



Kentucky State Capitol

Finance & Administration Cabinet
Department for Facilities & Support Services
Division of Historic Properties

APPLICATION TO USE COMMONWEALTH FACILITIES

The Finance and Administration Cabinet permits persons, organizations or groups to use Commonwealth Facilities for various purposes and events when the use will not interfere with or disrupt governmental functions. Requests generally will be scheduled on a first-come, first-served basis. The Governor has priority over use of the Rotunda and other public areas of the Capitol. The Division of Historic Properties reserves the right to relocate any activity at our discretion if the Governor needs any area. ***Events may be held Monday-Friday, 8 a.m. until 4:00 p.m. (regular business hours) excluding state holidays.***

Below please find the application form, an event worksheet, *Rules for Use of Public Areas for the Capitol and Grounds*, as well as the acceptance/indemnification form. Please refer to the attached Historic Properties Advisory Commission (HPAC) guidelines for specifics on what is and is not permitted at the Capitol and on the Capitol Grounds.

Please complete and sign all three pages required, and return to the Division of Historic Properties by fax 502-564-6505, or by mail:

Division of Historic Properties

Attn: Capitol Scheduling
Berry Mansion
700 Louisville Road
Frankfort, KY 40601

Upon receipt of your application, the Division of Historic Properties will review and notify you of approval. **If you have any questions, please contact the Division of Historic Properties at 502-564-3000.**

AREAS AVAILABLE FOR USE

Capitol Rotunda

The Capitol Rotunda may be scheduled for the following events during regular business hours: press conferences, rallies and public speaking engagements. Maximum capacity is 100 seated, 150 standing room only. For larger events that the Rotunda will not accommodate, please reserve the 2nd floor Mezzanine for overflow of the Rotunda space. Due to safety and conservation concerns, no more than 300 people may assemble for an event within the Rotunda and 2nd Floor Mezzanine. Groups larger than 300 people will only be permitted to use the Capitol front steps or Capitol exterior spaces for assembly. At no time shall the public hallways, doorways or staircases be impeded during your event. **Government-issued photo identification is required to gain access to the Capitol and Annex buildings. Teachers or other organizations must have a roster of the children in their group.**

Presentations and meetings cannot be accommodated within the Capitol public spaces. This includes the use of screens or other audio/visual equipment within the Rotunda and Capitol public spaces.

Musical and other entertainment performances are scheduled only during the hours of 11:30 a.m. until 1:00 p.m., Monday through Friday, excluding state holidays, per the HPAC guidelines.

Maximum event time 1 hour

- ❖ Set up includes podium with microphone and speakers and backdrop;
- ❖ Chairs may be added up to 100 chairs total in the Rotunda; and
- ❖ Additional items such as 6 foot rectangular tables may be added, up to 4 in the Rotunda.
- ❖ Tables are to be used for materials, temporary exhibit placement during the event scheduled, or for presentation of awards.

Per the HPAC guidelines, food and drink is not permitted to be served or consumed in the Capitol Rotunda or in the public hallways of the 1st floor of the Capitol.

Capitol 2nd Floor Mezzanine

The second floor public areas overlooking the Capitol Rotunda may be scheduled for the following events during regular business hours (Monday through Friday, excluding state holidays, 8:00 a.m. until 4:00 p.m.): exhibit space and approved receptions with light refreshments. At no time shall the public hallways, doorways or staircases be impeded during your event. Maximum attendance=200 people.

Exhibit Space

Maximum Event Time: 2 Hours

Set up includes the following:

- ❖ Up to 4 eight-foot tables for exhibit space;
- ❖ 2nd Floor Mezzanine only within the inset areas overlooking the Capitol Rotunda; and

Reception - 2nd Floor Mezzanine

Only state-sponsored events in conjunction with an awards ceremony or special events (please see guidelines.)

Maximum Attendance permitted: 200 people.

Maximum Event Time: 2 Hours

- ❖ 2nd Floor Mezzanine space, only within the inset areas overlooking the Rotunda.
- ❖ Set up includes up to 4 eight-foot tables for light refreshments, and 2 trash cans and a recycling bin for cans and plastic bottles.

Capitol Front Steps

The Capitol Front Steps may be scheduled for the following events during regular business hours (Monday through Friday, excluding state holidays, 8:00 a.m. until 4:00 p.m.): press conferences, rallies and public speaking engagements.

