

General Assembly of Virginia

State Capitol

Richmond, Virginia 23219

Use of Facilities in the State Capitol and General Assembly Building for Special Events

Terms and Conditions

Purpose

The Virginia Capitol is the ‘people’s house’ and home to the General Assembly of Virginia, the oldest continuously operating legislative body in the Western Hemisphere. The General Assembly Building (GAB) is the first purpose built structure for the legislature designed to facilitate the day to day operations of the legislative branch and the legislative process. The following policy will guide the use of facilities in the State Capitol and GAB under the joint supervision of the Virginia House of Delegates and Senate of Virginia, to respect the principal purpose of the buildings, being day-to-day operations of state government and the legislative branch, and accommodation of ongoing public tours of the State Capitol.

Areas Governed by Policy

The areas of the Capitol Building and GAB under joint supervision of the Clerk of the Senate and the Clerk of the House of Delegates, pursuant to directives given by the House Speaker and Chairman of the Senate Rules Committee, 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, Capitol Extension and the General Assembly Building.

Areas under the exclusive supervision of the House of Delegates and the Senate of Virginia, remain the responsibility of each respective entity, such as conference rooms, committee rooms, chambers, and offices. Coordination among the House and the Senate, will be necessary for events held in these spaces, to ensure fair use.

Types of Events

The General Assembly reserves the right to refuse the use of the building for any event that may (1) impede the work of the legislative branch or Capitol Guided Tours, (2) compromise security or the public’s health, safety and welfare, or (3) violate the historical nature and decorum of the Capitol (i.e. weddings, dances and proms).

The House and Senate Clerk(s) offices requires that joint supervision areas not used to further the candidacy of any individual running for public office, for any unlawful purpose, or for soliciting support for products, services, items for purchase, or support for an ideological or political methodology offered to the public.

The Clerks Office(s) will provide an alternative space, if one is available, in the unlikely event the General Assembly, Governor's Office, a state agency, or the Clerks of the House of Delegates and Senate of Virginia requires a reserved meeting space. The organization receives a refund for the application and facility usage fees in thirty days the House and Senate Clerk(s) Offices makes no alternative arrangements.

Reservations

The General Assembly of Virginia, and by extension the Clerk's Offices of the House of Delegates and Senate, are equal opportunity institutions and do not discriminate based on race, color, religion, sex, age, national origin, disability, or political affiliation in any aspect of its operation, including assignment of meeting room facilities under this policy. Use of the facilities in the Capitol does not constitute an endorsement of the organization or its beliefs, policies, practices, or activities by the General Assembly or either Clerk's Office.

Contact House Committee Operations (804-698-1540) or the Senate Clerk's Office (804-698-7400) to request meeting space for events that occur during normal business hours (Monday-Friday, 8:30 am to 5:00 pm).

Groups must submit an "Application for Use of the Capitol and General Assembly Building" to use space in the State Capitol and GAB for events occurring outside of normal business hours. Submit applications within 12 months and not less than 60 days prior to the specified event (See submission options below).

Email: eventapplication@virginiacapitol.gov

Mail to Capitol Events at P.O Box 406, Richmond, VA 23218

The Clerk of the House or Senate will confirm the space, mailed in writing. A reservation fee, 50% of the total usage fee, will be due after receipt of confirmation notice. The remaining charges are due 30 days prior to the event. **The reservation fee is non-refundable.**

Hours

The Clerk's Office(s) will consider reservation requests outside of normal operating hours from 7:00 am to 8:30 am and 5:00 pm to 10:00 pm, or Saturday from 7:00 am to 10:00 pm. Weekend and holiday events will incur an additional set-up fee. Normal operating hours are Monday through Friday 8:30 am to 5:00 pm.

Fees

Refer to the *Facility Usage Fee* schedule on second page of application.

Base user fees cover costs of security, custodial and utility services, staff technical services, and proper maintenance of the Capitol. Based on the nature of the event, additional charges may apply. The Clerk's Office(s) will specify such additional charges.

The Clerk's Office(s) entitles the host organization to a reduced fee schedule for the use of facilities and equipment for the event, if the host organization makes a non-refundable contribution of \$500 or more to the Virginia Capitol Foundation at least 30 days prior to the event.

The Virginia Capitol Foundation is a 501(c)(3) organization supporting the preservation and educational interpretation of the Capitol, Executive Mansion, and Capitol Square. The host organization must send confirmation of the contribution to the Clerk of the House of Delegates and/or the Clerk of the Senate to take advantage of the reduced fee schedule.

