intended for such purposes is not allowed.
- E. **Picketing and Distributing Literature:** Picketing and the distribution of literature shall not impede or interfere with State business or public access to and use of the Capitol. In order to inform individuals and organizations of the procedures for the use of public areas of the Capitol and grounds, it is recommended, but not required, that individuals and organizations desiring to distribute literature on the Capitol grounds advise the Capitol Facilities Director of the date and time of this activity. Individuals distributing literature shall remove all discarded items from the grounds at the conclusion of their activity.
- F. **Signs and Banners:** Due to the presence of underground utility, electrical and drainage lines, handheld signs or banners shall not be driven into the ground nor shall they be supported in or by any tree, monument or other structure affixed to the Capitol grounds.
- G. **Freestanding Signs and Banners:** Excluding disclaimer signs required under Section II (L) (4), signs and banners supported by freestanding devices may not be left unattended. An individual must be stationed within two feet of a freestanding sign or banner at all times to prevent damage to the grounds, injury to individuals, and for security reasons.

- H. **Use of the Grounds:** Use of the Capitol grounds by an individual or organization for an event or exhibit is authorized only if the event or exhibit has been scheduled with the Capitol Facilities Office in accordance with the procedures described herein.
- I. **Commercial Activities:** Commercial activities unrelated to the purpose of an exhibit or event, or advertising for services or products unrelated to the purpose of an exhibit or event, are not allowed, except for signage identifying the sponsors or underwriters of an event or exhibit that serves a public function, as defined in Section I (H).
- J. **Structures:** In order to maintain the security, safety and aesthetic appearance of the Capitol and Capitol grounds, and to provide for regular maintenance, improvements or alterations, structures, whether for shelter or for any other purpose, erected by an organization as part of a scheduled event or exhibit, shall be removed from the grounds by the time scheduled for the closing of the grounds as set forth in Section IV (A).

The size, number and location of structures erected for shelter shall be determined by the Capitol Facilities Director based on the physical conditions of the grounds and the expected size and nature of the event or exhibit.

Structures for a scheduled event or exhibit, for purposes other than shelter, shall be limited in number to one, in size to 4 feet x 4 feet x 4 feet, and shall not be capable of habitation. The Capitol Facilities Director has been delegated the authority to designate specified areas of the grounds for the location of structures of this kind, which shall apply equally to all such structures.

- K. **Equipment:** Equipment placed on the Capitol grounds in connection with an event or exhibit shall be entirely removed at the conclusion of the event or exhibit, or no later than the time set for closing of the grounds as set forth in Section IV (A).
- L. **Fees:** Other than fees charged for the use of equipment, power, and labor to set up, operate, and remove equipment, no charges will be made to individuals or organizations for use of the Capitol's exterior public spaces.
- M. **Alcohol:** Alcoholic beverages shall not be dispensed or consumed on the Capitol grounds.
- N. **Camping:** Camping or sleeping overnight on the Capitol grounds is not allowed.
- O. **Vehicles:** Vehicles are not allowed on the Capitol grounds, except in areas designated for vehicular use, without permission of the Capitol Facilities Director.
- P. **Exhibits and Structures in Front of Capitol:** In order to maintain free access to the Capitol for emergency vehicles and pedestrians, and to preserve unobstructed views of the front of the Capitol, exhibits and event structures, whether for shelter or for any other purpose, are not allowed on the paved walk between the Capitol's front steps and Capitol Avenue, except at the discretion of the Capitol Facilities Director.
- Q. **Flags:** Three flag poles are located on the Capitol roof. The flag pole on the south wing roof is the Senate flag pole and flags shall be flown on the pole as

directed by the Michigan Senate. The flag pole on the north wing roof is the House flag pole and flags shall be flown on the pole as directed by the Michigan House of Representatives. The flag pole on the east wing roof is the main Capitol flag pole. Only the flags of the United States of America and State of Michigan shall be flown in accordance with United States code on the main Capitol flag pole, with the following exceptions:

Public Act 402 of 2004 (MCL 435.341-435.343), the Armed Forces Commemoration Act, requires the flag of each branch of the United States armed forces be flown over the Capitol annually on the anniversary of the founding of the branch. The United States Army flag is flown on June 14; the United States Coast Guard flag is flown on August 14; the United States Air Force flag is flown on September 18; the United States Navy flag is flown on October 13; and the United States Marine Corps flag is flown on November 10.

- R. **Commercial Filming and Photography:** Before filming on the Capitol grounds, commercial photographers and film production units must schedule in advance as an event with the Capitol Facilities Office. Depending on the nature and complexity of the project, the permission of the Michigan State Capitol Commission may be required and a Capitol Facilities staff person may be assigned to accompany the photographer or film unit at all times. In order to recover the expenses incurred, fees and a damage deposit may be collected.

The requirement to schedule with the Capitol Facilities Office does not apply to visitors, the news media, or to legislative photographers.

V. Scheduling Events and Exhibits

Requests to schedule events or exhibits in the public areas of the Capitol or on the Capitol grounds shall be made to the Capitol Facilities Office, Capitol Building, P.O. Box 30014, Lansing, Michigan 48909.

- A. Requests will be scheduled on a first-come, first-serve basis. Since the areas available for events and exhibits are limited and the demand is at times high, it is recommended, but not required, that requests be made at least one month in advance. In the case of exhibits, due to the length of time an exhibit may remain on display, additional lead time may be necessary to secure the desired space and date. These factors should be kept in mind when making requests.
- B. Each request shall be in writing and shall contain the following information:
 1. Name and description of sponsoring organization or governmental agency.
 2. Name and address and telephone number(s) of contact person(s).
 3. Name and address and telephone number(s) of back-up contact person(s).
 4. Description of planned event or exhibit.
 5. Date and hours requested for the event or exhibit, and duration of the event or exhibit.

6. Area requested for use.
 7. Number of anticipated attendees.
- C. Equipment or services available through the Capitol Facilities Office can be used in connection with an event or exhibit on an “as available” basis, upon payment of reasonable fees and charges. A list of the equipment and the charges is available upon request from the Capitol Facilities Office.
- D. All decisions by the Capitol Facilities Director required under these procedures shall be made as promptly as possible, but no later than two state business days after receiving the written request.
- E. In order to schedule an event or exhibit, a sponsor is required to sign an acknowledgment that the sponsor has read, understood, and will abide by the procedures governing the use of the public areas of the Capitol; that the sponsor is responsible for damages incurred as a result of its event or exhibit; that the sponsor will either restore or pay to have restored the area used for its event or exhibit to the condition that existed prior to its use; and that it will indemnify and hold harmless the State of Michigan for any damage or loss the state incurs arising out of its use of the Capitol or the Capitol grounds. Any sponsor that fails to abide by the terms of the agreement will not be permitted to schedule a future event or exhibit until the outstanding obligations have been fully satisfied.

VI. Appeals

If a person or organization is aggrieved by a decision of the Capitol Facilities Director, an appeal may be taken to the Michigan State Capitol Commission within three state business days of that decision. The appeal shall be in writing, stating the basis therefor and the relief sought. The Commission has been delegated the authority to review the decision and shall announce its decision as promptly as possible, but no later than six state business days after the Commission has received the appeal.