Musical and other entertainment performances on the entire Capitol grounds are scheduled only during the hours of 11:30 a.m. until 1:00 p.m., Monday through Friday, excluding state government holidays.

Maximum Event Time: 2 Hours

- ❖ At no time shall the entrance/exit to the Capitol building be impeded.
- ❖ Applicants will need to provide any other equipment (i.e. sound system, extension cords, tables and/or chairs, etc.)
- ❖ Please notify the Division of Historic Properties at 502-564-3000 as soon as possible to add additional items or to make changes to your set-up.
- ❖ If a contractor plans to provide any of the items needed for your event, please consult with the Division of Historic Properties to obtain permission for any items you plan to set up on the Capitol Grounds or within the Capitol public spaces.

Other Information

- ❖ Recycling bins for cans and plastic bottles are available throughout the Capitol and Annex facilities.
- ❖ For additional audio/visual equipment (i.e. mult box for media hook up) please contact Bruce Armstrong with the Division of Creative Services at 502-564-4508. Fees apply for the use of equipment and staff required. For political and private events, a private contractor is required for additional audio/visual services. The following vendors are familiar with the Capitol: AVT (Brad Abney) at 859-254-8954 or MSI (Tim Jones) at 859-684-5559.
- ❖ For additional security requests, please contact Facilities Security at 502-564-9877. Charges may apply for extra security staffing.
- ❖ The City of Frankfort Police Department should be contacted at 502-875-8523 regarding any pertinent parade permits or events requiring city streets to be closed.
- ❖ For special parking requests on the Capitol Complex, please note details of the number of vehicles, types and sizes of vehicle, and any other pertinent vehicle information on the event outline worksheet.
- ❖ The Department of Parks at 502-564-3142 can provide catering services for events on the Capitol Grounds. All other outside caterers and vendors must provide the appropriate catering license/certification from the Health Department, as well as appropriate business licensing and proof of liability insurance. These documents must be submitted to the Division of Historic Properties at least 48 hours or 2 business days prior to an *event*.
- ❖ Large trash collection needs must be contracted by the event coordinators.
- ❖ For all other requests, please contact the Division of Historic Properties at 502-564-3000, extension 228.

While onsite, please notify the Capitol Security Desk located in the East End Vestibule in case of fire, injury or damage to the building. For assistance in the proper use of the Capitol or Capitol grounds, please direct inquiries to the Division of Historic Properties at 502-564-3000, 226.

RULES FOR USE OF PUBLIC AREAS FOR THE CAPITOL AND GROUNDS

The Finance and Administration Cabinet permits persons, organizations or groups to use Commonwealth facilities for various purposes and events when the use will not interfere with or disrupt governmental functions. The following rules have been developed to ensure the care and protection of the historic Capitol building and grounds and to ensure a safe and orderly environment for your organization. Use of these areas must comply with all rules. All activities scheduled for the public areas must be approved through the Division of Historic Properties. An "Application to Use Commonwealth Facilities" form must be completed and signed and the rules read and signed. At no time will enforcement of these rules be influenced or affected by age, race, national origin, disability and religion or partisan politics.

Requests generally will be scheduled on a first-come, first-served basis. The Governor will have priority over use of the Rotunda and other public areas of the Capitol. We reserve the right to relocate any activity at our discretion if the Governor needs any area.

