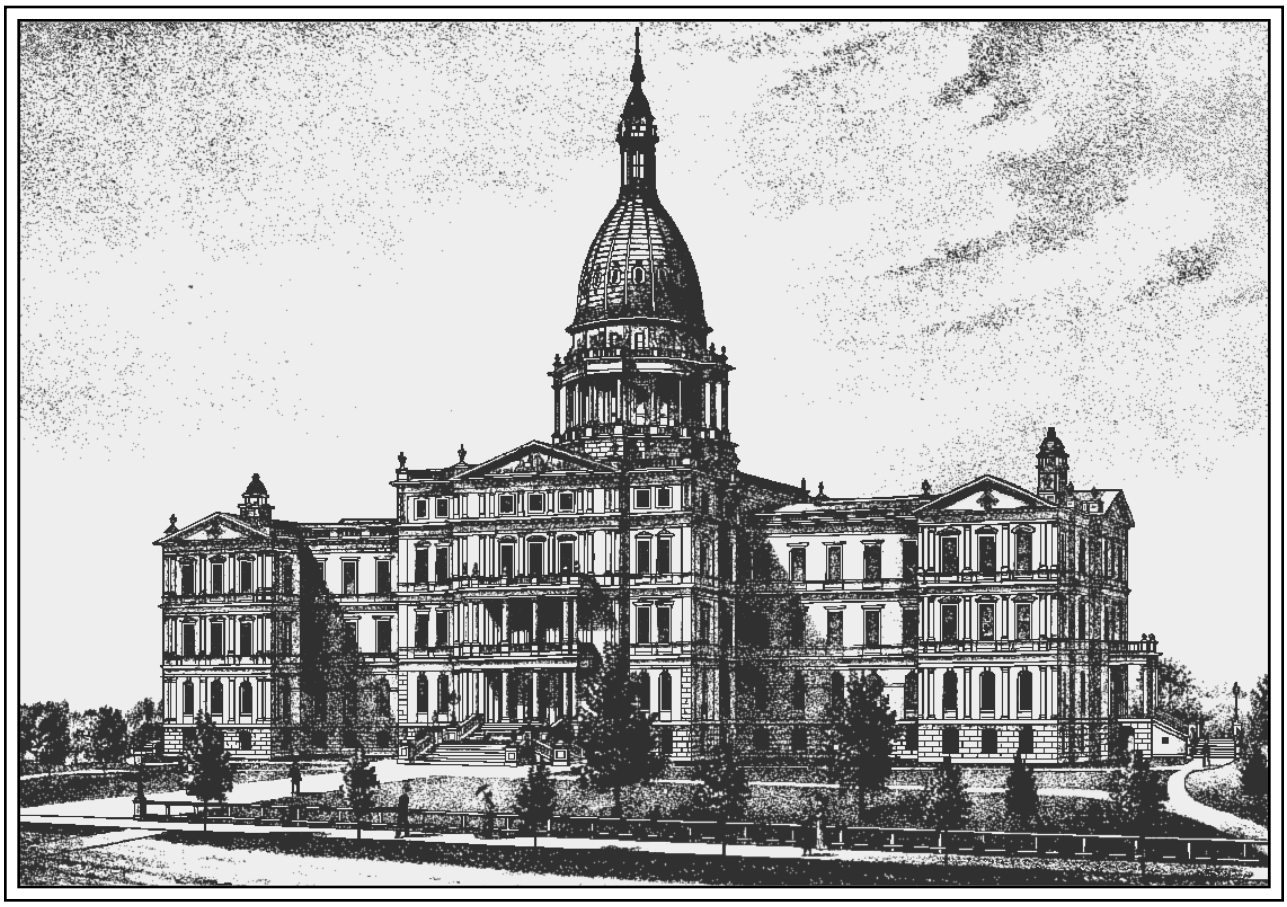
CAPITOL EVENT AND EXHIBIT PLANNER



Legislative Council Facilities Agency
Capitol Building
P.O. Box 30014
Lansing, MI 48909-7514

November 2012
15th Edition

MICHIGAN CAPITOL COMMITTEE

STEVE BENKOVSKY, EXECUTIVE DIRECTOR

MICHIGAN CAPITOL COMMITTEE
MICHIGAN STATE CAPITOL
P.O. BOX 30014
LANSING, MICHIGAN 48909-7514
PHONE: (517) 373-1972

Dear Capitol Event or Exhibit Planner:

This information is provided to help you plan an event or exhibit at the Capitol. We hope the information is of value. Included is a section on *Procedures* for the use of the public areas of the Capitol; maps, forms, and other information designed to help you prepare an event or exhibit; and instructions on how to schedule an event or exhibit. You can also find this booklet on the Internet, at **http://council.legislature.mi.gov**. Scroll down to scheduling information and click on **Planning a Capitol Event**.

The Capitol is the very symbol of the state and one of its most recognizable buildings. These procedures are designed to ensure the safety of visitors and tenants alike and to protect the building—a historic treasure—for the future.

Legislative Council Facilities Agency (LCFA) staff will be happy to assist you in planning your event or exhibit. If you have further questions, please call:

Trena Trowhill, Legislative Council Facilities Agency Events Coordinator
(517) 373-9617
or E-Mail: ttrowhill@legislature.mi.gov

By working together, we can help ensure the success of your event or exhibit. We encourage questions as the best way to avoid problems.

Steve Benkovsky
Executive Director
Michigan Capitol Committee

Legislative Council Facilities Agency
Capitol Building
P.O. Box 30014
Lansing, Michigan 48909-7514

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INTRODUCTION

Read the *Procedures* on the following pages carefully. Understanding them will reduce the chance for a last-minute problem. The *Procedures* are divided into the following sections:

What Are the Public Areas of the Capitol?

I. Other Definitions: What is an Event? An Exhibit? A Partisan Political Event?

II. General Conditions Governing **All** Interior and Exterior Public Areas of the Capitol

III. Conditions Governing Only the **Interior** Public Areas

IV. Conditions Governing Only the **Exterior** Public Areas

V. Conditions Governing Scheduling Events and Exhibits

VI. Appeals

If you still have questions after you have read the *Procedures,* contact the LCFA Events Coordinator at (517) 373-9617.

PROCEDURES FOR THE USE OF THE PUBLIC AREAS OF THE MICHIGAN STATE CAPITOL

Public and Other Areas of the Capitol

The public areas of the Capitol are under the jurisdiction of the Michigan Capitol Committee. All other areas of the Capitol are under the jurisdiction of either 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 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 the 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:

1. Requests about the **public areas of the Capitol**, which are under the jurisdiction of the Michigan Capitol Committee, must be addressed to the LCFA Director's Office, State Capitol, State of Michigan, Lansing, Michigan 48909-7514.

2. 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.

3. 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.

4. Requests about the use of space under the jurisdiction of the **Executive Branch** must be addressed to the Office of the Governor, 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 of artwork, including but not limited to paintings, sculptures, arts and crafts, and photographs; public service and educational presentations; and historical displays.

B. EVENT: Any performance, ceremony, presentation, meeting, rally, or reception held in the public areas of the Capitol. A rally is defined as a gathering of people for the purpose of actively promoting a cause.

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. CAPITOL: The Michigan State Capitol. Unless otherwise specified, the use of the term "Capitol" includes the building and its grounds.

E. CAPITOL SECURITY: Regular state police officers, Capitol security officers, and civilian guards employed by the Michigan Capitol Committee.

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. No public event or exhibit may discriminate on the basis of race, national origin, religion, sex, age, or disability.

B. 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. In case of a fire, bomb threat, utility malfunction, structural failure or other unforeseen emergency or threat endangering public safety or health, the Executive Director of the Michigan Capitol Committee may delay or postpone any scheduled event until the emergency or threat is over.

D. 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 Executive Director of the Michigan Capitol Committee.

E. 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. Alcoholic beverages shall not be served or consumed in a public area of the Capitol or on the Capitol grounds.

G. 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, 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 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 LCFA Director's Office.

I. 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. No item may be leaned against exterior or interior walls, pillars, portraits, furnishings, staircases, or other feature of the Capitol.

K. The LCFA Director has limited equipment (for example, public address system, chairs, tables, podium, etc.) for use at exhibits or events. Arrangements may be made for the LCFA Director to provide such equipment upon payment of reasonable charges (**see rate sheet on page 41**); otherwise it shall be provided by the individuals or organization sponsoring the event or exhibit. If equipment is required, the LCFA Director's 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 are allowed at the Capitol subject to the following conditions:

1. 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. 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 LCFA Director.

3. 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 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. Exhibits must contain a disclaimer stating that the display is not owned, maintained, promoted, supported by or associated with the State of Michigan.

5. **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).

6. 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. No sound amplifying equipment may be used whose sound level interferes with any legislative session or the conduct of public business by agencies of the State which occupy or use the Capitol.

N. 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 Executive Director of the Michigan Capitol Committee.

O. To enhance security and public safety, 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.

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.

P. 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 Executive Director of the Michigan Capitol Committee, Capitol security, the LCFA Director, or any other person designated by the LCFA Director. 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. daily except Saturdays, 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. The visiting hours on Saturday, Sunday and holidays shall be as posted. 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 weekdays, or on Saturday, Sunday or a holiday.

B. In case of a fire, bomb threat, utility malfunction, structural failure or other unforeseen emergency or threat endangering public safety or health, the Executive Director of the Michigan Capitol Committee or Capitol security may lock the Capitol at any time and require that entrances be used only as a means of egress in case of emergency. A person shall not enter or attempt to enter through an entrance which is closed pursuant to these conditions until the emergency is over.

C. 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. Alcoholic beverages shall not be served or consumed in any public area of the Capitol.

E. An event or exhibit shall not obstruct entrances or block traffic flow through the building.

F. 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. 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. A partisan political event, as defined in Section I-(C), is not allowed in the public areas inside the Capitol.

I. 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. (**See rate sheet on page 41**.)

J. 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.

K. Due to the constricted space and crowded conditions which often prevail inside the Capitol, hand-carried signs and signs on handsticks represent a serious safety hazard to visitors and occupants. They are not allowed in the public areas inside the Capitol.

L. Helium balloons are not allowed in the public spaces inside the Capitol because they are very difficult to retrieve.

M. Food and beverages shall not be served in the public areas inside the Capitol without the approval of the Executive Director of the Michigan Capitol Committee (see Section II-(G)). Food and beverages must be consumed in the area approved for an event or exhibit.

N. Except as may be required in the course of state business, animals are not allowed in the public areas inside the Capitol building. Guide dogs, however, may be used when necessary to assist persons with disabilities in the Capitol building. The owner or person having the animal under his or her control shall be responsible.

O. 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 LCFA Director. Exhibits sponsored by **non-state agencies** and entities shall be held in the multi-purpose room designated by the LCFA Director. Requests will be scheduled on a first-come, first-served basis if the following criteria are met:

1. 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. Mounted materials, whether items of display or information related to displays, are secured to tripods, display panels or other freestanding devices. Such panels, tripods, etc., when provided by the exhibitor, must meet the approval of the LCFA Director.

P. Weddings may be held in the public areas (corridors and rotunda) of the ground or first floor of the Capitol. Weddings may be held between 8:00 a.m. and 8:00 p.m., Monday through Saturday. All facility costs associated with the wedding, including but not limited to equipment, supplies, labor, and overhead, shall be paid prior to the wedding ceremony by the individual(s) requesting the wedding be held in the Capitol. **(For more information on weddings, see page 30.)**

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

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

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

A. 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. and 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. 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. 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 Executive Director of the Michigan Capitol Committee, must be attached to and removed from the standards by Capitol maintenance staff. The banner should be delivered to the LCFA Office two hours before the start of a scheduled event.

D. Stepping or climbing upon statues, monuments, fences, lighting fixtures, light wells, trees, or parts of the Capitol building not intended for such purposes is not allowed.

E. 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 LCFA Director of the date and time of this activity. In order to assure the reasonable conduct of public business, unobstructed access to the Capitol for its occupants and the public, and to maintain the Capitol grounds, the Executive Committee (composed of the Chair and Vice-Chairs) of the Michigan Capitol Committee has been delegated the authority to designate specific areas of the grounds for picketing and the distribution of literature, which shall apply equally to all such activities. Individuals distributing literature shall remove all discarded items from the grounds at the conclusion of their activity.

