

Please read the Conditions for Use of South Carolina State House and Grounds attached to this form, initial the first and second page, and sign the last page to indicate your acceptance of the guidelines and restrictions for the use of the State Capitol's public areas.

Return all three pages to: EMAIL: SCStateHouseEvents@admin.sc.gov PHONE: 803-737-1215

State House Events Coordinator, South Carolina Department of Administration

Division of Facilities Management and Property Services

1200 Senate Street, 6th floor, Columbia, SC 29201

Online form: <https://admin.sc.gov/services/state-house-events>

Requestor Information *Required		Organization Information	
Organizer Name:		Organization Name:	
Street Address:		Street Address:	
City, State, Zip Code:		City, State, Zip Code:	
Phone Number:		Phone Number:	
Organizer Email:		Organization Email:	
Web Address:			

Event Information *All Information Required			
Event Name:		Number of Attendees:	
Requested Event Date:	Start Time: a.m. p.m. (including set up)	End Time: a.m. p.m. (including clean up)	
Point of Contact(s) During Event:		Phone Number:	

Location Selection *Required				
<input type="checkbox"/> North Grounds/Steps	<input type="checkbox"/> East Grounds/Gardens	<input type="checkbox"/> First Floor Lobby	<input type="checkbox"/> South Grounds/Steps	<input type="checkbox"/> West Grounds/Gardens
<input type="checkbox"/> Other (provide location – reservations are available only for areas of the State House and grounds open to the public)				

Equipment Requested	
<input type="checkbox"/> Electrical Access	<input type="checkbox"/> Government agencies special requests

**** Admin does not provide public address equipment (microphone, loudspeakers, etc.)**

Purpose				
<input type="checkbox"/> Press Conference	<input type="checkbox"/> Rally	<input type="checkbox"/> Portraits	<input type="checkbox"/> Wedding Ceremony	<input type="checkbox"/> Other

***Required:** Provide a description of your event and a list of any props, equipment or decorations you will be bringing:

Pursuant to Section 30-2-40(B) of the S.C. Code of Laws, information collected by and/or provided to the Department of Administration may be personal information as defined by "The Family Privacy Protection Act of 2002" (S.C. Code Section 30-2-10 et seq.) and subject to public scrutiny or release. This form may be released pursuant to FOIA or media request.

Event Organizer's Initials: _____

***Required**

CONDITIONS FOR USE OF SOUTH CAROLINA STATE HOUSE AND GROUNDS

1. The State has no liability for any losses or injuries during your use of the State House and/or grounds.
2. While the Legislature is in session, nothing should be done to interfere with the Legislators' free access to the grounds or to and through the State House; nor should any activity be conducted that would otherwise disturb the Legislators.
3. Your use of the public areas of the State House and/or grounds is nonexclusive, and other members of the public have free access to and may be using the State House and/or grounds during the scheduled time of your event. Nothing should be done to interfere with the public's free access to the grounds or to and through the State House. Since your use is nonexclusive, neither should anything be done to interfere with any scheduled activity in the State House and/or on the grounds. Visibility of and access to any part of the State House grounds, its monuments or areas may not be impeded or restricted in any manner.
4. No food or beverage will be allowed in the public areas inside the State House. The selling, possession, or use of alcoholic beverages on the premises of the State House is prohibited.
5. Provisions for electric service are to be made through the Division of Facilities Management and Property Services.
6. Use of the first floor lobby in the State House should be coordinated through Facilities Management and Property Services. Use of the second and third floors must be approved by both the Clerk of the House of Representatives and the Clerk of the Senate. Sound equipment is not to be used inside the State House. The State House hours of operation are 9 a.m.–5 p.m. Monday–Friday and 10 a.m.–4 p.m. Saturday.
7. Use of equipment such as tents, tables, chairs, public address systems, etc. on the State House grounds should be coordinated through Facilities Management and Property Services and are the responsibility of the user. Setup plans and deliveries are to be approved and scheduled in advance with the Division of Facilities Management and Property Services.
8. All activities on the grounds or in the State House must strictly adhere to the times as scheduled to ensure that the activities will not conflict with any other scheduled activities.
9. Precaution must be exercised at all times during use of State House and/or grounds to ensure public safety and the protection of the property of the State House.
10. You are responsible for the clean-up and prompt removal of any debris created by your use of the State House and/or grounds. If it becomes necessary for the State to assume responsibility for cleanup, or if requested by the user, the user will be billed for such services.
11. The Bureau of Protective Services is on duty around the clock to provide protection and security for the State House and/or grounds. While the Bureau of Protective Services will assist if problems arise during activities, the Bureau of Protective Services cannot guarantee the security of any event. Additional security that may be required for a scheduled activity is to be provided by the user. If additional security personnel are to be brought in, the Bureau of Protective Services must be notified in advance.
12. No vending (selling of items or food) of any type will be allowed on the State House grounds in connection with a public assembly or otherwise.
13. No cars, trucks, motorcycles or the like will be allowed on the State House grounds. The South Carolina Department of Administration does not have the authority to approve the use of drones, for any purpose, in air space above the State House grounds.
14. In the event that there are setup preparations or deliveries approved in the support of an event on the south grounds, access is limited to vehicles whose gross axle weight does not exceed 7,000 lbs. for any one axle. Access to the grounds is facilitated by the Bureau of Protective Services and should be coordinated with them in advance.
15. No unattended signs or displays may be placed on the grounds. Signs or other props must not be attached to any building, fixture or planting on the grounds. No light projectors or devices may be used to reflect images on the State House or monuments. No wires or stakes may be placed into the ground. Any items left following an activity will be removed and discarded. Additionally, no temporary inflatable structures (bounce castles, houses, slides, etc.) or other similar recreational equipment or play structures whether inflatable, wooden, metal, etc. may be used on the grounds.

Event Organizer's Initials: _____

***Required**

CONDITIONS FOR USE OF SOUTH CAROLINA STATE HOUSE AND GROUNDS

- 16. The City of Columbia’s Bureau of Fire Prevention has determined that the maximum number of persons allowed by code to be in certain areas of the State House is as follows:
 - a) Grade level first floor atrium/foyer area – 400 persons, standing with no seating allowed.
 - b) Mezzanine level second floor atrium/foyer area – 300 persons, standing with no seating allowed.
 The user is responsible for ensuring that size limitations are not exceeded. However, the Bureau of Protective Services will restrict access when there are building capacity concerns.
- 17. In accordance with the International Fire Prevention Code, no person shall use or allow to be used any open flame, burning candle or candles in connection with an activity.
- 18. Contacts:
 - Division of Facilities Management and Property Services 803-737-1215
 - Bureau of Protective Services 803-734-2422
- 19. Reservation requests with incomplete forms will not be acknowledged. Each page must be initialed and/or signed where indicated. **If the Organizer desires to change originally requested location, date and/or time, Organizer must submit a newly completed form.**
- 20. Any use of the State House and Grounds must be in accordance with the requirements of Title 10, Chapters 1 and 11 of the South Carolina Code of Laws, which can be found at <http://www.scstatehouse.gov/index.php>, as well as all other applicable laws. The requester, attendees and participants must also follow all applicable laws, local ordinances, regulations and rules.

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I have read, understand and agree to abide by the Conditions for Use of South Carolina State House and Grounds, and will be responsible to make the participants involved in this sponsored activity aware of said guidelines and restrictions.

Signature *Required

Event Organizer’s Signature

Date

Organization

Title

FOR THE DIVISION OF FACILITIES MANAGEMENT AND PROPERTY SERVICES’ USE ONLY

Date and time received: _____