1. Activities scheduled for the interior Capitol building and Capitol Rotunda must be limited to no more than 150 (standing) or 100 (seated) people. Groups larger than 150 must reserve the 2nd floor mezzanine level for overflow standing. Due to safety and conservation concerns, no more than 300 people may assemble for an event within the Rotunda and 2nd Floor Mezzanine. Groups larger than 300 people will only be permitted to use the Capitol front steps or Capitol exterior spaces for assembly.
2. Activities scheduled for the Capitol and Capitol Grounds are not to begin before 8:00 A.M. and must conclude prior to 4:00 P.M., Monday through Friday (excluding state holidays.) Other times may be considered with special permission and availability.
3. No activity involving masks or other methods of disguising participants will be permitted in the Capitol or on the Capitol Grounds.
4. At no time shall any entrance or exit of the building or any staircase or stairwell be blocked in such a way to impede free access to or from or within the building by its occupants or the public.
5. In order not to unduly disturb the working environment in the Capitol building, all activities scheduled for the Rotunda and Capitol interior public spaces during normal business hours must be limited to one hour.
6. Any activity involving music or entertainment during regular business hours on the Capitol grounds or within the Capitol building must be held between the hours of 11:30a.m. and 1:00 p.m., and is limited to one hour in length, with the exception of approved events on the 2nd floor mezzanine level, which are limited to two hours in length.
7. Smoking is not allowed in the Capitol building.
8. Activities scheduled for the Capitol exterior may not be moved inside without prior written approval from the Division of Historic Properties.
9. Exterior activities must be confined to the Capitol Steps or pre-approved areas upon the grounds.
10. Please do not bring human or animal waste, blood, tissues or organs into the Capitol Building.
11. Animals, alive or dead, may not be brought into the Capitol Building except for animals assisting with disabilities or special permission is granted in advance by the Division of Historic Properties. Large animals are allowed on the Capitol Grounds with prior written permission from the Division of Historic Properties. Owners are responsible for removing all animal waste.
12. Use of additional equipment not provided by the Division of Historic Properties and the Division of Building Services including lights, audio, etc., must be approved in advance, in writing, by the Division of Historic Properties.
13. At no time may the tables or other equipment be placed in the public hallways, doorways or stairwells of the Capitol building, impeding public access to, from and within the building.
14. Due to the constricted space and crowded conditions that often prevail inside the Capitol, only paper-based, poster board or placard type signs (approximately 2'x3') are allowed within the building. Large, hand-carried framed signs, banners and signs or posters on sticks represent a serious safety hazard to visitors, occupants and the building's historic finishes, furnishings, statuary and works of art.

15. Banners, flags or other decorations for use within the Capitol must be mounted to free standing frames. Please ensure that any frame or base for flags, easels, etc., has protective footing so that it does not mar the Capitol marble surfaces.
16. Flags may be displayed in bases that are sufficiently weighted to ensure the stability of the flag and staff.
17. Flags and all other equipment should be placed at a safe distance from statues, art or exhibits to ensure they cannot cause damage should they fall over. Flags being carried must be handled safely to avoid injury to people, building features and works of art.
18. Posting or affixing signs, announcements or other documents to any surface or equipment in the Capitol or on the Capitol Grounds is strictly prohibited. Application may be made for exhibits with the Capitol/Annex tunnel. A separate application form applies for this area. Please request the Capitol/Annex Tunnel exhibit form.
19. As works of art, Rotunda sculptures are treated in the same manner a museum would care for their objects, therefore, nothing is to be attached to, leaned against or draped over the sculptures or pedestal bases. No one is permitted to climb on the sculptures or bases. Do not touch or otherwise tamper with any statue or bust.
20. Please do not touch or tamper with any paintings or other exhibits. Please keep hot light fixtures, including stage lights, as far away from paintings as possible.
21. Use of tape, adhesives, nails, screws, staples, brads, rivets or other connectors to attach any item to any Capitol surface equipment (including tables, chairs and podium) or on Capitol Grounds is strictly prohibited.
22. Please do not hammer on any surface within the Capitol or on the Capitol Grounds.
23. Use of any kind of uncoated metal wire, nylon cord, or other abrasive material on surfaces or fixtures within the Capitol interior or on the Capitol exterior is prohibited.
24. Please do not climb on or lean ladders against columns, balustrades or other building features. Check with Building Superintendent if assistance is required.
25. Food may only be served on the 2nd floor Mezzanine level public space or in approved areas on the Capitol grounds in conjunction with a state-sponsored awards ceremony or special event. Meals may not be served inside the Capitol Building public areas. Only light refreshments, hors d'oeuvres and non-alcoholic beverages may be served in conjunction with receptions, etc. Maximum attendance permitted on the 2nd floor mezzanine: 200 people.
26. Use of hot plates, chafers and electric appliances in conjunction with food service is prohibited. No cooking of food is allowed onsite. The applicant/hosting entity must assume responsibility for the preparation, service and consumption of all food and beverages provided and required permits and licensing that may be required for the event.
27. Applicants are required to (immediately) clean up spills. Marble surfaces are particularly vulnerable to damage by food or beverages made from berries, acidic punches and colas. In case of spills, all clean-up materials must be obtained at the Building Superintendents Office located in Room 2 of the Capitol basement.
28. Do not place glasses, cups or other containers on steps, railings, bases of columns, balustrades or furniture.
29. No food or drink is allowed inside the Rotunda.
30. Use of open flames and candles in the Capitol or on the Capitol Grounds is strictly restricted. A request to use candles for an event must be received in writing by the Division of Historic Properties. If candles are approved, they must be in a container in order to contain flame and dripping wax. If any wax is spilled, the Building Superintendent must be immediately notified.
31. Smoke or fog (theatrical or otherwise), and devices, which produce similar effects are strictly prohibited for use inside the Capitol building or on the Capitol campus unless specifically approved by the Division of Historic Properties prior to the event.
32. Traffic may not be blocked on Capital Avenue or the circle drive around the Capitol without the prior approval of the Division of Historic Properties and Facilities Security. If city streets around the Capitol must be blocked, permission from the City of Frankfort/Police Department must be received in writing by the Division of Historic Properties. A parade permit may be required.
33. Driving or placement of any vehicle or heavy equipment on the lawns, sidewalks or terraces of the Capitol and grounds is strictly prohibited. Emergency vehicles during the discharge of their duties will be given access to all areas of the Capitol and Grounds. Prior written permission

