



HOME INFORMATION COMMUNICATIONS MULTIMEDIA
Ohio Statehouse / Events / Your Event / Scheduling

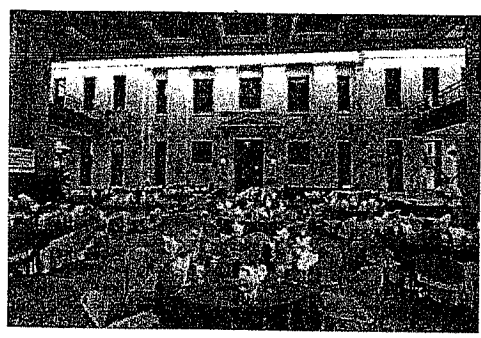
Tuesday, November 27, 2012

Welcome to the Ohio Statehouse

STATEHOUSE EVENTS

- Calendar of Events
- Book an Event at the Statehouse
- Contact Information
- How to Schedule an Event
- Event Venues
- Billing Structure
- Staffing Fees
- Rental Service Providers
- General Usage Rules of the Capitol Square Complex
- Parking For Your Guests
- Tours For Your Guests
- Caterers
- Equipment And Fees
- Maps And Venue Floor Plans
- Seasons
- Image Gallery
- Weddings at the Statehouse
- Statehouse Floor Plans

How to Schedule an Event at the Statehouse



Use of the Capitol Square Complex is granted on a first-come, first-served basis. All permissible events must be in accordance with CSRAB's *General Rules*, as set forth by the Ohio Legislature, as well as federal, state and local laws. See the *General Rules and Guidelines* tab for a complete set of the CSRAB *General Rules and Guidelines*. In order to receive permission to hold an event on Capitol Square you must complete the steps below.

Step 1: Availability

To conduct an event at the Statehouse, contact Special Events Manager, Connie Derikito, at 614/752-9777 or cderikito@csrab.state.oh.us or Special Events Coordinator, Mark Jeckavitch, at 614/752-9777 or mjeckavitch@csrab.state.oh.us for availability.

Contact us early to assure availability of the date and room that you request. Use of the Capitol Square Complex is granted on a first-come, first-served basis.

Step 2: Review Special Event Policies and Procedures

All events held on Capitol Square are subject to the Capitol Square Special Event Policies and Procedures. All Capitol Square Special Event Clients are required to adhere to each rule outlined in the document below.
[Capitol Square Special Event Policies and Procedures](#)

Step 3: Application Form and Paperwork

You must then complete an Application for Permit and appropriate paperwork to conduct your event. All paperwork must be received at least 15 days in advance. Please note that only completed applications will be reviewed. Complete applications include the signed and completed Application for Permit, \$50 administrative fee, copy of non-profit statement, Event Registration Form and a completed 15-day Waiver Form if applicable.

Application forms are accepted 365 days in advance of the requested date. It is recommended that you submit your permit application as far in advance as possible.

The following paperwork must be received with your non-refundable \$50 administrative fee and non profit statement by CSRAB prior to your event being approved:

- [Application for Permit to Use Statehouse Grounds](#)
- [Agreement of Compliance Form](#)
- [Registration Form](#)

A 15-day waiver form must be completed when submitting application less than 15 days prior to event. For those events that require a 15-day waiver, all fees must be received in advance of the event.

- [15 Day Waiver Form](#)

Upon receipt of your completed application materials, CSRAB will review your permit request and notify you of its decision.

Step 4: Send It In

Send your completed permit application request and supporting documents along with your \$50 administrative fee to:

Special Events
Capitol Square Review and Advisory Board
Ohio Statehouse
1 Capitol Square
Columbus, Ohio 43215-4210

Checks should be made out to: *Treasurer, State of Ohio*

Step 5: Approving Your Event

Upon receipt of your completed application materials and non-refundable \$50 administrative fee, CSRAB will review your permit request and notify you if your event is approved or denied.

All permissible events must be in accordance with CSRAB's *General Rules*, as set forth by the Ohio Legislature, as well as federal, state and local laws. All CSRAB charges will be billed to the applicant after their event. The charges will be due 30 days from the receipt of your invoice.

Step 6: Statehouse Equipment and Staffing

The completed application will allow the Statehouse events team to review initial equipment and AV requirements. Event needs may change prior to the event. Clients may also incur fees which may include, but are not limited to, security, electrical hook-up and labor.

