



## **CSRAB Special Events Policy**

This document is an extension of the Capitol Square Review and Advisory Board (CSRAB) confirmation for events, and is designed to give clients of Ohio's Capitol and Capitol Square a clear understanding of their responsibilities. The Capitol Square Complex (CSC) includes the Ohio Statehouse, Senate Building, Atrium, underground parking facility and exterior plazas.

The CSC is a public venue and a workplace for government business; therefore CSC events and permit holders are prohibited from engaging in any conduct that substantially and/or unreasonably interferes with government business. The permit holder shall neither impede the safe and orderly use, operation or administration of the facilities nor place an undue burden on the managing authority.

The permit holder is deemed to know of and understand and shall follow all applicable local, state or federal laws, rules or regulations, including rules 128-4-02-05 of the Ohio Administrative Code (OCA). The client shall have the use of the facilities only as stated on the Permit Application. At the end of the event, the facility shall be left in a clean condition by the special event permit holder.

The CSRAB Executive Director or designee shall determine any matters not expressly covered by this document.

All permitting application documents, supplemental equipment, and approved caterers and service providers are available at [ohiostatehouse.org](http://ohiostatehouse.org) under the Events tab.

### **Permit Application for Special Events**

Use of the public spaces on CSC is granted on a first-come, first-served basis. All approved events must be planned and executed consistent with the Ohio Revised Code, OAC and the CSRAB policies.

All requests for special events permits must include the following: Permit Application and non-refundable Permit Application Fee to the CSRAB Special Events department. There is a special Wedding Permit Application Packet. The CSRAB will acknowledge receipt of and consider requests only after all items have been submitted.

A request for a permit shall be submitted in writing no fewer than 15 days prior to the event unless good cause is shown.

The Permit Application fee may be waived for tenants of the CSC, e.g., House, Senate, Governor's office and statewide office holders holding events on CSC in their official capacity during the normal business hours of 8 a.m.-5 p.m. A Permit Application must be

signed by the director or designee. All other fees (including equipment and staffing) may be assessed as applicable. Events scheduled after normal business hours are subject to regular fee schedules.

All requests for wedding permits must include the following: Permit Application and Facility Rental Agreement. A 10% deposit is required at the signing of the contract. CSC facilities will not be held without receipt of this deposit and a signed Wedding Permit Application Packet.

A CSRAB representative will notify applicants by email of the Executive Director's determination within 10 days of submission of the completed documents. The terms of this agreement may not be transferred, assigned or sublet.

The CSRAB reserves the right to limit the use of the CSC, at any time, due to unforeseen operational circumstances or state government needs. Every reasonable effort will be made to alleviate the effects of any such limitation.

All permit holders must comply with the following:

- 1) Only a permit holder or the holder's express designee can request cost-incurring changes during an event.
- 2) The permit holder shall maintain the CSC in a responsible manner during the term of the permit, keeping the complex clean and free of debris. Any undue burden on the managing authority to restore the premises to the original condition may result in additional fees.
- 3) The permit holder will be responsible for any costs associated with the repair of CSC facilities or equipment due to damages as a result of the scheduled event.
- 4) The permit holder shall indemnify and hold harmless the State of Ohio and the CSRAB against any and all claims, demands, actions, or causes of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of the permitted use of CSC.
- 5) The permit holder must ensure that standard CSC signage, exit doors, exit lights, fire sprinkler heads, fire alarm pulls, security cameras and fire extinguishers are kept free of obstacles or decorative material and are not covered or otherwise obstructed.

#### **Access to CSC**

The CSC is available for permitted special events every day of the year except for national holidays when the building is closed. CSC facilities and spaces are available 7 a.m.-12 a.m. for special events. Guests may not arrive before 8 a.m. and must depart by 11 p.m. for any scheduled event.

