APPLICATION FOR PHOTOGRAPHY IN LEGISLATIVE BUILDINGS

The following policy will guide the use of photography and/or filming 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 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 spaces such as entrances and hallways inside the Capitol or the 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, the Senate, or any other Legislative Branch Agency, such as conference rooms, committee rooms, chambers, and offices, remain the responsibility of the respective entity.

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

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

https://publications.virginiageneralassembly.gov/download_publication/113

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 between 30 and 60 days prior to the scheduled photography session.

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

Approved photography conducted under this policy may require 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 the enjoyment of the Capitol by other visitors and tour groups.
- The user shall not affix any materials to furnishings, fixtures, walls, or doors.
- Wedding photography in the State Capitol is not allowed.
- Photography will be allowed Monday through Friday from 9:00 a.m. until 4:00 p.m. Weekend photography is not allowed in any legislative building.
- Rice or confetti may not be thrown, and food and/or beverages will not be allowed.
- 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:

_____

_____

SUBMIT COMPLETED APPLICATION TO | photography@virginiacaptiol.gov