F. Due to the presence of underground utility, electrical and drainage lines, 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. Signs (excluding disclaimer signs required under Section II-(M)(4) or banners supported by freestanding devices may not be left unattended (i.e., 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).

G. 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 LCFA Director in accordance with the procedures described herein.

H. Equipment or structures of any kind that are 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).

I. 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 (**See rate sheet on page 41**.)

J. Alcoholic beverages shall not be dispensed or consumed on the Capitol grounds.

K. Camping or sleeping overnight on the Capitol grounds is not allowed.

L. 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 Executive Director of the Michigan Capitol Committee based on the physical conditions of the grounds and the expected size and nature of the event or exhibit. Such determination shall be stated in writing to the organization scheduling 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 3 feet x 3 feet x 3 feet, and shall not be capable of habitation. The Executive Committee of the Michigan Capitol Committee has been delegated the authority to designate specified areas of the Capitol grounds for location of structures of this kind, which shall apply equally to all such structures.

M. Vehicles are not allowed on the Capitol grounds, except in areas designated for vehicular use, without permission of the Executive Director of the Michigan Capitol Committee.

N. Hunting and trapping are not allowed on the Capitol grounds.

O. In order to maintain free access to the front of the Capitol for emergency vehicles and pedestrians, exhibits are not allowed in the paved area directly in front of the Capitol building between the Austin Blair statue and Capitol Avenue.

P. 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 on the main Capitol flag pole. Flags on the main Capitol flag pole shall be flown in accordance with United States code. *The flags of the United States armed forces are required by Public Act 402 of 2004 (MCL 435.341-435.343), the Armed Forces Commemoration Act. 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.*

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 LCFA Director's Office, Capitol Building, State of Michigan, Lansing, Michigan 48909.

A. Requests will be scheduled on a first-come, first-served 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.
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 LCFA Director 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 LCFA Director. (**See rate sheet on page 41**.)

D. All decisions by the Executive Director of the Michigan Capitol Committee 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 agreement 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 Executive Director, an appeal may be taken to the Executive Committee of the Michigan Capitol Committee within three state business days of that decision. The appeal shall be in writing, stating the basis therefor and the relief sought. The Executive Committee 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 members have received the appeal.

** To schedule an event or exhibit, call the LCFA Events Coordinator, (517) 373-9617.*

GENERAL INFORMATION

Capitol Building and Capitol Square Hours

The Capitol grounds are open between the hours of 6:00 a.m. and 11:00 p.m. on a daily basis.

The Capitol building is open from: Monday through Friday 8:00 a.m. – 5:00 p.m.
The Capitol is closed on Saturdays and Sundays and most state holidays.

Scheduling Events and Exhibits

All events or exhibits in the public areas of the Capitol or on the Capitol Square are scheduled through the:

LCFA Events Coordinator
LCFA Director's Office
Capitol Building
P.O. Box 30014
Lansing, MI 48909-7514

Telephone: (517) 373-9617

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 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.

As noted in Section V of the *Procedures*, groups are encouraged to schedule their events **early**. For best results, plan to schedule as far in advance as possible. During certain times of the year (particularly in the spring), events are held every day of the week.

Coordinating With Legislative Sessions

Often, groups want to schedule an event when the legislature is in session. In general, the legislature is in session each year from the third Wednesday in January until the end of June, and from Labor Day until the third week in December. The Senate and House usually meet on Tuesdays, Wednesdays, and Thursdays. The legislature usually reserves Fridays and Mondays for working or meeting with constituents in their districts. To determine if the Senate is scheduled to be in session on a given day, contact the Secretary of Senate at (517) 373-2400. To determine if the House is scheduled to be in session on a given day, contact the Clerk of the House at (517) 373-0135. Both session schedules can be found on the Internet at **http://legislature.mi.gov**, click on **Session Schedules**.

Many organizers of events encourage participants to visit legislators' offices. Most legislative offices are not in the Capitol. Legislators are housed in either the Farnum Building or the Anderson House Office Building adjacent to Capitol Square. The Capitol Tour Guides Service can supply copies of legislative directories at no cost to event organizers for distribution prior to and/or during the event.

Cancellation of a Scheduled Event or Exhibit

The Michigan Capitol Committee has priority in the use of the public areas of the Capitol and Capitol Square and may cancel any scheduled event or exhibit if it is necessary for the conduct of public business or a state event.

While this happens rarely, and we try to avoid it, it is possible that your event could be canceled if necessary for the conduct of public business. However, we will try to give you as much advance notice as possible.

ALL EVENTS SCHEDULED STARTING IN SEPTEMBER 2009:

Due to the high demand for LCFA facilities, we must inform you that if you decide to cancel your event, there will be a penalty charge of $100.00.

This charge will be billed to you for cancellations received less than fourteen days before the scheduled day of your event.

Liability Insurance

As explained in Section II-(D) of the *Procedures for the Use of the Public Areas of the Michigan State Capitol*, any individual or organization using the Capitol or Capitol lawn will be responsible for all suits, damages, claims, or liabilities due to personal injury or damage to or loss of property and for the cost of any damages incurred as a result of its event or exhibit. While it is not required, it is strongly recommended that the sponsors of Capitol events or exhibits obtain liability insurance. Many state and national organizations already carry such policies. Policies can also be obtained at a reasonable cost from most insurance agents.

Lost and Found

Lost and found items are handled at the Capitol Information Desk located at the front (east) ground floor entrance of the building.

If a child is lost, immediately contact a Capitol staff person. If you find a child, take the child to the Capitol Information Desk.

Persons With Disabilities

During the restoration, numerous physical barriers were removed from the Capitol Square and the Capitol itself. Every ground floor door, except one (over a utility vault) is barrier-free. At least one exterior and interior door at every ground floor entrance has an automatic door opener; doors can be opened with the push of a button. The chambers and appropriation committee rooms are equipped with assistive listening devices. Parking spaces for persons with mobility disabilities are located north of the Capitol. The entrance to the handicap parking area is off Ottawa Street.

Groups are strongly encouraged to acquire the services of a signer for events which may include persons with hearing disabilities. There are services which provide signers for a nominal charge in the Lansing area. The LCFA Events Coordinator would be happy to assist in locating a signer for your event.

If you anticipate that a large number of persons with disabilities will attend your event, please discuss this matter with the LCFA Events Coordinator or LCFA Director at (517) 373-9617, so that arrangements can be made to accommodate participants. Every effort should be made to assure that all persons with disabilities have access to and can participate in your event.

Rest Rooms

Public rest rooms are located on the ground floor (north and south corridors) of the Capitol. Public rest rooms are also located on the third floor.

If your event is held on the grounds after 5:00 p.m., when the building is closed, you should consider renting portable toilets for event participants. Please contact the LCFA Events Coordinator at (517) 373-9617 for a listing of local rental companies and scheduling the placement of the portable toilets on Capitol Square.

Tours

If you wish to have a tour of the Capitol before or after your event, you may book the tour(s) with the Capitol Tour and Information Service:

Capitol Tour and Information Service
Legislative Council Facilities Agency
P.O. Box 30014
Lansing, MI 48909-7514

Telephone: (517) 373-2353

Tours should be booked well in advance as tours are scheduled on a first-come, first-served basis and bookings fill quickly, especially during the spring. Tours are conducted between the following business hours:

Monday through Friday	9:00 a.m. – 4:00 p.m.
Saturday and Sunday	Closed on Saturdays, Sundays and Holidays

Tours usually last one hour, and groups are limited to 45 people.

Safety

One of the primary reasons for the *Procedures* is safety:

- Safety of the participants attending your event or exhibit.
- Safety of other Capitol visitors.
- Safety of individuals conducting public business in the Capitol.

Whatever the size of your event, consider appointing assistants or marshals to ensure that your event is safe and accident-free. Assistants or marshals will:

- See that cords, ropes, plastic, posters, and sticks are not placed in walkways or areas where people could slip or trip. During the spring and fall, between 2,000 and 3,000 people visit the Capitol each day.
- See that Capitol entrances and exits are kept clear.
- Assist in medical emergencies or other life-threatening situations.
- Assist in seeing that cardboard signs and placards on sticks are not brought into the building. Cardboard signs and placards, particularly those on sticks, while appropriate outside, are totally inappropriate inside the building where people are climbing up and down stairs or

trying to enter or exit the narrow gallery aisles, elevators, etc. Cardboard signs and placards on sticks become weapons which, however unintentionally, could seriously harm fellow event participants, Capitol visitors, or the building's furnishings and walls.

Children at the Capitol

Children are sometimes involved in events and exhibits at the Capitol. Although they are welcome, sponsors must take adequate steps to protect their safety and to make sure they are not disruptive.

Make sure you have an adequate number of chaperons. Instruct chaperons to:

- Plan visits to the rest rooms before or after—not during—the event. Rest rooms are located on the ground floor of the Capitol.
- Stay with their group at all times and keep focused on the event or exhibit they came to attend. Do not allow children to enter the Capitol without a chaperon.
- Prevent running inside or outside the Capitol (especially on the Capitol steps!) and discourage horseplay.
- Do not allow children to climb on trees, porch railings, or stone work.
- Make sure children do not block entrances or exits, stairs, or hallways.
- Be sure children do not lean over or through rotunda and stair railings inside the Capitol.
- When entering the Capitol, remind children to lower their voices. Voices carry and even a small group can disrupt the business within the building.
- Remind children not to touch the walls or woodwork inside the Capitol; all surfaces (except the floor) are hand-painted and very fragile.
- Remember that children have relatively short attention spans. Sponsors sometimes bring large groups of children to the Capitol for several hours or even an entire day. This creates tremendous difficulties. The Capitol simply does not have the facilities to accommodate such groups in the event of inclement weather. Accommodations in the galleries to observe a session are limited and the building is usually crowded on session days. For the safety of the children and the success of your event, keep the number of children involved small, the time spent at the Capitol short, and the event well-planned and well-chaperoned.

EMERGENCIES

Medical

During most events, a member of the Capitol staff is present. That person is usually stationed near the public address system, if one is being used. If the Capitol sound system is being used, the staff person will be stationed at the sound system control panel. That person will summon medical assistance or other emergency help as required. In case there is no Capitol staff person available and an emergency occurs, go to the Capitol Information Desk at the front (east) ground floor entrance to summon emergency assistance. If the Capitol building is closed, use the emergency phone in the front (east) ground floor vestibule (next to the center door) to the Capitol. This phone provides a direct line to Legislative Central Control.

Tornado

Michigan weather can be unpredictable. Should a tornado or severe weather warning be issued during your event, participants will be ushered into the Capitol shelter area—the ground floor corridors of the Capitol.

Fire

The Capitol is equipped with fire alarms, smoke detectors, a sprinkler system, and two interior fire stairs. There are four exits (north, east, south, and west) on the ground and first floors. There are two grand staircases, one north and one south of the rotunda, and two interior fire stairs which can be entered from the second, third, and fourth floors. The interior fire stairs are marked and are located in the east and west corridors next to the rotunda. If the fire alarms are activated, immediately leave the building by the closest exit (but do not use the elevators) and go to one of the sidewalks next to the street.

Emergency Phone Numbers

Capitol Security Police	(517) 373-2836
Fire, Police, and Ambulance	911

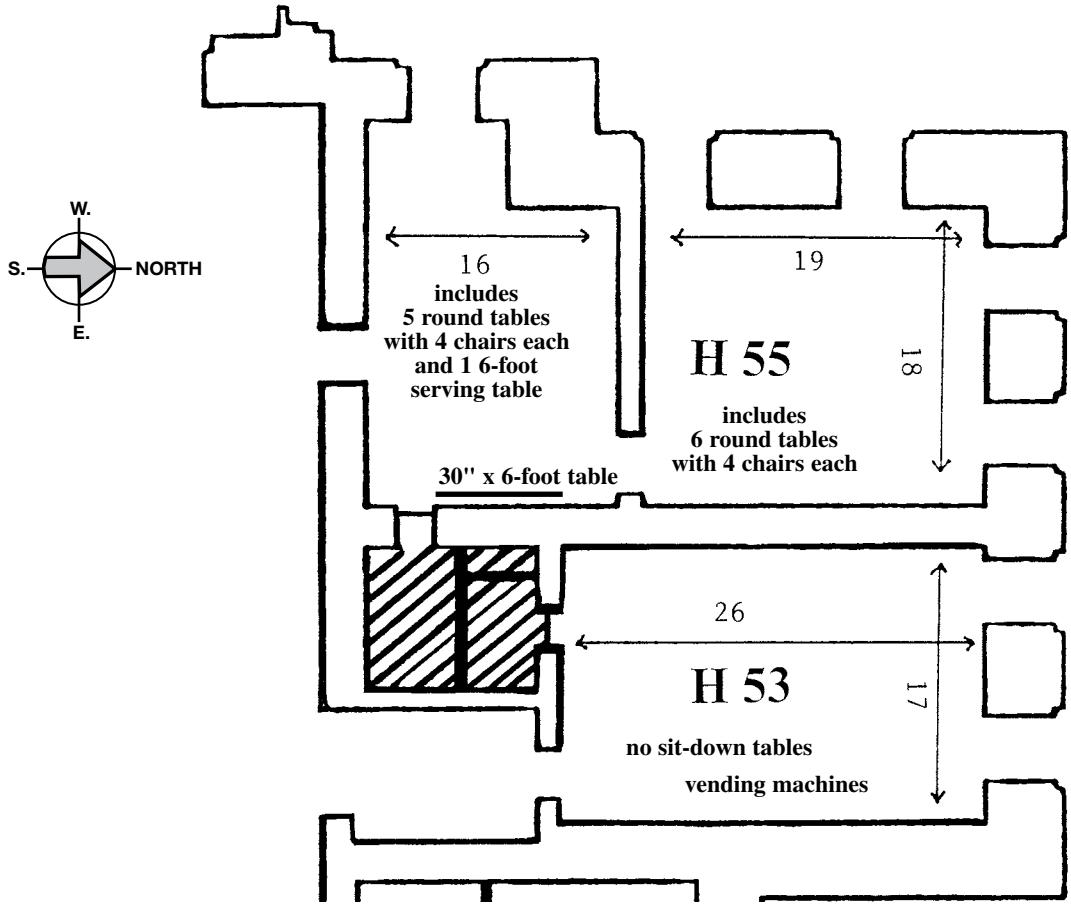
EXHIBITS

Please read sections in the *Procedures* pertaining to exhibits.

On the day of your exhibit, report to the LCFA Office, North Annex, Capitol Building before setting up your exhibit or before bringing any materials into the building. On the following page, review the instructions for exhibitors.

Exhibits inside the building are limited to Room 53 or Room 55. Depending on the size of the exhibit, the LCFA Director will designate either Room 53 or Room 55 for your exhibit. The ceiling height in both rooms is 8 feet, 7 inches (= 103"). Exhibits are usually set up along the perimeter walls. The west wall of Room 53 is lined with bulletin boards (47" tall by 5-foot-wide sections) on which displays may be mounted. At the base of the board, there is a lip on which display panels may be placed. Room 55 is divided by a partition (wall) and is also used for lunchroom purposes only and has 11 round tables and 44 chairs.

Room 53 and Room 55 are not to be used for any type of partisan political event.



Please give a copy of the Exhibitors Instructions to the individuals who will be setting up and taking down your Capitol exhibit.

CAPITOL BUILDING
Exhibitors' Instructions

Exhibit Design

When designing an exhibit, please consider its appropriateness. Over 120,000 visitors tour the Capitol each year, of which approximately 70,000 are fourth- and fifth-grade students.

Exhibits inside the building are limited to Room 53 or Room 55. Depending on the size of the exhibit, the LCFA Director will designate either Room 53 or Room 55 for your exhibit. The ceiling height in both rooms is 8 feet, 7 inches (= 103"). Exhibits are usually set up along the perimeter walls. The west wall of Room 53 is lined with bulletin boards (47" tall by 5-foot-wide sections) on which displays may be mounted. At the base of the board, there is a lip on which display panels may be placed. Room 55 is divided by a partition (wall) and is also used for lunchroom purposes and has 11 round tables, 44 chairs and 1 6-foot serving table. Sight- and mobility-impaired individuals work in the building and persons with disabilities visit and tour the building. When designing an exhibit, please keep persons with disabilities in mind:

Does the exhibit have a baseboard that the visually-impaired can locate with a cane?

Can mobility-impaired individuals navigate around the exhibit?

The LCFA Events Coordinator will post an identification sign indicating the exhibit title, exhibit sponsor, exhibitor's address, and phone number.

Protecting Surfaces

Exhibitors may not place any item on or lean any item against any wood or other painted surface other than the floor or tables set up specifically for this purpose. No boxes, carts, or other item can be leaned against or touch the wainscot or other painted surface. The wainscot is soft wood painted to look like walnut; marble wainscot is wood painted to look like marble; and the columns are iron painted to look like marble. What looks like walnut or marble is really layers of paint—painstakingly applied by hand—which can be easily chipped and is expensive to repair. The walls are also painted with every kind of decorative paint technique known to Victorian artists. Exhibitors should instruct all individuals installing or taking down an exhibit to use extreme care and to take every measure to protect the surfaces of the Capitol.

NOTE: Exhibitors will be charged all costs involved in repairing decorative painted surfaces they damage.

Parking

On weekdays, exhibitors may make arrangements with the LCFA Office in the North Capitol Annex to park in the service area north of the Capitol off Ottawa Street to unload exhibit material. Exhibitor vehicle(s) must be removed from the service area after the materials are unloaded and while the exhibitor is setting up the exhibit. Arrangements may also be made to park in this area to load the exhibit materials at the conclusion of the exhibit. The Capitol is open weekdays from 8:00 a.m. to 5:00 p.m.

Check-In and Check-Out

Upon arriving at the Capitol, **exhibitors must check in at the LCFA Office located in the North Capitol Annex** before bringing any equipment or exhibit items into the building.

Likewise, exhibitors must check in at the LCFA Office before removing exhibits from the building.

Carts

Exhibitors may make arrangements with the LCFA Office for carts to transport items from their vehicle(s) to the exhibit area. All ground floor entrances are equipped with at least one automatic door at each entrance, which is activated by a push plate. **Exhibitors should use the automatic door openers to open doors for carts.** Under no circumstance are carts, boxes, or any other item to be rammed into doors to force or to hold them open.

EVENTS, RALLIES, AND PROTESTS

Congress shall make no law abridging the freedom of speech or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievance.

First Amendment to the U.S. Constitution

ALL EVENTS SCHEDULED STARTING IN SEPTEMBER 2009:

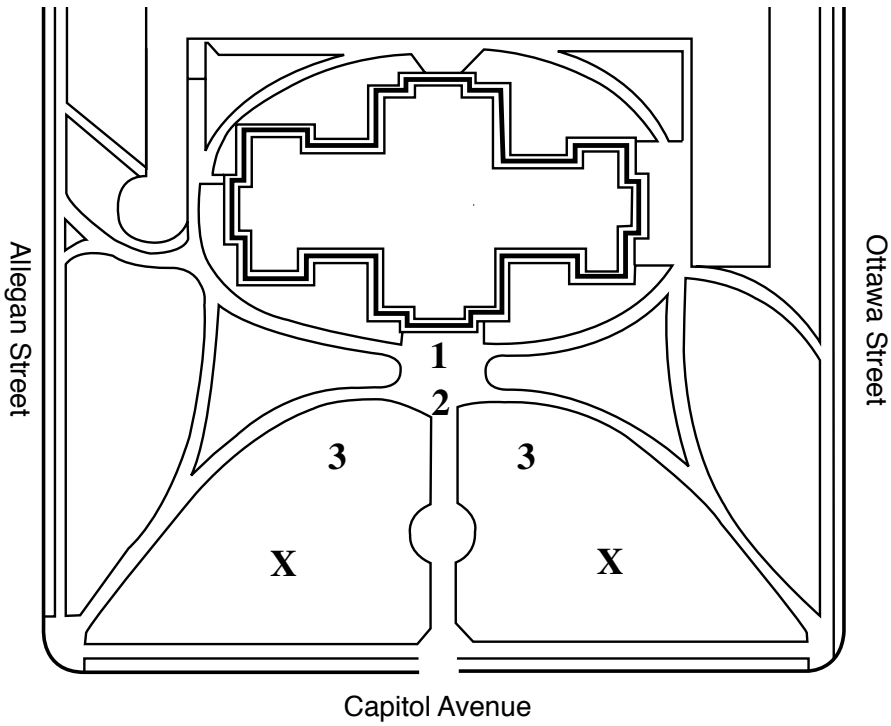
Due to the high demand for Capitol facilities, we must inform you that if you decide to cancel your event, there will be a penalty charge of $100.00.

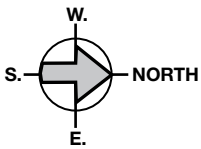
This charge will be billed to you for cancellations received less than fourteen days before the scheduled day of your event.

Events on Capitol Square

Rallies, protests, and demonstrations, or partisan political events are usually held on the front (east) steps and sidewalk of the Capitol and the area just in front of the steps. The first platform of the steps is used as a speaker's platform (1) and participants gather on the wide walk (2) and lawn (3) in front of the steps. The Capitol itself serves as a dramatic backdrop for the event. The first platform of the steps is 9 feet by 29 feet and can accommodate a maximum of 48 chairs and a lectern or podium. Several hundred participants can easily fit on the front walk and the adjacent lawn can accommodate thousands.

In case of rain or inclement weather, the speaker's platform can be placed on the front portico (porch), which provides limited shelter to speakers and the public address equipment **(see page 25)**. Due to limited space, rallies cannot be moved inside in case of rain.

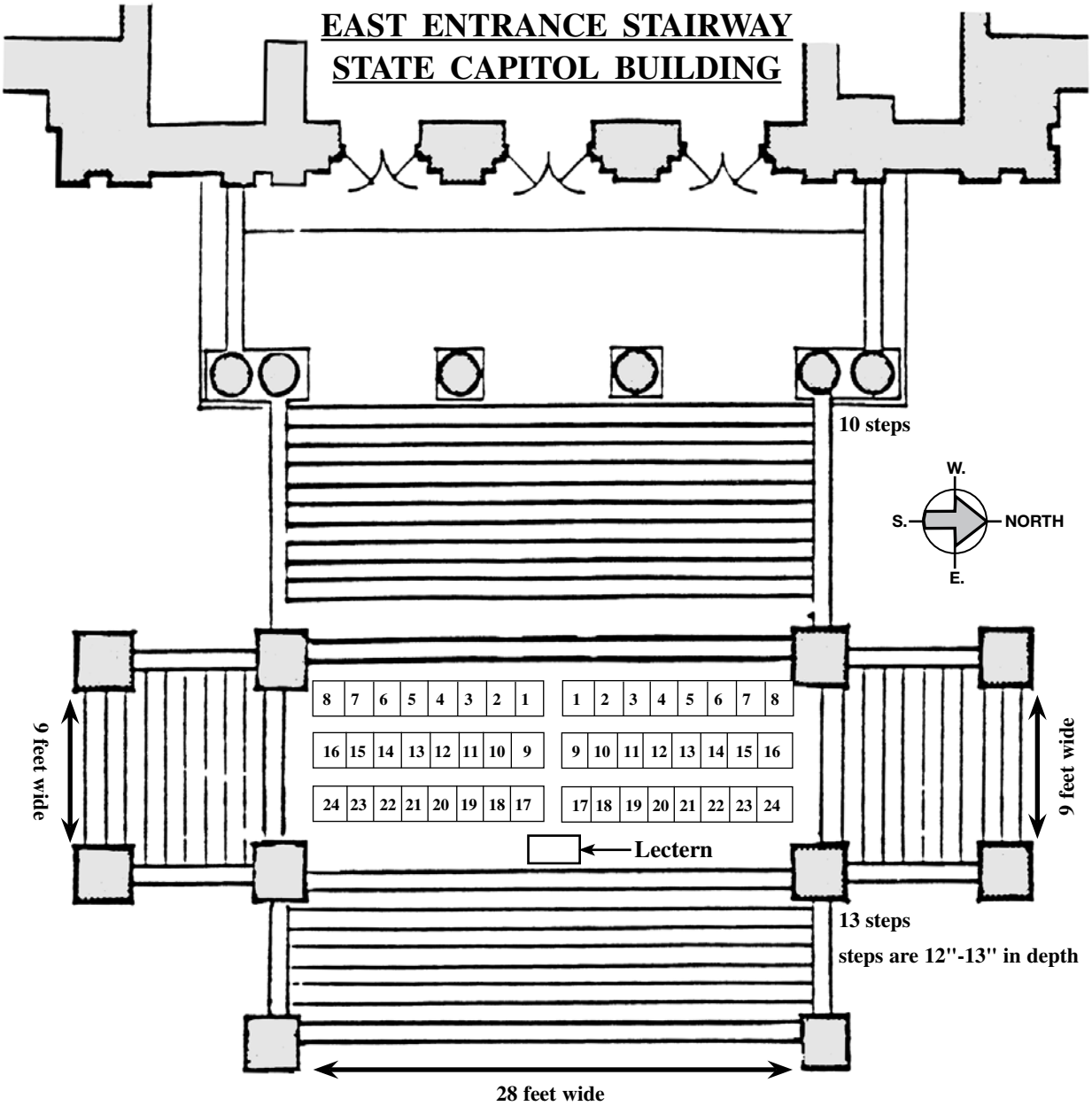




Feet from Capitol steps to Capitol Avenue = **261 feet**

Feet from Ottawa Street to Allegan Street = **688 feet**

X = area approximately 230 feet x 344 feet


EAST ENTRANCE STAIRWAY
STATE CAPITOL BUILDING
10 steps
W.
S.
NORTH
E.
8 7 6 5 4 3 2 1
16 15 14 13 12 11 10 9
24 23 22 21 20 19 18 17
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16
17 18 19 20 21 22 23 24
Lectern
9 feet wide
9 feet wide
13 steps
steps are 12"-13" in depth
28 feet wide

Events in the Rotunda and Corridors

The Capitol is not an exhibit or convention center and the space is not equipped for a large number of exhibits or facilities for preparing or serving food to large numbers.

