## **APPLICATION FOR USE OF DARDEN GARDEN**

All applications must be received the House and Senate Clerk(s) 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 Deputy Clerk Senate of Virginia

P.O Box 396 Richmond, VA 23218 jwelch@senate.virginia.gov (804) 698-7460 Jay T. Braxton Assistant Clerk Virginia House of Delegates

P.O Box 406 Richmond, VA 23218 jbraxton@house.virginia.gov (804) 698-1551

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):						
Telephone #:	Mobile #:	E-Mail:				
EVENT DETAILS						
Description of the Event:						
Does your group plan to distribute any Materials(s)/Item(s)? YES NO						
Description of any Material(s)/Item(s) Your Group Intends to Distribute:						
Requested Date for Event:	Requested Times for Event: ( Hours – Not to Include Set-U Down)		Approximate Number of Persons to be Engaged in the Administration of the Event:			
Alternate Date:	From: To:					

## **APPLICATION FOR USE OF DARDEN GARDEN**

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

- Applicant will meet with representatives from the House and Senate Clerk(s) 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 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. The approval for use of event space 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 General Assembly 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 cannot exceed 32 inches diagonal measurement.
- 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. Towing vehicles will not be permitted to remain in the area. 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

## G. Paul Nardo, Clerk of the House of Delegates

Susan Clarke Schaar, Clerk of the Senate