- must be obtained from the Division of Historic Properties in order to drive or place any vehicle on the Capitol sidewalks, terraces or Capitol grounds.
34. Due to the presence of underground utilities, irrigation and other lines nothing shall be driven into the ground or placed on the grounds anywhere without the location and method of placement approved in advance and in writing by the Division of Historic Properties.
 35. Camping on the Capitol grounds is prohibited.
 36. Staked tents are strictly restricted. Please consult with the Division of Historic Properties for advice and permission to use staked tents on the Capitol grounds.
 37. Balloons are not allowed in the Rotunda. Balloons, birds and other objects are strictly restricted from release at the Capitol or Capitol grounds.
 38. Weddings and receptions are not allowed in the Capitol building or on the Capitol grounds.
 39. Fireworks and other types of displays are strictly prohibited and may only be used in conjunction with state-sponsored celebrations. A request to use fireworks must be received in writing by the Division of Historic Properties and permission may be granted by the Historic Properties Advisory Commission on advice and consul from the Division of Historic Properties. Special permits may be required from the City of Frankfort and other governmental entities.
 40. As a part of the Capitol application review process by Division of Historic Properties and Kentucky State Police Facilities Security, groups or organizations may be asked to reimburse the state for additional security officers. Applicant will be notified of this charge at the time of confirmation of the event if deemed necessary. Payment must be made within 2 business days prior to the scheduled event.
 41. Each group/organization requesting permission to use the Capitol or Capitol grounds shall be responsible for making sure litter, signs and any other materials brought by their group are (immediately) removed from the premises following the activity. A clean-up/damage deposit may be required and must be paid prior to the confirmation and approval of the application. Upon completion of the event, the area will be surveyed by the Building Superintendent and staff from the Division of Historic Properties. If no additional clean-up is required, any deposit will be returned to the event organizer.
 42. An event insurance policy may be required for any event held at the Capitol or on the Capitol grounds. This requirement is at the sole discretion of the Division of Historic Properties.

INDEMNIFICATION

The applicant agrees to indemnify, defend and save harmless the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents from all claims, demands, suits, actions, proceedings lost, cost and damages of every kind and description, including attorney’s fees or other litigation expenses that may be asserted or made against or incurred by the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents, on account of loss of or damage to any property or for injuries to or death of any person caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant, its employees, agents, representatives, members or contractors, their employees, agents, or representatives or guests of applicant in connection with or incident to the performance of this agreement or arising out of applicants use of the facility. Applicant’s obligation under this provision shall not extend to any liability resulting from the sole negligence of the Commonwealth, any of its agencies, officers, employees or agents.

ACCEPTANCE

I request use of the described Commonwealth facilities based upon the rules set forth above and accept all terms and conditions contained herein. I certify that I am an authorized representative of the person(s), firm, group or organization applying for permission to use the facilities, I am at least 18 years of age and am authorized to enter into agreements.

Failure to comply with these rules may result in revocation of permission to use the facilities and denial of future requests.

I have read, understand and agree to abide by the Rules for Use of Public Areas for the Capitol and Grounds, and will be responsible to make the participants involved in this sponsored activity aware of said rules.

Signed: _____ Date: _____

Title: _____

Organization: _____ Telephone: _____

Alternate Telephone #: _____ Fax #: _____

E-Mail Address: _____

Address: _____

City: _____ State: _____ Zip: _____

**FINANCE & ADMINISTRATION CABINET
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES
DIVISION OF HISTORIC PROPERTIES
APPLICATION TO USE COMMONWEALTH FACILITIES**

Permits are issued at the discretion of the Secretary of the Finance & Administration Cabinet for activities that will not interfere with or disrupt governmental functions

PART A

1) Names of Person, Firm Organization or Group

2) Describe the purpose of group/organization, etc.

