

**FINANCE & ADMINISTRATION CABINET
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES
DIVISION OF HISTORIC PROPERTIES
RULES FOR USE OF PUBLIC AREAS
FOR THE CAPITOL AND GROUNDS**

The Finance and Administration Cabinet permits persons, organizations or groups to use Commonwealth facilities for various purposes and events when the use will not interfere with or disrupt governmental functions. The following rules have been developed to ensure the care and protection of the historic Capitol building and grounds and to ensure a safe and orderly environment for your organization. Use of these areas must comply with all rules. All activities scheduled for the public areas must be approved through the Division of Historic Properties. An "Application to Use State Facilities and Grounds" form must be completed and signed. At no time will enforcement of these rules be influenced or affected by age, race, national origin, disability and religion or partisan politics.

Requests generally will be scheduled on a first-come, first-served basis. The Governor will have priority over use of the Rotunda and other public areas of the Capitol. We reserve the right to relocate any activity at our discretion if the Governor needs any area. **No previously-scheduled event shall be rescheduled less than three (3) days prior to the scheduled date, except when deemed a necessity for important public business or when serious health or safety concerns arise.**

1. Activities scheduled for the interior Capitol building and Capitol Rotunda must be limited to no more than 150 (standing) or 100 (seated) people. Groups larger than 150 must reserve the 2nd floor mezzanine level for overflow standing. Due to safety and conservation concerns, no more than 300 people may assemble for an event within the Rotunda and 2nd Floor Mezzanine. Groups larger than 300 people will only be permitted to use the Capitol front steps or Capitol exterior spaces for assembly.
2. Activities scheduled for the Capitol and Capitol Grounds are not to begin before 8:00 A.M. and must conclude prior to 4:00 P.M., Monday through Friday (excluding state holidays.) Other times may be considered with special permission and availability.
3. Except as specifically provided by regulation, no activity involving masks or other methods of disguising participants will be permitted in the Capitol or on the Capitol Grounds.
4. At no time shall any entrance or exit of the building or any staircase or stairwell be blocked in such a way to impede free access to or from or within the building by its occupants or the public.
5. In order not to unduly disturb the working environment in the Capitol building, all activities scheduled for the Rotunda and Capitol interior public spaces during normal business hours must be limited to one hour.
6. Any activity involving music or entertainment during regular business hours on the Capitol grounds or within the Capitol building must be held between the hours of 11:30a.m. and 1:00 p.m., and is limited to one hour in length, with the exception of approved events on the 2nd floor mezzanine level, which are limited to two hours in length.

7. Smoking is not allowed in the buildings or on the grounds of state facilities.
8. Activities scheduled for the Capitol exterior may not be moved inside without prior written approval from the Division of Historic Properties.
9. Exterior activities must be confined to the Capitol Steps or pre-approved areas upon the grounds.
10. Do not bring human or animal waste, blood, tissues or organs into the Capitol Building.
11. Animals, alive or dead, may not be brought into the Capitol Building except for animals assisting with disabilities or special permission is granted in advance by the Division of Historic Properties. Livestock is prohibited without prior written permission from the Division of Historic Properties. Owners are responsible for removing all animal waste and by-product.
12. Use of additional equipment not provided by the Division of Historic Properties and the Division of Building Services including lights, audio, etc., must be approved in advance, in writing, by the Division of Historic Properties.
13. At no time may the tables or other equipment be placed in the public hallways, doorways or stairwells of the Capitol building, impeding public access to, from and within the building.
14. Due to the constricted space and crowded conditions that often prevail inside the Capitol, only paper-based, poster board or placard type signs (approximately 2'x3') are allowed within the building. Large, hand-carried framed signs, banners and signs or posters on sticks represent a serious safety hazard to visitors, occupants and the building's historic finishes, furnishings, statuary and works of art.
15. Banners, flags or other decorations for use within the Capitol must be mounted to free standing frames. Please ensure that any frame or base for flags, easels, etc., has protective footing so that it does not mar the Capitol marble surfaces.
16. Flags may be displayed in bases that are sufficiently weighted to ensure the stability of the flag and staff.
17. Flags, displays and all other equipment should be placed at a safe distance from statues, art or exhibits to ensure they cannot cause damage should they fall over. Flags being carried must be handled safely to avoid injury to people, building features and works of art.
18. Posting or affixing signs, announcements or other documents to any surface or equipment in the Capitol or on the Capitol Grounds is strictly prohibited. Application may be made for exhibits with the Capitol/Annex tunnel. A separate application form applies for this area.
19. As works of art, Rotunda sculptures are treated in the same manner a museum would care for their objects, therefore, nothing is to be attached to, leaned against or draped over the sculptures or pedestal bases. No one is permitted to climb on the sculptures or bases. Do not touch or otherwise tamper with any statue or bust.
20. Do not touch or tamper with any paintings or other exhibits. Please keep hot light fixtures, including stage lights, as far away from paintings as possible.
21. Use of tape, adhesives, nails, screws, staples, brads, rivets or other connectors to attach any item to any Capitol surface equipment (including tables, chairs and podium) or on Capitol Grounds is strictly prohibited.
22. Do not hammer on any surface within the Capitol or on the Capitol Grounds.