Capitol Preservation Committee
December 12, 2012
Attachment 4


Step 7: If Your Event Requires Catering

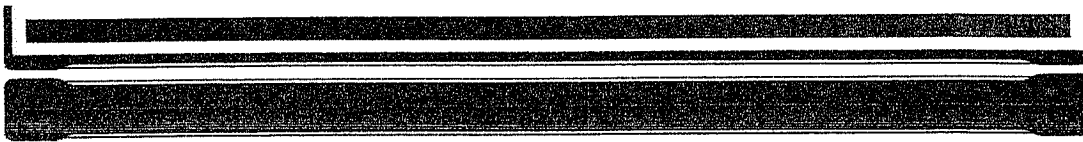
Upon notification of the approval of your special event, you may begin working with one of the exclusive Statehouse caterers on your menu, table sets and décor. Please note that the Milo's Catering and Banquet Services holds the liquor permit and is required to provide alcohol service for all events on Capitol Square.

The Ohio Statehouse • 1
Capitol Square • Columbus,
Ohio 43215

Step 8: Tell Us About Your Experience at the Ohio Statehouse

Thank you for choosing the Ohio Statehouse for your special event. Please help us maintain unsurpassed quality by taking a moment complete the survey below. Your honest opinion is critical to the success of future events held at Ohio's most beautiful historic landmark!

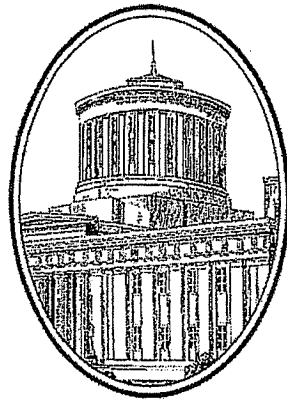
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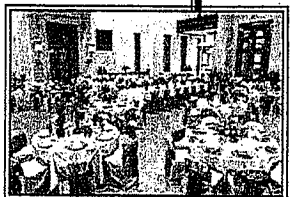
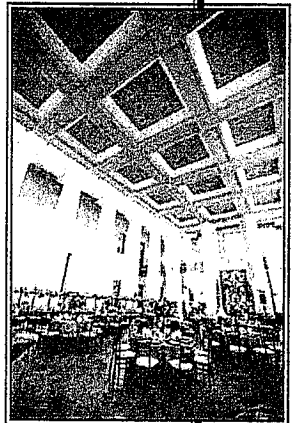
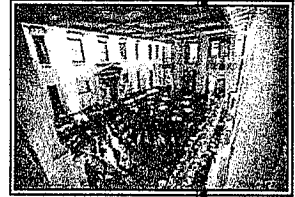
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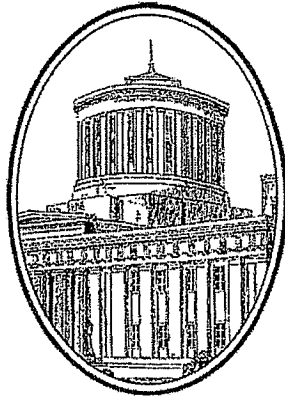
Capitol Square Review and Advisory Board

Capitol Square Special Event Policies and Procedures



Ohio Statehouse
1 Capitol Square
Columbus, Ohio 43215
614/752-9777
www.ohiostatehouse.org





Special Events on Capitol Square

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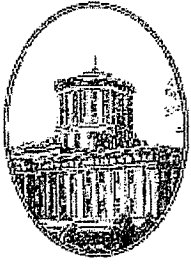
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Ohio Statehouse
1 Capitol Square
Columbus, Ohio
43215
614/752-9777

CAPITOL SQUARE REVIEW AND ADVISORY BOARD

Hello!

Welcome to Columbus' most beautiful building, the Ohio Statehouse. We at the Capitol Square Review and Advisory Board (CSRAB) are honored that you have chosen our facility for your special event.

What your guests will enjoy at the Statehouse is a beautiful, historic venue with a gracious atmosphere in a great downtown location. CSRAB is ready to help make your event one to remember and enjoy.

Inside this packet, you will find detailed information to help make your event planning successful. If you have any questions or need further assistance, please do not hesitate to contact the Special Events team at 614/752-9777 or statehouseevents@csrab.state.oh.us.

If your event requires food and beverage, please refer to the Statehouse Caterer information in this packet or at www.ohiostatehouse.org.

We look forward to working with you!