3) Date & Hours Requested

From _____(date) _____(am/pm) till _____(am/pm)

Additional Date(s) and Hours

From _____(date) _____(am/pm) till _____(am/pm)

4) Area requested for use, Include building name and/or street address.

5) Frame work of group (check all that apply)

For Profit National in Scope Local
Non-Profit Statewide

6) Number of people/buses expected to be onsite

of people _____ # of buses _____

7) Describe, in detail, the activities to be conducted on Commonwealth property:

8) Name of person in charge

_____ Telephone _____ Email _____

Alternative Phone _____ Mailing Address _____

List names and phone numbers of persons who can supply supportive information about your group or organization

10) List services required

Electricity Podium, Backdrop, Flags _____

Restrooms _____ Other (explain) _____

Trash Recepticle(s) # _____

Table(s) # _____ Chair(s) # _____

11) Do you plan to bring animals on Commonwealth property? Yes No Explain _____

12) Will any persons attending carry firearms onto Commonwealth property? Yes No

Explain _____

14) Is this a car or vehicle exhibit? Yes No

15) Do you plan to serve food or drink? Yes No

If YES, you hereby acknowledge that you will apply for a food permit with the Franklin Co. Health Department. Must meet the guidelines criteria.

I request use of the described Commonwealth facilities based upon the information set forth above. I certify that I am an authorized representative of the person(s), firm, group, or organization applying for permission to use the facilities and am authorized to enter into agreements and understand that any misstatement of information provided herein shall be grounds for refusal or revocation of application.

INDEMNIFICATION: The applicant agrees to indemnify, defend and save harmless the Finance & Administration Cabinet and the Commonwealth of Kentucky, its employees and agents against all claims, demands, suits, actions, proceedings, loss, costs and damages of every kind and description, including attorneys' fees or other litigation expenses that may be asserted or made against or incurred by the Finance & Administration Cabinet and the Commonwealth of Kentucky, its employees and agents on account of loss or damage to any property for injuries to or death of any person caused by, arising out of or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant, its employees, agents, representatives, members or contractors, their employees, agents or representatives or guests of applicant in connection with or incident to the performances of this agreement or arising out of applicant's use of the facilities. Applicant's obligation under this provision shall not extend to any liability resulting from the negligence of the Commonwealth, any of its agencies, officers, employees or agents.

Organization _____

Authorized Signature of Authorized Representative _____

Title _____

Part B - To be completed by Facilities Security/Kentucky State Police - when applicable

Will extra security be required? Yes No

How Many? _____

By: _____

Facilities Security

Title

Part C - To be completed by the Department for Facilities & Support Services

Comments or

limitations _____

Recommended Approval Yes No

Signature _____ Title _____ Date _____

OUTLINE FOR EVENTS AT THE CAPITOL

The Division of Historic Properties requires the following information for events at the Capitol. If you are unable to complete some areas (such as names of contractors, etc.) you may provide this at a later date. However, we need as much information as possible at the time of application for your event.

1) Type of Event

 (i.e. press conference, proclamation signing, musical event, awards ceremony, rally, etc.)

2) Outline/Timeline of Event (Please send this as a separate attachment.)

3) Is there a Food Service? Yes No Caterer _____ (name)

Catered contact information (Phone) _____ Email _____

Type of food to be served _____

4) Sound/Audio Equipment _____

5) Is equipment to be provided by a contractor? If yes, please include type name(s) of company(s) and contact information. _____ Phone _____

6) Other equipment – Will platforms or other staging be constructed or set-up on-site? Please include any other contractors/vendors and contact information.

7) Will you need accessible entrance and parking? _____ and for how many? _____

8) For a vehicle or car exhibit, please indicate the desired location for the vehicles to be parked: _____

9) Do you require that any areas around the Capitol drive be blocked during your event?

If yes, please indicate where _____

10) Will any public officials be in attendance? If yes, please list:

11) For any equipment provided by the Commonwealth (i.e. podium, backdrop, tables, chairs) please indicate the location of this equipment below (i.e. 4 tables along the walls of the Rotunda for materials, 100 chairs arranged for audience seating.)
