



COLE JESTER

ARKANSAS SECRETARY OF STATE

## Capitol Events Guidelines

Dear Event Organizer:

Thank you for your request to schedule an event at the Arkansas State Capitol. In order to preserve the building and ensure the safety of the individuals attending events here, these guidelines must be followed:

1. Public use of the Capitol shall not interfere with any legislative session or the conduct of public business by agencies of the State which normally occupy and use the Capitol, and shall not affect the safety and well-being of the individuals conducting the work of these agencies.
2. Exhibits, displays or decorations for state sponsored events will not be removed for your event. The building is available on an "as is" basis.
3. Priority to events is given on a first come, first served basis.
4. Including set-up and cleaning, no event is to exceed six (6) hours.
5. For security reasons, the bronze doors on the second floor will not be opened.
6. Hallways and doors should be kept free of any obstacles for safety purposes.
7. Attendance for seated events in the rotunda may not exceed 250 people.
8. In order to minimize damage to the Rotunda floor, dancing is prohibited at indoor events.
9. Do not tape or tack signs or posters on the floors or walls, interior or exterior, or on any lamps, monuments, podiums or furnishings in the Capitol or on its grounds.
10. Helium balloons, candles or open flames are not allowed in the Capitol or on the Capitol grounds.
11. Only hand held signs are allowed inside the Capitol or on the grounds. Signs on sticks or poles are not allowed.
12. No tents may be erected on the front lawn. Pop up tents may be utilized on the sidewalk area during your event, with prior approval from the Office of the Secretary of State.
13. The event organizer is responsible for the actions of anyone hired to work the event.
14. Parking is allowed only in authorized areas. No large trucks or buses are allowed on the parking lot at Capitol and Woodlane Street.
15. Vendors and/or the promotion of a commercial enterprise involving the exchange of money are prohibited. This includes fund raising and solicitation.
16. Organized Protest events are to use the sidewalk at the base of the third set of stairs at Woodlane and Capitol Avenue.

If your event requires the set-up of equipment, please make sure the following guidelines are followed:

1. The event organizer is responsible for setting up chairs or tables for an event and cleaning up after the event. Chairs and tables must be returned to their racks and any trash accumulated during your event must be removed from the building. If necessary, your organization should hire a cleaning crew to work during and after the event.
2. You must receive approval from the Secretary of State Events Coordinator for any deliveries (tables, chairs, flowers, audio-visual equipment, etc.) to be made in connection with your event. Any items delivered for your event must be delivered and removed from the Capitol on the same day the event is held. Please do not drag boxes, trash bags, tables etc. on the marble floors. Dollies and carts must have rubber wheels and shall not be used on any of the Capitol stairs. Use the ramps or elevators instead.
3. You must use licensed, bonded professionals for deliveries at the Capitol. No volunteers or amateurs will be allowed to make deliveries or work at functions at the Capitol. If you prefer not to hire professionals, you will be required to use the equipment—tables, chairs etc.—provided by the Secretary of State's Office.
4. All delivery personnel must check in with the Capitol Police on the first floor of the Capitol prior to bringing items into the building. The police will tell you which entrance should be used for deliveries. Large trucks cannot drive through the tunnel under the front steps. No vehicles are allowed on any sidewalk.
5. Heavy items must be brought into the Capitol through the west side freight elevator only.

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Following your event, the area must be returned to its previous condition. Please make sure the following guidelines are followed:

1. Following your event, the Capitol Police must visually inspect the area where your event was held before you leave the Capitol.
2. You, your company and the organization sponsoring the event can and will be held liable for any damages caused by you, your guests or your employees.
3. Failure to abide by these rules could result in your organization being prohibited from having future events on the state Capitol Grounds.

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Surveillance cameras monitor you from the moment you enter the Capitol grounds. Our policy is to follow the law and preserve the State Capitol. Please do your part to ensure the continued beauty of the Arkansas State Capitol.