Facility access and use must be within the confirmed time on the permit application. Confirmed times include event preparation, rehearsal time, and set-up and tear down time. Permit holders who have not removed all decorations, equipment and other items by their confirmed event end time may be assessed additional fees; any remaining items

may be disposed of at the permit holder's expense. The CSRAB staff shall have the right to access and enter the event space for any reasonable purpose during the event.

To allow the flow of pedestrian traffic, permit holder activities are limited to specific areas identified in the permit application. Permitted groups shall not impede pedestrian traffic in non-approved event spaces or public areas of the CSC.

During after-hour-approved events, guests should use the designated entrances to the CSC. Designated entrances will be determined by the CSRAB Special Events department.

### **Prohibitions for Special Events at the CSC**

Items or activities that could adversely affect the structure, safety or decorative condition of the CSC or any permanent structure on the premises are prohibited. Such items include but are not limited to:

- Adhesives, stickers, name tags or labels, cellophane pressure sensitive tape screws and nails
- Balloons, including helium filled balloons
- Birdseed, rice etc.
- Bubbles
- Candles without glass containers
- Cigars, cigarettes, e-cigarettes, vapor sticks, etc.
- Confetti
- Glitter
- Loose fresh flower petals
- Paints, chemicals or liquids that can damage the facility
- Powder and any similar material
- Signs on sticks, poles or stakes
- Straw/hay
- Sparklers, fireworks, non-insulated fires

### **Special Permissions or Requests**

- 1) To prevent damage to the building, only the CSRAB staff is permitted to hang any signage or banners. Any requested banners or signage should be provided to CSRAB at least 24 hours in advance of the event to provide the CSRAB staff sufficient time to post them.
- 2) The permit holder must seek approval from the Executive Director in writing for any desired equipment, machine or vehicle to be brought to the CSC during a permitted period for a special event.
- 3) Any fire or grills on outside spaces require special approval from the Executive Director in advance of the event.

### **Required Deposit and Payment Plan**

For corporate events the balance is due five business days before the scheduled event. For weddings the balance is due 30 days before the scheduled event. The CSRAB reserves

the right to cancel an event if required payments are not received three business days in advance of the scheduled event.

- 1) The CSRAB may require the permit holder to file a certificate of insurance with the CSRAB office at least seven days prior to the event pursuant to OAC 128-4-03.
- 2) The CSRAB security or maintenance personnel will be used pursuant to the approved Permit Application. All extra or additional service charges shall be billed to the permit holder immediately following the date of the event with payment due within 15 days of the conclusion of the event.
- 3) All approved special events held on CSC serving alcohol are required to pay a minimum \$180 security fee. Any event requiring security beyond four hours will be assessed an additional hourly fee.
- 4) All returned checks are subject to a \$30 fee.
- 5) Any outstanding balance beyond 60 days may be referred to the Ohio Attorney General for collection.
- 6) The CSRAB reserves the right to deny the Permit Application if the applicant has or has had an unpaid balance with CSRAB for prior events.

### **Cancellation Policy**

No refunds will be given for cancellations within five business days of a scheduled event. Wedding ceremony and/or reception cancellation schedule is as follows:

- a) Up to 90 days prior to event day, 50% refund of the deposit.
- b) Less than 90 days prior to event, no refund.

### **Security**

The Ohio State Highway Patrol (OSHP) is responsible for all security on CSC. CSRAB and OSHP have determined the following number of troopers needed for each event based on expected guest count for outside events, afterhours and weekend inside events. In addition, it is required that there is one OSHP trooper for every bar that is open at the same time.

Guest Count	Troopers Needed
0-199	1
200-500	2
501-700	3
701-800	4
801-1000	5

All visitors and packages must be screened prior to entering the CSC. Visitors are subject to security protocols that include walk-through and/or hand-held metal detectors. All packages must undergo full inspection by use of x-ray or hand check. Any visitor refusing to submit to security screening shall be prohibited from entering the facilities.

### **Caterers and Service Providers**

All catering for events at the CSC must be provided by a CSRAB-approved caterer. All rented equipment for events at the CSC must be provided by a CSRAB-approved service provider.

