

APPLICATION FOR USE OF BANK STREET

All applications must be received by the House and Senate Clerks' Offices at least 10 days prior to the requested event date. Complete each section and sign the application. Application may be submitted by e-mail or mail to:

Jennifer J. Welch
 Assistant Clerk – Support Services
 Senate of Virginia
 Post Office Box 396
 Richmond, Virginia 23218
 jwelch@senate.virginia.gov
 (804) 698-7460

Jay T. Braxton
 Assistant Clerk
 Virginia House of Delegates
 Post Office Box 406
 Richmond, Virginia 23218
 jbraxton@house.virginia.gov
 (804) 698-1552

INTERNAL USE ONLY	
DATE RECEIVED	_____
APPROVED HOUSE	_____
APPROVED SENATE	_____

APPLICANT				
Name:				
Mailing Address:				
City:	State:	ZIP Code:		
Telephone #:	E-Mail:	Website:		
Description of the Group or Organization:				
SUPERVISION OF/AND RESPONSIBILITY FOR THE PROPOSED EVENT				
Name of Person:				
Title (Within Group or Organization):				
Mailing Address:				
City:	State:	ZIP Code:		
Telephone #:	Mobile #:	E-Mail:		
EVENT DETAILS				
Requested Date for Event:		Alternate Date: (If First Requested Date is Unavailable)		
Requested Times for Event: (Maximum 2 Hours – Not to Include Set-Up and Take-Down)	From:	To:	Approximate Number of Persons to be Engaged in the Administration of the Event:	
Description of the Event:				

By submitting this form, the Applicant agrees to the following terms and conditions:

- Applicant will meet with representatives from the House and Senate Clerks' Offices and the Division of Capitol Police onsite at least 5 days before the event to survey the space and discuss logistics.
- The General Assembly of Virginia reserves the right to refuse the use of space on Bank Street for any event (including purely private, social events such as weddings and dances; commercial activities that include the sale of goods and services; and fundraising events that do not benefit the Capitol or Capitol Square) that may impede the work of the legislative branch or compromise security or the public's health, safety and welfare.
- 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 their operations, including assignment of event space on Bank Street. The approval for use of event space on Bank Street does not constitute an endorsement by the General Assembly or either Clerk's Office of the organization or its beliefs, policies, practices or activities.
- Applicant will conduct the proposed event strictly in accordance with the description of the event in this permit and in accordance with state law and city ordinances; and will not impede the flow of pedestrian traffic between the Pocahontas Building and Capitol Square. The event may not occupy any public sidewalk or any space within 25 feet of the entrance of any building.
- Parking is NOT available for the facilitator(s) of this event.
- Large electronic visual displays will not be permitted. Laptop computers, mobile devices and computer monitors not to exceed 32 inches diagonal measurement may be used.
- Sound and amplification equipment must be provided by the General Assembly.
- If the proposed event involves the service of food, applicant must specify the number and size of food trucks, trailers or other cooking equipment. Tow vehicles will not be permitted to remain in the Pedestrian Plaza. The fire marshal may elect to inspect food trucks and other cooking facilities.
- Applicant must be responsible for making sure litter, signs and any other materials brought by the group are (immediately) removed from the premises following the event.
- The General Assembly of Virginia prohibits the following: Unauthorized Firearms, Weapons, Pointed Objects, Hazardous Materials, Pepper Spray/Mace, Sticks/Poles, Flammable Items or Liquids (including Aerosols and Fireworks), Caustic Substances, Open Flame, Air-horns or Noise Making Devices, Generators, and Facial Masks.
- In the event of building evacuation or other emergency, the applicant agrees to immediately cease operations and leave the area if requested by a representative of the Clerks of the House of Delegates and Senate of Virginia or the Division of Capitol Police. Applicant may be required to leave any property or equipment in place until an "all-clear" is given and the applicant is authorized to return.
- By signing the permit application and without the need for further documentation, Applicant hereby indemnifies and saves harmless the Commonwealth of Virginia, its agents and employees, in both their personal and official capacities, against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of the Commonwealth of Virginia or others, directly or indirectly, due to the exercise by Applicant of the privilege granted by this permit, or any act or omission of Applicant, including failure to comply with the obligations of this permit.

SIGNATURE OF APPLICANT	DATE SIGNED
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G. Paul Nardo
Clerk of the House of Delegates

Susan Clarke Schaar
Clerk of the Senate