23. Use of any kind of uncoated metal wire, nylon cord, or other abrasive material on surfaces or fixtures within the Capitol interior or on the Capitol exterior is prohibited.
24. Please do not climb on or lean ladders against columns, balustrades or other building features. Check with Building Superintendent if assistance is required.
25. Food may only be served on the 2nd floor Mezzanine level public space or in approved areas on the Capitol grounds in conjunction with a state-sponsored awards ceremony or special event. Meals may not be served inside the Capitol Building public areas. Only light refreshments, hors d' oeuvres and non-alcoholic beverages may be served in conjunction with receptions, etc. Maximum attendance permitted on the 2nd floor mezzanine: 200 people.
26. Use of hot plates, chafers and electric appliances in conjunction with food service is prohibited. No cooking of food is allowed onsite. The applicant/hosting entity must assume responsibility for the preparation, service and consumption of all food and beverages provided and required permits and licensing that may be required for the event.
27. Applicants are required to (immediately) clean up spills. Marble surfaces are particularly vulnerable to damage by food or beverages made from berries, acidic punches and colas. In case of spills, all clean-up materials must be obtained at the Building Superintendents Office located in Room 2 of the Capitol basement.
28. Do not place glasses, cups or other containers on steps, railings, bases of columns, balustrades or furniture.
29. No food or drink is allowed inside the Rotunda.
30. Use of open flames and candles in the Capitol or on the Capitol Grounds is strictly restricted. A request to use candles for an event must be received in writing by the Division of Historic Properties. If candles are approved, they must be in a container in order to contain flame and dripping wax. If any wax is spilled, the Building Superintendent must be immediately notified.
31. Smoke or fog (theatrical or otherwise), and devices, which produce similar effects are strictly prohibited for use inside the Capitol building or on the Capitol grounds unless specifically approved by the Division of Historic Properties prior to the event.
32. Traffic may not be blocked on Capital Avenue or the circle drive around the Capitol without the prior approval of the Division of Historic Properties and Facilities Security. If city streets around the Capitol must be blocked, permission from the City of Frankfort/Police Department must be received in writing by the Division of Historic Properties. A parade permit may be required.
33. Driving or placement of any vehicle or heavy equipment on the lawns, sidewalks or terraces of the Capitol and grounds is strictly prohibited. Emergency vehicles during the discharge of their duties will be given access to all areas of the Capitol and Capitol Grounds. Prior written permission must be obtained from the Division of Historic Properties in order to drive or place any vehicle on the Capitol sidewalks, terraces or Capitol grounds.
34. Due to the presence of underground utilities, irrigation and other lines nothing shall be driven into the ground or placed on the grounds anywhere without the location and method of placement approved in advance and in writing by the Division of Historic Properties.
35. Camping on the Capitol grounds is prohibited.

36. Staked tents are strictly restricted. Please consult with the Division of Historic Properties for advice and permission to use staked tents on the Capitol grounds.
37. Balloons are not allowed in the Rotunda. The release of balloons, birds, animals or other objects in the Capitol or at the Capitol grounds is strictly prohibited.
38. Weddings and receptions are not allowed in the Capitol building or on the Capitol grounds.
39. Fireworks and other types of displays are strictly prohibited and may only be used in conjunction with state-sponsored celebrations. A request to use fireworks must be received in writing by the Division of Historic Properties and permission may be granted by the Historic Properties Advisory Commission on advice and consul from the Division of Historic Properties. Special permits may be required from the City of Frankfort and other governmental entities.
40. Any group or organization approved for use of the Capitol will be required to reimburse the state for the cost of all staff services such as additional security, set up of tables, chairs, podiums or additional janitorial or maintenance services. Any services requested on the application will be evaluated to determine the applicable charge. Applicant will be notified of this charge at the time of confirmation of the activity. Payment must be made within 2 business days prior to the scheduled event.
41. Each group/organization requesting permission to use the Capitol or Capitol grounds shall be responsible for making sure litter, signs and any other materials brought by their group are (immediately) removed from the premises following the activity. A clean-up/damage deposit may be required and must be paid prior to the confirmation and approval of the application. Upon completion of the event, the area will be surveyed by the Building Superintendent and staff from the Division of Historic Properties. If no additional clean-up is required, any deposit will be returned to the event organizer.
42. An event insurance policy may be required for any event held at the Capitol or on the Capitol grounds. This requirement is at the sole discretion of the Division of Historic Properties.