Security Deposit

The size of the event and space(s) rented may require a security deposit. The deposit, if required, is due 30 days prior to the event, and the deposit refunded in full, without interest, within 30 days after the scheduled event, provided no damage or excessive clean-up has occurred, and the event complied with time limits specified in the "Application for Use of the Capitol and the General Assembly Building."

Authorized Representative

The host organization must designate an authorized representative to be present at the function, responsible for event coordination with the Office of the Clerk of the House and/or the Office of the Clerk of the Senate. **The representative must have a pre-conference visit at least two weeks prior to the scheduled meeting to determine meeting space needs and room set up requirements.** To schedule a pre-conference visit, please contact the House or Senate representative identified in the authorization letter.

Parking

Parking is **NOT** available on Capitol Square.

Personnel

All early morning, evening, weekend, and holiday events require one or more Capitol Police officers. The Clerk's Office(s) will contact the Capitol Police and make the necessary arrangements. The Capitol Police are responsible for monitoring the security of the facility and premises. The Clerk(s) reserves the right to determine the number of Capitol Police officers needed.

House of Delegates and/or Senate liaison(s) and housekeeping staff are necessary for all early morning, evening, weekend, and holiday events. The room usage includes the charge for personnel services and, if applicable, the weekend setup fee.

Decorations and/or Equipment

The use of decorations and/or equipment requires approval by the Clerk of the House of Delegates and/or the Clerk of the Senate, with removal from the premises prior to

departure. **Should Capitol staff have to remove any decorations or equipment, there will be a charge of \$100 per hour for removal.**

The user shall confine the event to the area specified in the contract. The user agrees not to change any furniture layout without the advance approval of the owner. The owner will coordinate all furniture moves. The user shall not affix any materials to furnishings, fixtures, walls, or doors.

Alcohol

Capitol and GAB regulations do not allow alcohol beverage service during normal business hours (Monday-Friday 8:30 am to 5:00 pm). The host organization may serve alcoholic beverages during evening, weekend, and holiday events with the prior approval of the House Clerk and/or Senate Clerk. Organizations, guests, and vendors shall comply with all pertinent laws, statutes, ordinances, and governmental regulations including, without limitation, all laws, statutes, and regulations pertaining to alcoholic beverages. The Clerk's Office(s) shall take all steps necessary to protect Capitol and GAB property.

Catering

The General Assembly has a catering contract with Meriwether Godsey. The host organization must arrange food/beverage service with Meriwether Godsey. Contact Meriwether Godsey at (804) 698-7692.

Unless authorized by the respective Clerk(s), the House of Delegates and Senate Chambers or the Old Hall of the House of Delegates do not allow food and beverages.

Sales and Publicity

Do not sell items on the premises of the State Capitol and GAB without prior written approval from the Clerk's Office(s). This includes items normally carried in the Capitol Shop unless the Clerk's Office(s) waive the requirement. If the Clerk's Office(s) consents to the sale, the host organization agrees to be responsible for the collection and payment of all applicable sales tax.

Any announcement of an event in the newspapers and/or other media (copy for advertisements, brochures, media statements, publicity releases, etc.) must have prior written approval of the Clerk's Office(s) in each instance.

Indemnification and Non-liability

You, the host organization, hereby indemnify and hold harmless the Commonwealth of Virginia and the General Assembly of Virginia, the Clerk of the House of Delegates, the Clerk of the Senate, their staffs, and contractors from suit, actions, damages, liability and expense in connection with personal injury, illness, death, property damage or theft resulting from the use of any space in the State Capitol and/or the General Assembly Building.

By accepting the terms and conditions outlined in this document, the host organization cannot hold the General Assembly of Virginia responsible for failure to provide the basic facilities and services described here due to emergencies, catastrophes, or interruption of public utilities beyond the General Assembly and the Clerk's Office(s) control.

The host organization will accept full responsibility and liability for any loss or physical damage to any exhibit or State Capitol property arising from and in connection with the scheduled event, other than any such loss or damage caused by the fault or negligence of the General Assembly of Virginia and its agents.

The host organization accepts full responsibility and liability for any and all personal injury or property damage to anyone arising from or in connection with the scheduled event, other than that caused by the fault and negligence of the General Assembly of Virginia and its agents; and indemnifies and holds the General Assembly of Virginia and its agents harmless against any and all claims, costs, losses, and liabilities including legal fees related to such personal injury or property damage.

Further, the House and Senate Clerk's Office recommends that the host organization maintain a policy of comprehensive public liability insurance with a limit of no less than One Million Dollars (\$1,000,000) per occurrence to protect the host organization and the General Assembly of Virginia and its agents against any claims based on such personal injury or property damage.