**Alcohol Service**

All alcohol service must utilize and comply with the liquor license holder for CSC and comply with applicable liquor laws. When serving alcohol, the license requires that non-alcoholic beverage service also be made available. Additionally, no alcohol may be removed from CSC. Alcohol service must end one half hour before the stated end of an event.

The OSHP and the liquor license holder reserve the right to confiscate any alcoholic beverage brought onto CSC from an outside source.

**Outdoor Guidelines**

All policies regarding reservations, payments and responsibility for indoor spaces apply to all outdoor venues as well. Outdoor events must remain in the reserved CSC designated space.

All tents must be rented through a CSRAB approved service provider. No equipment is permitted to be tied to the building, monuments or other permanent structures on CSC. Depending on the size of an outdoor event, the CSRAB reserves the right to assess additional charges for equipment and staffing.

Cancellations for outdoor space and/or equipment, due to inclement weather should be made as soon as possible. The CSRAB reserves the right to withhold equipment due to weather conditions. Ability to move indoors is subject to the availability of inside space. The CSRAB reserves the right to delay, postpone, relocate and/or cancel any event due to inclement weather or as otherwise necessary.

**Statehouse Tours**

Tours may be requested in conjunction with a special event by indicating the request on the Pre-Event Form. Additional fees will be assessed for tours scheduled outside normal business hours of the Education Department.

**Permit Application for Photography Session**

To determine if a date and time is available for a photo session, please contact the Special Events Department at 614-752-9777.

All requests for photo permits must include the following: Permit Application, and \$50 non-refundable Permit Application Fee. The Special Events Department will confirm receipt when the Permit Application has been submitted in full and will also notify applicants of approval determination by email.

Any photo permit can be denied due to scheduled business and previously scheduled and conflicting events. If approved, the approved Permit Application must be brought on site to gain entrance into the building. No permit holder shall move any CSC equipment or furnishings. Additional fees may be assessed for special accommodations that are requested.

### Capitol Square Complex (CSC) Event Permit Application

Event Name:  Organization Name:

Permit Holder(s) Name(s):

Phone:  Email:

Address:

Planning Contact Name:

Phone Number:  Email:

Date of event:  Official Event Start Time:  Official Event End Time:

Approximate guest count\*

Event Category:  CSRAB  State Government  Corporate  Non-Corporate  Wedding  Photos

Event Sub Category:  Breakfast  Ceremony  Cocktail Reception  Dinner  
 Flag Raising  Information Table  Lunch  Meeting  Photos  Press Conference  Rally

CSC reserved space (check all that apply):

- Atrium  Rotunda  State Room  Museum Gallery  Map Room  South Hall
- Ladies Gallery  George Washington Williams Room
- West Plaza  North Plaza  South Plaza  Veterans Plaza/Third Street Pull off

Will you need catering services?  Yes  No Name of Caterer:

Do you plan to serve alcohol?  Yes  No (If yes, security required)

A \$50 administrative fee per CSC reserved space must accompany this application for all events. Photo session applicants are responsible for a flat \$50 administrative fee. This administration fee does not apply to weddings. Payments may be made by credit card or by check made payable to *Treasurer, State of Ohio*.

By signing below the permit holder agrees to comply with OAC 128-4-06 through -08 and all rules and procedures governing Capitol Square Complex events.

Permit Holder name

Permit Holder signature

Authorizing Entity name

Authorizing Entity signature

CSRAB Representative

Date

Approved  Denied

Capitol Square Review and Advisory Board exercises supervision and control of CSC pursuant to 105.41 ORC.

\*Maximum capacity for wedding ceremony or reception will be 275 guests.

CSRAB Use Only: Fee \_\_\_\_\_ Paid \_\_\_\_\_ Date \_\_\_\_\_ Check/CC/CBOSS EP# \_\_\_\_\_ Invoice# \_\_\_\_\_