Programs, news conferences, etc., may be held in the First Floor Rotunda. The rotunda can seat a maximum of seventy-five, twenty-five in each quadrant. Chairs cannot impinge on the aisles. Food tables, cocktail tables and registration tables cannot be placed in the rotunda.

Partisan political events are not allowed in the public areas inside the Capitol. The only public areas inside the Capitol available for an event are the rotundas and corridors. The rotunda can accommodate small groups with a maximum of 100 to 150 people, less if chairs are used.

The rotunda is 44 feet in diameter and serves as the connector to the corridors leading to the four wings of the building. Hundreds of Capitol workers and visitors pass through the rotunda during weekdays. This means that passageways through the rotunda must be kept clear at all times and events may not completely fill the rotunda at any time.

In summary, the rotunda and first floor corridors do not work well for large groups or large events but may be appropriate and work well for small groups and short events.

Due to life-safety regulations, access to offices and exit doors need to be kept clear. Also, to protect the decorative painted surfaces, there is a limited number of tables and chairs that can be placed in the hall.

Please pay attention to the following requirements when planning your event:

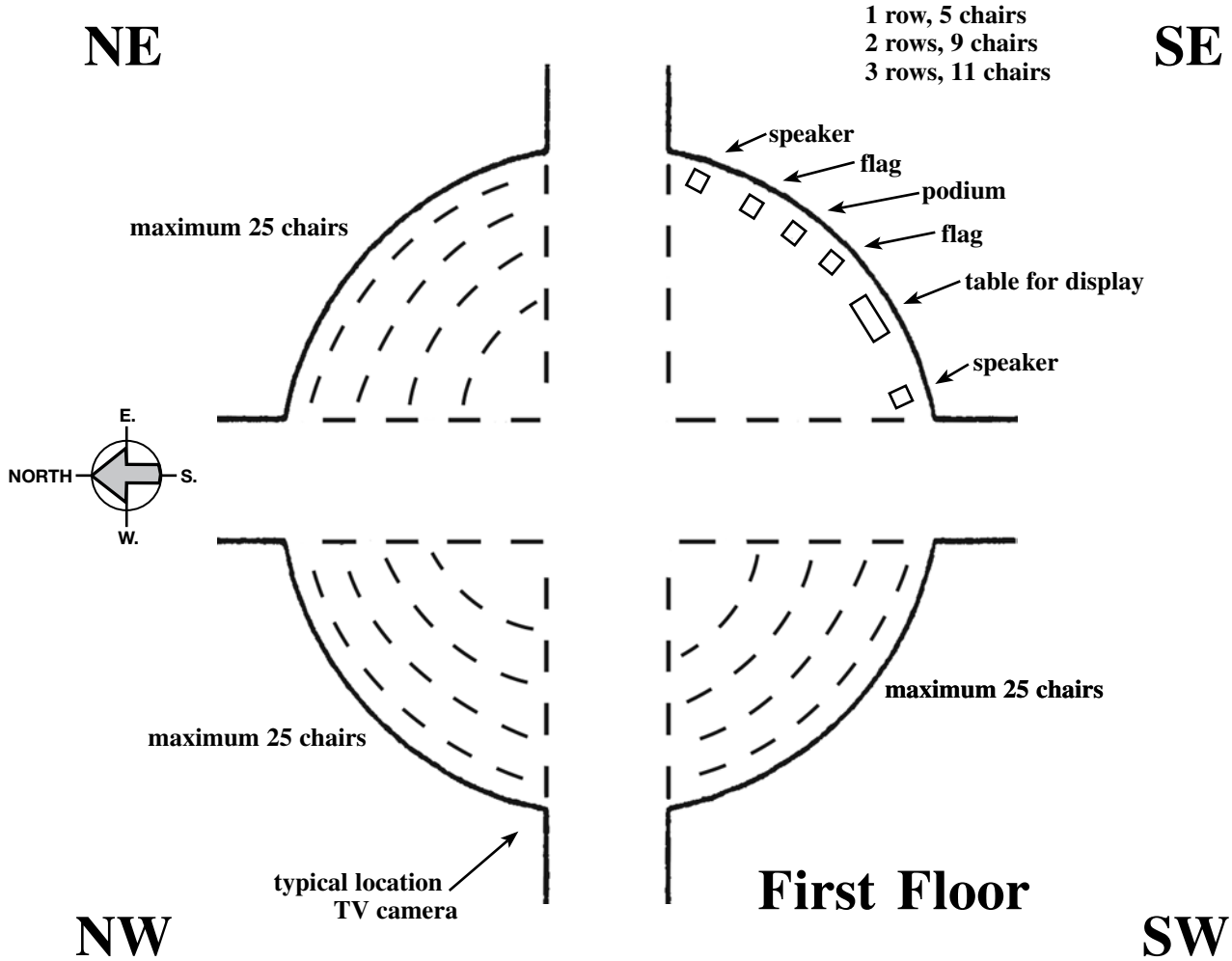
1. The Capitol building belongs to all of the people of Michigan, and over 120,000 tour it annually. The Capitol building is open to the public every weekday and **tours are conducted continuously starting on the hour and half-hour**. Since the first floor rotunda is one of the highlights of the tour, first floor rotunda events **must be limited to no more than one hour** in order to minimize inconvenience to visitors who have come a considerable distance to see the Capitol. **At all times during rotunda events, passageways through the rotunda must remain clear.** This is to allow movement of individuals, tours and equipment (such as delivery carts and wheel chairs) in the rotundas and corridors not associated with your event or in the event of an emergency to exit the building.
2. No use of the rotundas or corridors can disrupt building functions. For safety reasons, the **number of event guests will be limited** by the need to prevent passageways from becoming blocked and to maintain unobstructed circulation through the building. Please have an ample number of volunteers, marshals, or coordinators assigned to monitor and ensure that all passageways remain clear.
3. All decorations or other items must be freestanding and cannot be attached to or leaned against any wall or other feature of the Capitol except the floor.
4. No signs or announcements may be posted on any surface of the Capitol. Stanchions or easels can be used for such signage. One sign may be placed at the ground floor information desk and an event sign may be placed on an easel in the hall, where the event is taking place, identifying the event.
5. None of the Capitol's furnishings may be moved. Also, nothing may be dragged over the marble and glass floors. All equipment must be carried into the rotunda or moved on carts approved by the LCFA Director.
6. Since there is no way to confine noise to the rotundas or corridors, an effort should be made to keep sound levels as low as possible. Because of the disruption to tours and to the tenants of the Capitol, sound systems can be used in the rotunda only at low levels.

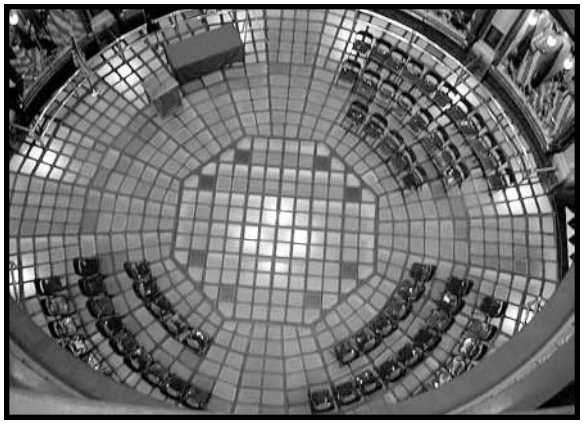
7. No helium balloons, candles, bubbles, or any other item that could be harmful to the Capitol may be used.
8. No food or beverages may be served unless special permission is granted by the Executive Director of the Michigan Capitol Committee. (See *Procedures,* **page 4**, for more information). If food or beverages are served, the event sponsor must see that the food and beverages are kept in the service area and not carried throughout the Capitol.
9. If chairs or other equipment are required for the event, they can be provided for a fee by the LCFA Office. If equipment is procured elsewhere, it must be brought into the building and set up under the supervision of the LCFA Director.

ROTUNDA

Programs and news conferences may be held in the rotunda. The rotunda can seat a maximum of 75 seats (25 chairs in each quadrant). The chair count cannot impinge on the aisles. No food tables or cocktail tables shall be placed in the rotunda. The rotunda is 44 feet across.

Typical Plan





Equipment

The LCFA Director has the following equipment available for rent for events and exhibits. For detailed information and quantity available. (**See rate sheet on page 41**.)

Public Address System

For safety reasons and to prevent damage to the equipment, the public address system will not be provided in the case of rain or snow or other inclement weather. It will be removed if such weather occurs during the event. If the equipment can be sheltered under the portico (at the top of the east steps), it will be moved to that location so the program can continue.

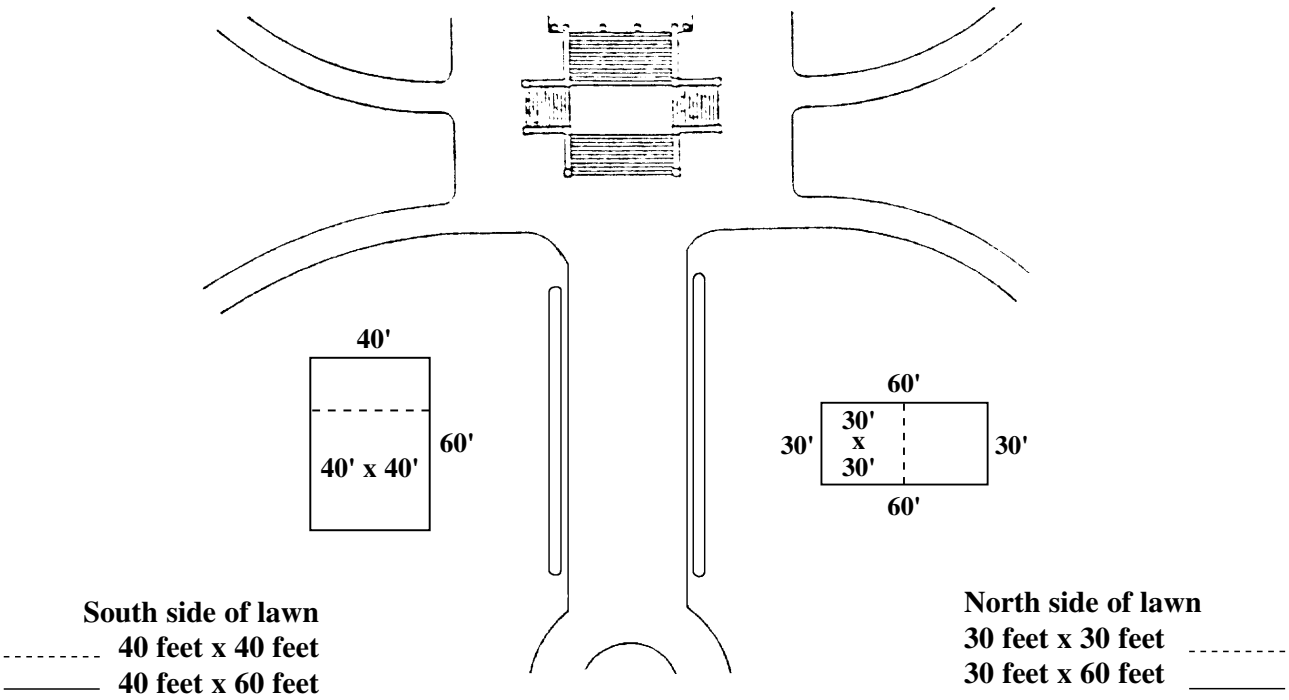
The system has the capability of more than one microphone and plays cassettes and CDs. No equipment (i.e., band, additional mikes, etc.) can be hooked into the Public Address System.

Tents

As noted in the *Procedures*, any request for tents and canopies on Capitol Square must be approved by the Executive Director of the Michigan Capitol Committee, based upon the physical condition of the grounds and the expected size and nature of the event or exhibit.

Due to the sprinkler system and buried utility lines, tents which require driving stakes into the ground will not be authorized.

Two types of tents may be authorized, based on the above criteria: self-supporting tents which do not have to be supported by stakes driven into the ground, and tents which are connected to the tent piers embedded in the lawn. Please contact the LCFA Events Coordinator at (517) 373-9617 for a listing of local tent rental companies. Tent piers have been embedded in the lawn to accommodate the following tent sizes:



Parades

If you are planning a parade in connection with your event on Capitol Square, a parade permit must be obtained from the City of Lansing. Parade applications can be obtained from:

Chief of Police, City of Lansing
2nd Floor, Police Department
120 West Michigan Avenue
Lansing, MI 48933

Telephone: (517) 483-4800

Parking

During weekdays, parking is a major problem around the Capitol. Although there is metered parking on all streets around Capitol Square, it is not adequate to handle the number of individuals who desire to park close to the Capitol. There are six parking ramps within three blocks of the Capitol: Boji Parking Ramp at the corner of Capitol and Allegan, the ramp at the corner of Townsend and Washtenaw, the City Parking Ramp at Capitol and Kalamazoo, the City Parking Ramp at the intersection of Allegan and Grand, the City Parking Ramp at Ottawa and Grand, and the City Parking Ramp at Capitol and Shiawassee. Parking space for cars and vans is also available in the Michigan Library and Historical Center parking lot.

Some organizations rent City of Lansing metered parking spaces around Capitol Square for event participants or displays. There are approximately 78 metered city parking spaces around Capitol Square on Walnut, Ottawa, Capitol and Allegan Streets.

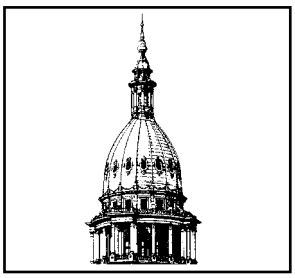
To contact the City of Lansing for the current rates for capping meters for a day and to make arrangements to reserve spaces, contact:

City of Lansing
Transportation Division
Lansing, MI 48933

Telephone: (517) 483-4240

Walnut
20 metered spaces
W

Allegan
19 metered spaces
S



N
Ottawa
18 metered spaces

E
Capitol
21 metered spaces

Bus Parking

Although there is bus parking available in the State parking lot directly south of the Michigan Library and Historical Center, capacity is limited. If a large number of buses is needed to transport participants to your event, it is best to rent the city parking spaces around Capitol Square. Contact City of Lansing Transportation and Parking, Lansing, MI, at (517) 483-4240.

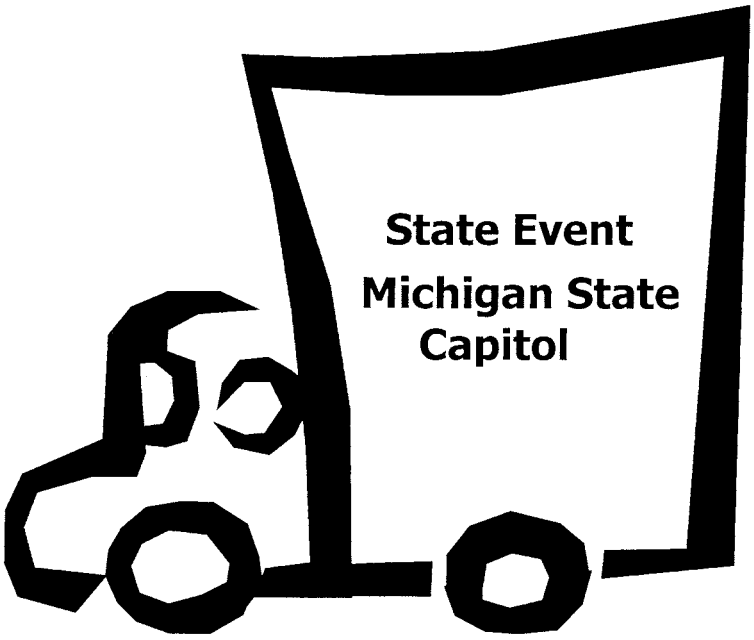
Evening and Weekend Parking

If the event is to occur in Capitol Square after 5:00 p.m. on a weekday or on a Saturday or Sunday, participants may park in the Capitol parking lot. The 300-space Capitol parking lot is located west of the Capitol with an entrance off Allegan Street.

Decorated Vehicles and Floats

Due to security and safety reasons, motor vehicles cannot be driven or parked on any Capitol sidewalk. In addition, no vehicles are allowed to drive or park on the lawn due to the underground sprinkler system, monuments, memorial trees, and electrical and other utilities buried on the Capitol lawn.

You may contact the City of Lansing to rent parking spaces on Capitol Avenue in front of the Capitol Building. City of Lansing Transportation and Parking can be reached at (517) 483-4240. No vehicles or floats of any kind can be parked directly in front of the Capitol.



Banners and Signs

EXTERIOR

Banners, posters, signs, or decorations cannot be attached to the building or any of the shrubs, trees, monuments, fences, grates, or other features on the Capitol grounds. Nor can any posters, signs, or other items be driven into the ground. However, one event-related banner can be hung from the light standards on the east front steps by the Capitol Building, but only by facility staff. A fee will be charged for this service. (**See rate sheet on page 41**.)

The banner should be:

Length: **a maximum of 24 feet.**
Width: **a maximum of 2 feet.**

The banner **should have air vents to allow air to pass through** and relieve stress on the fasteners. The banner should be delivered to the LCFA Director's office at least one hour before the scheduled start of the event. A banner can be hung only if your event is scheduled on the east steps and lawn and only for the duration of the event. For safety reasons, banners that exceed the maximum width will not be hung.

All other banners and signs must be supported by freestanding devices such as stanchions or banner poles. They may not be driven into the ground and may not be left unattended. Please see Section V-(C) of the *Procedures for the Use of the Public Areas of the Michigan State Capitol.*

INTERIOR

As noted in the *Procedures*, for safety reasons, cardboard signs, signs on sticks, or signs made out of hard or stiff material cannot be brought into the Capitol. Often in conjunction with an event or demonstration, participants want to enter the Capitol to meet with or lobby legislators, or attend legislative sessions or committee meetings. These groups often want a visual means to identify their group or want to be identified as supporting or opposing a specific cause or issue. It is suggested that these individuals wear ribbons, buttons, or stickers on their clothing. Office supply companies sell self-adhesive labels in various sizes and colors which can be imprinted with a group's organization symbol or slogan on copy machines.

One event directional sign, not exceeding 8" x 10", may be placed by the Capitol Information Desk. One sign may also be placed on an easel to identify the entrance to the event.

Balloons

Helium balloons are not allowed inside the Capitol. Due to the Capitol's high ceilings (the rotunda is 150 feet high!), helium balloons are difficult or impossible to retrieve.

Helium balloons are allowed on Capitol Square. If you bring helium tanks on the grounds, you are responsible for disposal of tanks.

Candlelight Vigils

INTERIOR

Candles are prohibited inside the Capitol.

EXTERIOR

Periodically, requests are received for candlelight vigils at the Capitol. These vigils are strongly discouraged because they pose a safety hazard to participants and because such vigils often result in the sponsoring organization having to pay for the removal of wax from the sidewalks and steps. The only way to remove wax from limestone is with high-pressure water and detergent or poultices. The sponsoring organization is charged for equipment rental and labor incurred in removing wax.

Alternatives to candles are flashlights or chemically-activated light wands (glow sticks). If candles are used, consider the following to reduce or eliminate potential damage from wax:

1. Hold the vigil on the lawn, rather than on the sidewalks or steps.
2. If candles are used, use holders to collect wax drippings and to protect participants from hot wax. Cardboard holders do not work.
3. Use white candles; colored wax contains dyes which may require special consultants to develop poultices to remove the stains from stone.

In short, candlelight vigils are strongly discouraged. If you do have one, you must budget sufficient funds for cleanup of wax.

If you wish to use candles at your event, please discuss this with the LCFA Events Coordinator.

CATERER'S INSTRUCTIONS

Caterer's and Food Licenses

As noted in *Procedures* Section II-(G), food and beverages must be provided by (1) a licensed caterer, or (2) a temporary food stand license must be obtained from the Ingham County Health Department, Bureau of Environmental Health, or (3) a statement from the Health Department that the food or beverage you plan to serve is not a potentially hazardous food and you do not need a license. To request a temporary food license, contact the Ingham County Health Department at (517) 887-4312. You may wish to contact the Capitol Concession Stand about your drink and food needs. The Concession Stand is licensed and can supply coffee, soft drinks, sandwiches, cookies, etc. The Capitol Concession Stand can be reached by calling Capitol Facilities at (517) 373-0184. Due to the nature of the Capitol Building, no advertising of your services are allowed.

Please give a copy of the Caterer's Instructions to the individuals who will be setting up and taking down your catered event.

CAPITOL BUILDING
Caterer's Instructions

Parking

Caterers may park in the service area north of the Capitol, off Ottawa Street, to unload and load. During slow periods, caterers may make arrangements with the LCFA Office to park in this area during the event. During busy periods, caterers may use the area to **unload and load, but must remove vehicles from the area during the event**.

During evenings and weekends, the service area north of the Capitol may be used by catering staff for parking.

Check-In

Upon arriving at the Capitol, **caterers must check in at the LCFA Office located in the North Capitol Annex before bringing any equipment or items into the building. Caterers must also check out in the facility office when they leave.** If a copy of the caterer's license is not on file with the LCFA Office, a copy must be presented at this time.

Carts

Caterers may make arrangements with the LCFA Office for carts to transport items from their vehicles to the event site. The North Capitol Annex entrance is equipped with at least one automatic door, which is activated by a push plate. Automatic door openers are to be used to open doors for carts. At no time are carts to be rammed into doors to force them open or to hold them open.

Surfaces

Caterers may not lean or place any item on wood or painted surfaces other than the floor or tables set up specifically for the purpose. No trays, serving stands, boxes, carts, or other item can be leaned against or touch the wainscot or other painted surfaces. The wainscot is soft wood painted to look like walnut; the marble wainscot is wood painted to look like marble; and the columns are iron painted to look like marble. The walls display every kind of painting technique of the Victorian age. What looks like walnut and marble is several layers of paint which can be easily chipped and expensive to repair. Caterers should instruct all staff to use extreme caution in order to protect these surfaces. **Caterers will be charged all costs required to repair decorative painted surfaces damaged by their staff.**

WEDDINGS

Can weddings be held in the Capitol? Yes, Section III-(O) of the *Procedures for the Use of the Public Areas of the Michigan State Capitol* provides:

> Weddings may be held in the public areas (corridors and rotunda) of the ground or first floor of the Capitol. Weddings may be held between 8:00 a.m. and 8:00 p.m. Monday through Saturday. All facility costs associated with the wedding, including but not limited to equipment, supplies, labor and overhead, shall be paid prior to the wedding ceremony by the individual(s) requesting the wedding be held in the Capitol.

All private functions or ceremonies, including weddings, are scheduled on a first-come, first-served basis. The following restrictions, which apply to all events as well as weddings, must be observed:

1. The Capitol belongs to all of the people of Michigan, and over 120,000 visit it annually. The Capitol is open to the public except Saturdays, Sundays and holidays. Tours are conducted continuously on the hour and half-hour while the building is open. The rotunda on the first floor is most desired as a location for weddings, but this area is also the biggest highlight of every tour. Any ceremony planned for this area must take this into consideration. Priority is given to tourists and other visitors who have come (often from considerable distances) to see their Capitol.

2. If the wedding is held during normal business hours, the wedding **must not** disrupt the ordinary conduct of business in the Capitol, including tours and legislative sessions.

3. At no time can a wedding block entrance to or passage through the rotunda. A passageway through the rotunda must be maintained at all times to allow tours, staff, and other visitors to pass through and to allow people to safely exit the building during an emergency. There are four entrances to the rotunda and all four must remain open at all times. Likewise, the corridors surrounding the rotunda must remain open.

   The rotunda is 44 feet in diameter and can accommodate approximately 100 people if chairs are set up in all four quarters or quadrants. In addition, chairs can be set up in the adjacent corridors.

4. The LCFA Director must approve all decorations, such as floral arrangements, before bringing them into the building. All items must be freestanding and cannot be attached to or leaned against any wall or other feature of the Capitol.

5. No signs or announcements may be posted on any surface of the Capitol.

6. None of the Capitol's furnishings may be moved. Also, nothing may be dragged over the marble and glass floors. All equipment must be carried into the rotunda or moved in carts approved by the LCFA Director.

7. Sound amplification equipment may be used during normal business hours or when the legislature is in extended session but only at levels authorized by the LCFA Director. Since there is no way to confine noise to the rotunda itself, an effort should be made to keep sound levels as low as possible during normal building business hours.

8. No helium balloons, candles, bubbles, or any other item that could be harmful to the Capitol's decorative painted surfaces may be used during the ceremony.

9. No food or beverages may be served unless the Executive Director of the Michigan Capitol Committee grants permission. If permission is granted, licensed caterers must provide the food or a food license must be obtained. (See *Procedures*, **page 4**, for more information.) **No alcoholic beverages may be served or consumed.**

10. If chairs or other equipment are required for the ceremony, they can be provided for a fee by LCFA. Charges will also be made for the labor to set up and remove equipment. If equipment is procured elsewhere, it must be approved by and brought into the building and set up under the supervision of the LCFA Director.

11. There are no dressing rooms or changing rooms in the Capitol for the wedding party other than the public rest rooms.

12. If the wedding is held after normal business hours or on the weekend, all guests must enter the building through the ground floor east and/or west doors. All other exterior doors will be locked. Wedding guests and the wedding party will not be allowed to roam the building. Guests will be confined to the area (that is, rotunda, first floor corridors, etc.) scheduled for the wedding.

13. Rice, birdseed, flower petals, etc., cannot be dropped or thrown on the property, either in the building or on the grounds. Bubbles cannot be blown or distributed to wedding guests in the building. Bubbles can be distributed and blown outside on Capitol Square.

14. **CHARGES:**

    A. Rehearsal Charges: There is a standard fee for use of the facility and charge for staff required for the rehearsal. The total charge for a rehearsal will depend on the length of the rehearsal and the number of staff required.

    Facility Charge: There is a standard facility use charge of $150 for two hours' use of the facility.

    Labor Charge: The standard labor fee will be charged and will start when the wedding party is scheduled to arrive and conclude when the wedding party has left the building. If the rehearsal is held at a time other than during a normal staff workday, there will be a minimum charge of three hours for each staff member required.

    B. Wedding Charges: There is a standard fee for use of the facility and charge for staff required for the wedding.

    Facility Charge: There is a standard facility charge of $700 for three hours' use of the facility (holiday or holiday weekend weddings are not allowed).

    Labor Charge: The standard labor fee will be charged and will start when the equipment is set up and conclude when the wedding party and guests have left the building and the equipment is put away. If the wedding is held at a time other than during a normal staff workday, there will be a minimum charge of three hours each for three staff members.

    Equipment Charge: Charges for equipment (chairs, podium, public address system, etc.) will be at rates indicated on the **Capitol Public Event/Exhibit Scheduling Form**.

    Staff Charge: A minimum of two staff members shall be required to staff a wedding held after normal business hours and on weekends. If the first floor rotunda or hallways are utilized for a wedding and/or pictures, a minimum of three staff members shall be required. Additional staff may be required as determined by the LCFA Director.

    C. Wedding Cancellations: You must notify the LCFA Events Coordinator at least **one month prior** or you will be charged a fee determined by the LCFA Director.

15. Free parking is available on weekends in the west Capitol parking lot (entrance off Allegan Street). Free parking is available Monday through Friday after 5:00 p.m.

Anyone interested in having a wedding at the Capitol is encouraged to consult the LCFA Events Coordinator well in advance at (517) 373-9617.

GREATER LANSING AREA CONVENTION AND VISITORS BUREAU

The Lansing Area Convention and Visitors Bureau has information for your visit to the Greater Lansing area is located at 500 E. Michigan Avenue, Suite 180, Lansing, MI 48912. The center is open Monday through Friday from 8:30 a.m. to 5:00 p.m., except major holidays.

Telephone: (517) 487-6800

Toll-Free: 888-2-Lansing

Fax: (517) 487-5151

Web: **www.lansing.org**

E-Mail: **glcvb-info@lansing.org**

PRESS

Organizers may wish to notify the Capitol Press Corps of their event or exhibit by issuing a press release. There is a media room located in the Capitol on the ground floor in the west wing. All major and local press organizations (newspaper, radios, TV stations) have a box in the press room for news releases. A news release is the usual method by which the attention of the press can be directed to your event or point of view. It should be complete, informative, and clear, and should indicate the source of the information, the date, and the telephone number of a person to contact for further information.

Approximately 50 copies of press releases should be taken to the Capitol media room and placed in each of the Capitol Press Corps boxes.

In addition, you may wish to notify members of the Press Corps a few days in advance of your event through a press advisory. A press advisory is similar to a press release, but merely advises that your event will take place at the Capitol at a certain date and time. The advisory should contain the name of a contact person for additional information.

QUESTIONS

If you have additional questions, please contact the LCFA Events Coordinator:

LCFA Events Coordinator

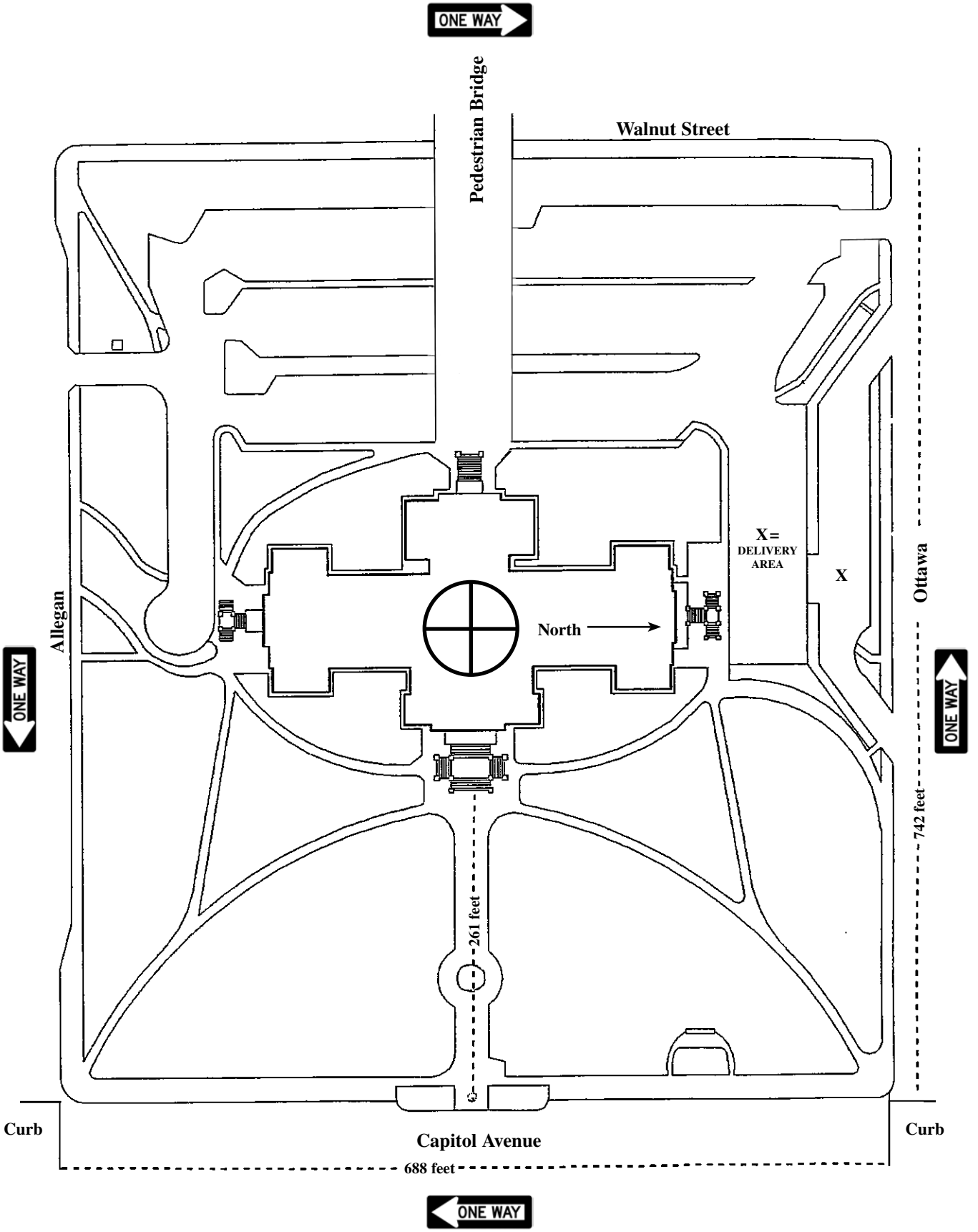
Michigan Capitol Committee
Capitol Building
P.O. Box 30014
Lansing, MI 48909-7514

Telephone: (517) 373-9617
E-Mail: ttrowhill@legislature.mi.gov

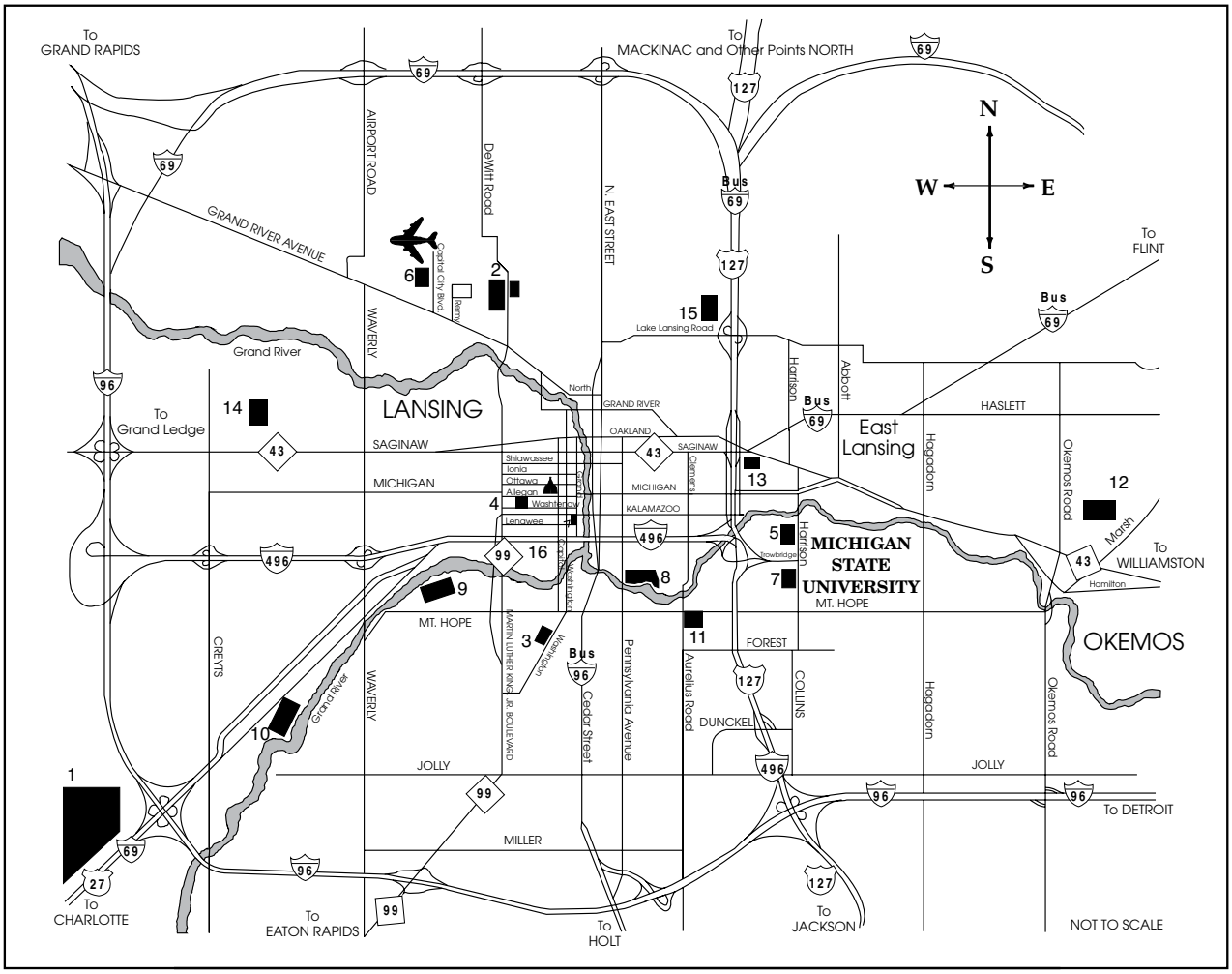
PICTURES AND MAPS

The following drawings and maps are attached for your use in preparing promotional material for your event:

* Line drawing of Capitol.
* Map of Capitol Square.
* Map of the Greater Lansing Area showing roads and freeways to the Capitol.
* Street map of the Capitol area and downtown Lansing.
* Map of Capitol area parking lots and ramps.