General Guidelines and Information

- No objects affixed to any surface of the Capitol and/or GAB.
- No removal of exhibition items/property.
- No animals, except for service animals.
- No smoking or vaping in the Capitol or GAB.
- No gambling and games of chance, notwithstanding the proposed use of the proceeds from such activity.
- Deliver supplies at areas designated as loading zones.
- Announcements cannot imply sponsorship by the Virginia General Assembly, the Office of the Clerk of the House, or the Office of the Clerk of the Senate.
- The Clerk's Office(s) does not provide telephone, fax, or other office/supply services.
- Public bathrooms and water fountains are located on the first floor of the State Capitol and in the Capitol Extension and throughout the General Assembly Building.

Exceptions

Nothing in these guidelines can prevent any individual member of the legislature, any legislative agency, or any committee of the legislature from using facilities in the State Capitol to hold events and serve food and/or beverages after first requesting the use of such space under the guidelines set forth in this policy.

Rules and Regulations

The Clerk of the House and Senate will develop specific rules and regulations enabling the implementation of these policies.

APPLICATION FOR USE OF THE CAPITOL AND GENERAL ASSEMBLY BUILDING

Please complete this form and submit to:

Capitol Events
State Capitol, Post Office Box 406, Richmond, Virginia 23218
E-mail: eventapplication@virginiacapitol.gov

HOST GROUP INFORMATION

Name of Organization:	Address:
Primary Contact for this Event:	Email:
	Phone:

EVENT INFORMATION

Name of Event:	Date of Event:
Advertised Event Start Time:	Estimated Number of Guests:
Advertised Event End Time:	

***Event organizers should plan to be on-site at least one hour before and one hour after the event for set-up and a final walk-through with Senate and House Event Liaisons.*

Describe Event and Purpose:

Event Space(s) requested:

Capitol:

Rotunda

Jefferson Room

Old Senate Chamber

House Room 3

Senate Room 3

Extension Exhibit Areas

General Assembly Building:

Dining Area

Commonwealth Room

Do you plan to charge attendees?	Yes No	Charge amount? _____
Do you plan to sell any items at your event?	Yes No	If yes, what items would you like to sell?
Do you plan to contribute to the Virginia Capitol Foundation?	Yes No	Total contribution amount? _____ **Contribution of \$500 or more will reduce usage fees

Facility Usage Fee Schedule

Room	Building	Rate Per Event	Rate Per Event if Contribution of \$500 or more is made to the Capitol Foundation
Rotunda*	Capitol	\$1,500.00	\$1,000.00
Old Senate Chamber	Capitol	\$750.00	\$500.00
Jefferson Room	Capitol	\$750.00	\$500.00
Rotunda, Old Senate Chamber, and Jefferson Room	Capitol	\$2,750.00	\$1,835.00
Rotunda and Old Senate Chamber	Capitol	\$2,000.00	\$1,335.00
Rotunda and Jefferson Room	Capitol	\$2,000.00	\$1,335.00
Senate Room 3	Capitol	\$600.00	\$400.00
House Room 3	Capitol	\$600.00	\$400.00
Senate Room 3 and House Room 3	Capitol	\$1,000.00	\$667.00
Extension Exhibit Space	Capitol	\$750.00	\$500.00
Senate Room 3, House Room 3, and Extension Exhibit Space	Capitol	\$1,750.00	\$1,167.00
Senate Room 3 and Extension Exhibit Space	Capitol	\$1,150.00	\$767.00
House Room 3 and Extension Exhibit Space	Capitol	\$1,150.00	\$767.00
Dining Area	General Assembly Building	\$1,500.00	\$1,000.00
Commonwealth Room	General Assembly Building	\$1,000.00	\$667.00
1st Floor Reception Area	General Assembly Building	\$1,500.00	\$1,000.00
Additional Fees (If Applicable)			
Weekend/Holiday Set-up Fee		\$350.00	\$225.00

**When reserving the Rotunda for events with one hundred or more guests, the House Clerk's Office(s) recommends that you also reserve the Old Senate Chamber or the Jefferson Room.*

Room Fee Total	
Weekend/Holiday Set Up (If Applicable)	
Usage Fee Total (Sum Room Fee, Weekend Set Up)	
Reservation Fee (50% of Usage Fee Total)	
Balance Due (30 days prior to event)	

I have read the *State Capitol Use Terms and Conditions* and agree to abide by them. I understand the responsibility of informing all attendees of the rules and guidelines.

Signed By:	Title:
Name (Printed):	Date: