

APPLICATION FOR PHOTOGRAPHY IN THE STATE CAPITOL

The Virginia Capitol is the “people’s house”, the home to the oldest continuously operating legislative body in the Western Hemisphere, the General Assembly of Virginia. In order to respect the principal purpose of the building, that is the day-to-day operations of state government and the legislative branch, and with a desire to accommodate ongoing public tours of the building, the following policy will guide the use of photography and/or filming areas in the State Capitol under the joint supervision of the Senate of Virginia and the Virginia House of Delegates. These areas 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 under the exclusive supervision of the Senate or the House of Delegates shall remain the responsibility of each respective entity, such as conference rooms, committee rooms, chambers, and offices.

Permission from the Clerk of the House of Delegates and Clerk of the Senate is required for photography and/or filming in the areas of the Capitol Building under joint supervision of both Clerks, for professional, commercial or news photographers or filmmakers or by other 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.

Media Guide: http://publications.virginiageneralassembly.gov/download_publication/113

Professional and commercial photographers wishing to take photographs or film in the State Capitol must submit an “Application for Photography in the State Capitol”. 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.

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.
- A site visit must be scheduled at least 5 business days prior to the scheduled photography session.
- Photography or filming must not interfere with the day-to-day operations of the Capitol 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.

APPLICATION FOR PHOTOGRAPHY IN THE STATE CAPITOL

PHOTOGRAPHER INFORMATION

Name of Contact: _____

Address: _____

Telephone: _____ Email Address: _____

Date Requested: _____

Time and duration of the proposed shoot: _____

Type of Photography Film Portrait Wedding

Specific site(s) requested:

Rotunda Jefferson Room Old Senate Chamber Old House Chamber

Other (Please Specify) _____

Number of people and amount and type of equipment involved: _____

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

This form may be faxed to (804) 771-7913, emailed to eventapplication@virginiacapitol.gov or mailed to Capitol Events at Post Office Box 406, Richmond, Virginia 23218.

Approved By:

Clerk of the House of Delegates

Clerk of the Senate

Date

Date