ONE WAY
Pedestrian Bridge
Walnut Street
X=
DELIVERY
AREA
X
Ottawa
Allegan
North
ONE WAY
ONE WAY
742 feet
261 feet
Curb
Capitol Avenue
Curb
688 feet
ONE WAY

GREATER LANSING AREA



1 - Secondary State Governmental Complex

2 - North Governmental Complex
Department of Community Health
3423 N. Martin Luther King, Jr. Blvd.

3 - National Guard Armory
Department of Military Affairs

4 - Library of Michigan, Historical Museum

5 - Department of State Police Headquarters

6 - Capital City Airport

7 - Amtrak Station and East Lansing Bus Station

8 - Potter Park Zoo

9 - Francis Park

10 - Woldumar Nature Center

11 - Fenner Arboretum

12 - Meridian Mall

13 - Frandor Mall

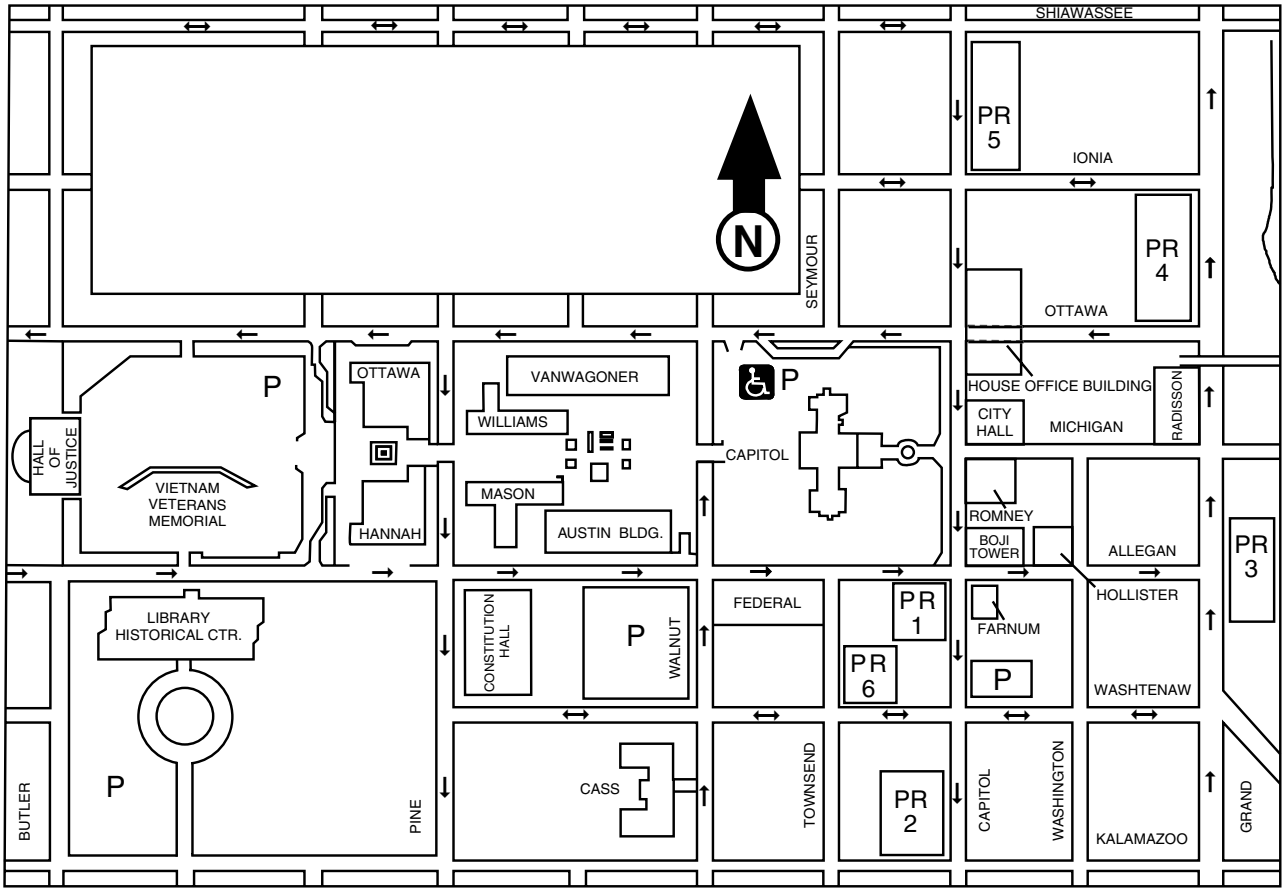
14 - Lansing Mall

15 - Eastwood Towne Center Mall

16 - City of Lansing Bus Station

LANSING CAPITOL COMPLEX

Information Guide



PARKING

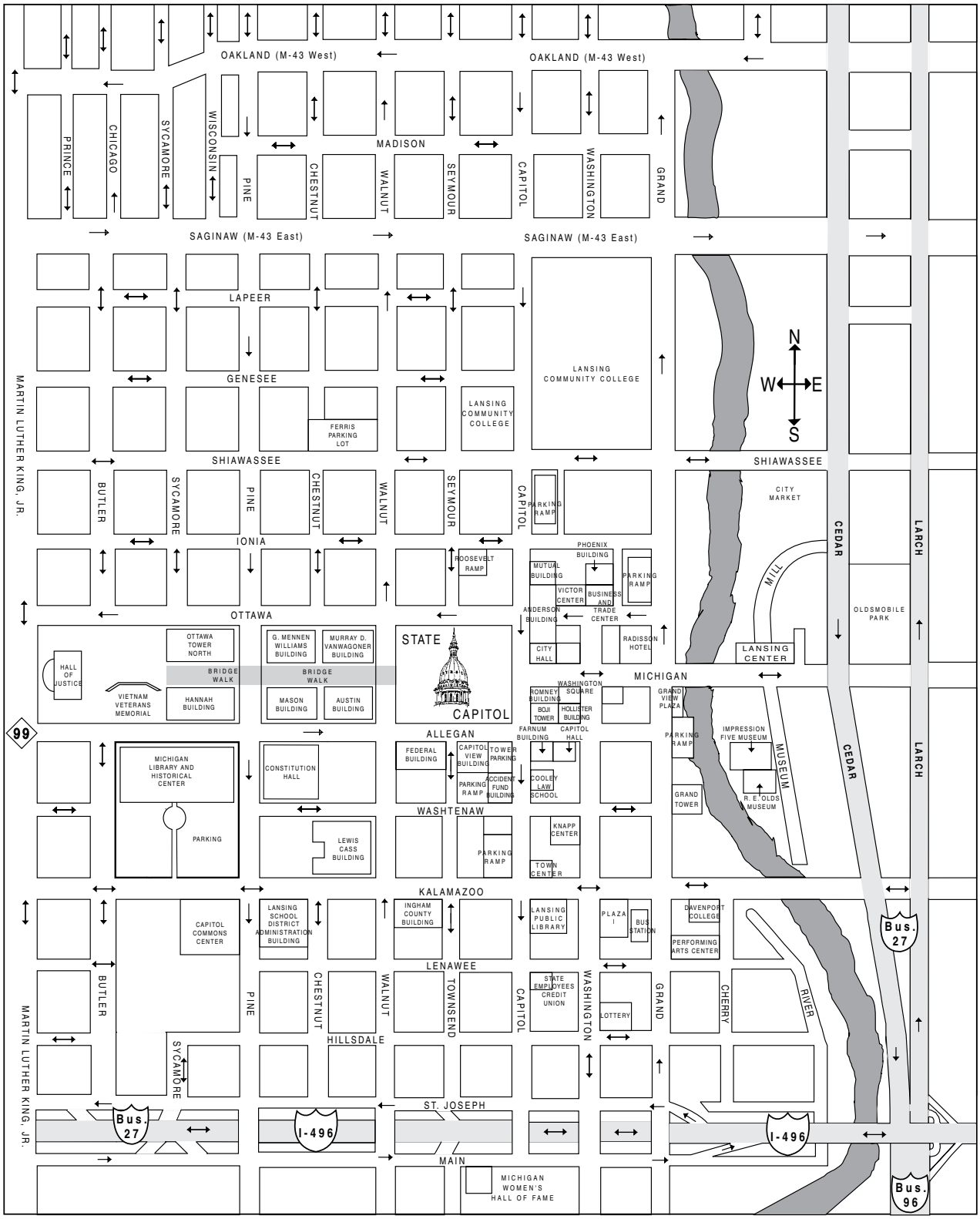
In addition to street parking, there are five parking ramps within three blocks of the Capitol.

1. Parking Ramp - corner of Capitol and Allegan
2. Parking Ramp - Capitol and Kalamazoo
3. Parking Ramp - intersection of Allegan and Grand
4. Parking Ramp - Ottawa and Grand
5. Parking Ramp - Capitol and Shiawassee
6. Parking Ramp - Townsend and Washtenaw

