

APPLICATION FOR PHOTOGRAPHY IN LEGISLATIVE BUILDINGS

The following policy will guide the use of photography and/or filming areas in the Capitol, General Assembly Building (GAB), and Old City Hall under joint supervision of the Senate and House Clerks Office(s), to respect day-to-day operations of state government and the legislative branch, and a desire to accommodate ongoing public tours in the Capitol.

Areas in the Capitol include the 2nd Floor Rotunda, the Lower Rotunda, the Extension Rotunda, the Extension Exhibit Gallery, and any common space such as entrances and hallways inside the Capitol or Capitol Extension. Areas in the General Assembly Building and Old City Hall include any common spaces such as entrances and hallways. Areas under the exclusive supervision of the House of Delegates, Senate, or any other Legislative Branch Agency, such as conference rooms, committee rooms, chambers, and offices, remain the responsibility of each respective entity.

Permission from the Senate and House Clerks Office(s) is required for photography and/or filming in the areas of the Capitol Building, GAB, and Old City Hall under joint supervision for professional, commercial, or news photographers and filmmakers or visitors taking photographs or filming for commercial purposes.

News photographers covering the General Assembly and the operation of state government must adhere to the guidelines set forth in the 'Virginia General Assembly Media Guide' published by the House and Senate Clerk's Offices, linked below.

http://hodcap.state.va.us/publications/09_media_guide.pdf

Commercial photographers wishing to take photographs or film in the Capitol, GAB, and Old City Hall must submit an 'Application for Photography in Legislative Buildings'. The application must be completed and submitted not less than 30 days nor more than 60 days prior to the day of the scheduled photography session.

A site visit must be scheduled at least 5 business days prior to the scheduled photography session.

Approved photography conducted under this policy may require the payment of fees for services rendered to the user by the Virginia State Capitol. Such services may include, but are not limited to, housekeeping, security, and general staff coordination.

- Photography must be for personal use only and may not be used for advertising products or services.
- Photography and/or filming will only be permitted in the area(s) specified in the confirmation.
- Photography or filming must not interfere with the day-to-day operations of the Capitol and General Assembly Building or impede on the enjoyment of the Capitol by other visitors and tour groups.
- The user shall not affix any materials to furnishings, fixtures, walls, or doors.
- Rice or confetti may not be thrown and food and/or beverages will not be permitted.
- Only service animals will be permitted inside the Capitol, General Assembly Building, and Old City Hall.

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PHOTOGRAPHER INFORMATION

Name of Contact: _____

Address: _____

Telephone: _____ Email Address: _____

Date Requested: _____

Time and duration of the proposed shoot: _____

Type of Photography: Film Wedding Portrait Photojournalism
Other: _____

Specific site(s) requested:

Rotunda Jefferson Room Old Senate Chamber Old House Chamber

Other (Please Specify): _____

General Assembly Building
Specify Location(s) _____

Old City Hall (*Specify Location (s)*) _____

Request Description (purpose, number of people, amount, and type of equipment involved):

Potential Disruptions (sound, light, physical, etc.) to the day-to-day operations of the Capitol and other visitors and tour groups:

APPROVED BY:

Clerk of the House:

Clerk of the Senate:

Date: _____

Date: _____