SC DEPARTMENT OF ADMINISTRATION – DIVISION OF GENERAL SERVICES

STATE HOUSE EVENT INFORMATION FORM

EVENT INFORMATION:

DATE OF EVENT _____

TIME OF EVENT (Beginning/Ending) _____ a.m. / p.m. to _____ a.m. / p.m.

LOCATION ☐ North Grounds/Steps ☐ First Floor Lobby
☐ East Grounds/Gardens ☐ Other: _____

***South Grounds/Steps & South Grounds- bwtn Blatt & Gressette Buildings are unavailable due to construction until further notice.**

PURPOSE ☐ Press Conference ☐ Rally
Please provide topic: _____
☐ Bridal Portraits ☐ Wedding Ceremony
☐ Other: _____

NUMBER OF PERSONS ATTENDING: _____ EQUIPMENT NEEDS: ☐ Podium ☐ Electrical Access

ORGANIZATION:

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

WEB ADDRESS (optional) _____

CONTACT PERSON:

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

E-MAIL ADDRESS _____

PHONE _____

FOR GENERAL SERVICES USE ONLY

Date/Time Received: _____

Comments or limitations: _____

Reservation Acknowledged ☐ Yes ☐ No

Signature_____ Title_____ Date_____

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

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.

Return all 3 pages to State House Events Coordinator, SC Department of Administration, Division of General Services, 1200 Senate Street, Suite 408, Columbia, SC 29201
PHONE: 803.737.3880 • FAX: 803.737.0592 • EMAIL: scstatehouseevents@admin.sc.gov

Event Organizer's Initials_____

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. 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, water or any other utility service are to be made through General Services.

6. Use of the first floor lobby in the State House should be coordinated through General 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.

7. Use of equipment such as tents, tables, chairs, public address systems, etc. on the State House grounds should be coordinated through General Services and are the responsibility of the user. Setup plans and deliveries are to be approved and scheduled in advance with General 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 and can assist if problems arise during activities. However, 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 of any type will be allowed on the State House grounds in connection with a public assembly or otherwise.

13. No cars, trucks or motorcycles will be allowed on the State House grounds.

Event Organizer's Initials_____

CONDITIONS FOR USE OF SOUTH CAROLINA STATE HOUSE AND 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 wires or stakes may be placed into the ground. Any items left following an activity will be removed and discarded.

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 General Services 803-737-3880
    - Bureau of Protective Services 803-734-2422

19. Reservation requests with incomplete forms will not be acknowledged.

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.

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_____
Event Organizer's Signature

_____
Date

_____
Organization

_____
Title

Event Organizer's Initials_____