

# APPLICATION FOR PHOTOGRAPHY IN THE STATE CAPITOL AND GENERAL ASSEMBLY BUILDING

The following policy will guide the use of photography and/or filming areas in the Capitol and General Assembly Building (GAB) 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 2<sup>nd</sup> 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 include any common space such as entrances and hallways inside the GAB. Areas under the exclusive supervision of the Senate or the House of Delegates 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 and GAB 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://publications.viriniageneralassembly.gov/download\\_publication/113](http://publications.viriniageneralassembly.gov/download_publication/113)

Commercial photographers wishing to take photographs or film in the Capitol or GAB must submit an 'Application for Photography in the State Capitol and General Assembly Building'. 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 and General Assembly Building.

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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  
Please 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: \_\_\_\_\_