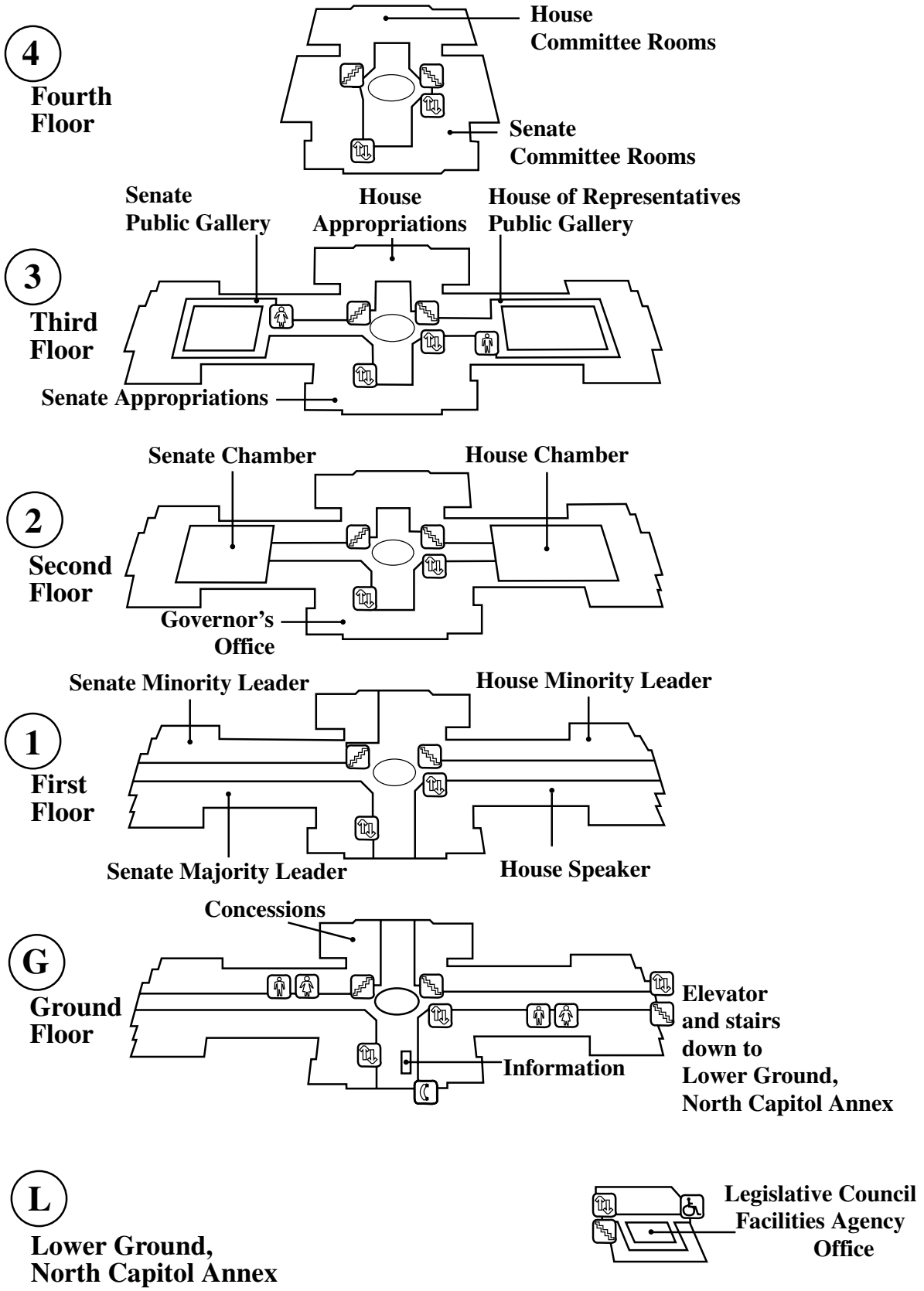
Capitol handicapper spaces are located north of the Capitol entrance off Ottawa Street

PR - Parking Ramp
P - Parking Lot

DOWNTOWN LANSING



CAPITOL BUILDING



CAPITOL PUBLIC EVENT/EXHIBIT SCHEDULING FORM

PLEASE PROVIDE THE FOLLOWING INFORMATION

Name of Event: _____ Expected Number in Attendance:_____

Brief Description of Event and/or Exhibit: _____

Name of Sponsoring Organization: _____

Contact Person: _____

Street Address: _____ E-Mail Address:_____

City, State and Zip: _____

Telephone Number: (_____)_____ Fax Number: (_____)_____

Back-Up Person:

Name: _____

Street Address: _____ E-Mail Address:_____

City, State and Zip: _____

Telephone Number: (_____)_____ Fax Number: (_____)_____

Dates are based on availability only.

_____	_____	_____	_____	_____
Month	Day	Year		

Exhibits may be scheduled for display up to 7 calendar days during a calendar year.

Exhibit: *(Beginning Date)*	_____ Month	_____ Day	_____ Year	_____ **Start Time**
Exhibit: *(Ending Date)*	_____ Month	_____ Day	_____ Year	_____ **End Time**

AREA(S) REQUESTED

What area(s) are you requesting for your **Event**?

_____ Front East Steps and Walks

_____ East Lawn, NORTH side and/or SOUTH side *(please circle)*

_____ First Floor (Glass Floor Rotunda) ***one-hour limit***

_____ First Floor Corridor, NORTH

_____ First Floor Corridor, SOUTH

_____ First Floor Corridor, WEST

_____ First Floor Corridors, NORTH *option of serving food in the West*

_____ First Floor Corridors, SOUTH *option of serving food in the West*

What area(s) are you requesting for your ?

_____ Room 53 *(**Non**-State Agency Exhibit)*

_____ Ground Floor Rotunda *(State Agency Exhibit)*

Events booked in any of these areas will be charged an additional $500.00 basic use fee.

Limit of one wing plus WEST (optional)

Examples: – NORTH and WEST

– NORTH only

AUDIO

Are you planning to use the Public Address System? _____Yes _____ No

If **yes**, what time will you be using the Public Address System? From _____ to _____

Will you need the boom box (to play CDs or cassettes) hooked up to the Public Address System? _____Yes _____ No

Will you need an audio press feed device/mult box (*for the press to hook into*)? _____Yes _____ No

EXHIBITS

Is a clear layout scale drawing or sketch of the proposed exhibit attached? _____Yes _____No

Are the dimensions of the space required indicated on the drawing or sketch, as well as the manner in which the exhibit will be mounted or displayed? _____Yes _____No

FOOD AND BEVERAGES

Will food or beverages be served? *(See page 4, Section G 1-4.)*

Is the food being provided by a licensed caterer? _____Yes _____No Setup time? _____ (a.m. or p.m.)

If **yes**, please list name and phone number of caterer.

Caterer Name_____ Telephone Number (____)_____

Caterers are responsible for bringing all linens and skirting.

Will your caterer need a prep area? _____Yes _____No *(There is no access to water on the first floor.)*

Will the caterer need electric in their prep area? _____Yes _____No

Is a copy of the food license enclosed? _____Yes _____No

If **no**, when do you plan to submit a copy of the license to the LCFA Events Coordinator? _____

Is your food being served by invitation only? _____Yes _____No

CANDLES *(outside events only)*

Are you planning on using candles during your event? _____Yes _____No *(See page 28.)*

If **yes**, please be aware that if wax is dropped on sidewalks and steps, you will be charged for the removal.

CANCELLATION

If your event is outside, will you cancel in case of rain or inclement weather? _____Yes _____No

TENTS, PORTABLE TOILETS AND EQUIPMENT

Do you desire to erect any tents, canopies, shelters or portable toilets? _____Yes _____No

Number of portable toilets? _____

Tent piers have been embedded in the lawn to accommodate the following tent sizes:

South side of lawn: 40- x 40-foot tent and 40- x 60-foot tent

North side of lawn: 30- x 30-foot tent and 30- x 60-foot tent

Remember: All canopies and shelters must be **freestanding**.

If renting a tent, it is recommended to also rent your table and chairs from the same tent rental company.

If **yes**, please list number, type, size, and description of all equipment_____

_____

If snow needs to be removed from the Capitol grounds to set up a tent, you will be charged $100.00.

Please list name and telephone number of the company supplying the tent/and or portable toilets.

Company Name_____ Telephone Number (____)_____

Do you desire to erect any equipment or props? _____Yes _____No

If **yes**, please list and give description _____

Any tables brought into the Capitol building should be 6 feet or less.

WATER

Will you need a hose and water (nonpotable) for your outside event? _____Yes _____No

BANNER

Are you planning to display a banner across the front steps? _____Yes _____No

If **yes**, you will be charged $25.00 per banner.

The maximum length is 24 feet. The maximum width is 2 feet.

If your banner is larger, you **must** hold your banner.

We are unable to provide banner poles outside.

RATE SHEET

Will equipment or services be needed from Legislative Council Facilities Agency? _____Yes _____ No

If **yes**, which of the following equipment is needed:

EQUIPMENT	NO. AVAILABLE	CHARGE PER ITEM	NO. NEEDED	FOR OFFICE USE ONLY
Banner Poles, 11 feet x 8 feet **(inside use only)**	3 sets	20.00 per set		
Pipe and Drape *(for caterers' use)*	3 sets	20.00 per set		
Chair *(folding)*	150	1.00		
Coat Rack *(includes hangers)*	10	15.00		
Easel	12	*max. $20 a wk.* 4.00		
Electricity *(120-volt plugs)*		15.00		
Electricity *(3-phase)* outdoor use		75.00		
Flag	1 National 1 State	2.50 per flag	____ National ____ State	
Podium *(includes the microphone)*	1	30.00		
Public Address System *(electric included)*	1	40.00		
Microphones on Stands	3	10.00 each		
Table *(folding)*	**3** - 6' x 18" **30** - 6' x 30" **7** - 60" round	*max. $30 a wk.* 7.00	____ - 6' x 18" ____ - 6' x 30" ____ - 60" round	
	12 - 30" round *(cocktail)*	10.00	____ - 30" round *(cocktail)*	
Table coverings are for inside use only. Tablecloth *(Royal Blue)* 54" x 96"	10	5.00		
Table Skirt *(Royal Blue)*	10	14.00		
Fitted Tablecloth w/skirt *(for 30" x 72" table)*	12	14.00		
Tabletop Lectern	1	12.00		
Tent Setup Charge *(Inserting and removing eyelets in tent piers)*	*(See page 25)*	25.00		
Hose and Water (nonpotable)	1 each	10.00		
Trash Can *(If your **outdoor** event needs additional trash pickup, your event will be billed an extra $25.00.)*	10	2.00	**EQUIPMENT TOTAL**	
BASIC USE FEE charged for all events scheduled in the North, South and West corridors **inside the building - $500.00**				
WEEKDAY RATE *(Unless Specified by the Executive Director of the Capitol Committee)* **$30.00 Per Hour - LABOR**				
WEEKEND RATE *(Calculated by Number of People Attending Your Event)* **$40.00 Per Hour - LABOR**				
HOLIDAY RATE *(Rate Determined by Executive Director of the Michigan Capitol Committee, Calculated by Number of People Attending Your Event)*				
CANCELLATION RATE *(If You Cancel Less than Fourteen Days Before the Scheduled Day of Your Event)* **$100.00**				
If you are a State agency, will you be inter-accounting your bill? _____Yes _____ No If **yes**, which Department/Agency should be billed? _____ ***Payment in Full Must Be Received Before the Date of Your Rally or Event.*** **TOTAL**				

The above rate will be charged per person for labor to erect, operate, and remove the public address system provided by the State. **In addition**, there will be a one-half hour labor charge prior to the event and a one-half hour labor charge after the event for setting up and taking down the public address system equipment.

Notes on the Public Address System

In the event of inclement weather (re: rain, snow, hail, mist, etc.), for safety reasons and to prevent damage to the equipment, the public address system will not be provided or will be removed if such weather occurs during the event. If the equipment can be sheltered under the portico (top of east steps), it will be moved to that location so the program can continue.

The system has the capability of more than one microphone and plays cassettes and CDs. No equipment (i.e., band, additional mikes, etc.) can be hooked into the State Public Address System.

I acknowledge that as sponsor of this event or exhibit:

I have read, understood, and will abide by the procedures governing the use of the public areas of the Capitol.

The sponsor is responsible for damages incurred as a result of the event or exhibit.

The sponsor will either restore or pay to have restored the area used for the event or exhibit.

The sponsor will indemnify and hold harmless the State of Michigan for damage or loss to the State arising out of the sponsor using the Capitol or the Capitol grounds.

I understand that an event held for the primary purpose of advancing or advocating the political candidacies of a particular party or group, or advancing, advocating or opposing initiatives, referendums, pending House and/or Senate legislation, is not allowed in any of the public areas inside the Capitol. Further, I understand that if, during the course of the event, the LCFA Director and/or Assistant LCFA Director finds it to be in violation of these rules, they reserve the right to immediately terminate my event and I will not be eligible for a refund.

HOUSE AND SENATE ALLOTMENTS

Legislators with offices in the House and Senate buildings are responsible to pay for their events. Events cannot be paid from House and Senate allotments for events in the public areas of the Capitol.

Signature of Sponsor_____ Date _____

(A signature is required before an event will be scheduled)

Name (Printed or Typed) _____

Address and Phone Number
(if different from Contact Person) _____

After the Capitol Public Event/Exhibit Scheduling Form has been returned with a signature, you will receive a confirmation letter and bill for your event/exhibit from the LCFA Events Coordinator. Payment must be received before the date of your event or rally.

Trena Trowhill, LCFA Events Coordinator
Capitol Public Events
Michigan State Capitol
P.O. Box 30014
Lansing, Michigan 48909-7514

Phone: (517) 373-9617
Fax: (517) 373-8040
E-Mail: ttrowhill@legislature.mi.gov

To review Capitol Event and Exhibit Planner online:

www.council.legislature.mi.gov

- Legislative Council Facilities Agency (home page)
- Scheduling Information
- Capitol Event/Exhibit Planner