Sincerely yours,

Capitol Square Review and Advisory Board

I. Capitol Square Policies & Procedures for Special Events

The Policies and Procedures are an extension of the Ohio Statehouse confirmation for events, and are designed to give clients of Ohio's Capitol Building and Grounds a clear understanding of their responsibilities. Capitol Square is defined as the Ohio Statehouse, Senate Building, Atrium, underground parking facility and exterior plazas.

Users/Clients of Capitol Square shall observe all applicable Capitol Square Review and Advisory Board policies, as well as all local, state and federal laws, statutes and ordinances. The client shall only have the use of the facilities as stated in the Event Confirmation. All alterations to the facility, building systems, room set-ups or equipment are subject to approval from Ohio Statehouse staff members and are subject to applicable fees. The client shall follow all reasonable directives from Ohio Statehouse staff. At the end of the event, the facility should be left in a clean, safe condition by the special event client.

The Capitol Square Review and Advisory Board reserves the right to alter and/or amend this Policies and Procedures document. The Capitol Square Review and Advisory Board Executive Director or their designee shall determine any matters not expressly covered by the Policies and Procedures.

A. Overview

1. Capitol Square Hours of Operation:

<http://www.ohiostatehouse.org/Information/AboutTheStatehouse/HoursOfOperation.aspx>

2. Capitol Square Floor Plans:

<http://www.ohiostatehouse.org/Information/FloorPlans.aspx>

3. Scheduling a Special Event on Capitol Square:

<http://www.ohiostatehouse.org/Events/YourEvent/Index.aspx>

4. Scheduling an Ohio Statehouse Wedding:

<http://www.ohiostatehouse.org/Events/Weddings/Index.aspx>

5. Room Capacities: <http://www.ohiostatehouse.org/Events/YourEvent/Locations.aspx>

6. Approved Rental Service Providers:

<http://www.ohiostatehouse.org/Events/YourEvent/RentalServiceProviders/Index.aspx>

7. Ohio Statehouse Exclusive Caterers:

<http://www.ohiostatehouse.org/Events/YourEvent/Caterers.aspx>

8. Special Event Inventory and Fees:

<http://www.ohiostatehouse.org/Events/YourEvent/EquipmentAndFees/Index.aspx>

9. Complete List of Capitol Square Rules, Guidelines and Enabling Legislation:

https://www.csrab.state.oh.us/index.php?option=com_content&view=category&id=36&Itemid=56

B. Utilizing Capitol Square for a Special Event

Ohio Revised Code makes it possible for organizations to use the Statehouse and its grounds for their special events. Events must be hosted or sponsored by a non-profit organization. The Capitol Square Review and Advisory Board invites you and your organization, convention or club to create new traditions by hosting your next event at the Ohio Statehouse.

Whether you are hosting an intimate luncheon for 25, a gala for 350, a dinner for 400 or a reception for 1200, your event will be made even more special at the Ohio Statehouse. The Statehouse offers fine catered cuisine; all rentals; and modern audio visual, sound and data equipment.

All government and quasi-governmental organizations, corporate and private foundations, schools and most associations, human service groups, service clubs, unions and other non-profit alliances qualify. If you are uncertain if your group qualifies, the Statehouse special events team can help you determine that.

C. How to Schedule a Special Event on Capitol Square

Use of the Capitol Square Complex is granted on a first-come, first-served basis. All permissible events must be in accordance with CSRAB's *Board Rules*, as set forth by federal, state and local laws. See the Board Rules and Guidelines tab for a complete set of the CSRAB Board Rules and Guidelines. In order to receive permission to hold an event on Capitol Square you must complete the steps below.

C.1. Step 1: Availability

To conduct an event at the Ohio Statehouse, contact the CSRAB Office of Special Events at 614/752-9777 for availability.

Contact us early to assure availability of the date and room that you request. Use of the Capitol Square Complex is granted on a first-come, first-served basis.

C.2. Step 2: Application Form and Paperwork

You must then complete an Application for Permit and appropriate paperwork to conduct your event. All paperwork must be received at least 15 days in advance. *Please note that only completed applications will be reviewed. Complete applications include the signed and completed Application for Permit, \$50 administrative fee, copy of non-profit statement, Event Registration Form and a completed 15-day Waiver Form if applicable.*

Application forms are accepted 365 days in advance of the requested date. It is recommended that you submit your permit application as far in advance as possible.

The following paperwork must be received with your non-refundable \$50 administrative fee and non profit statement by CSRAB prior to your event being approved:

Application for Permit to Use Statehouse Grounds:

http://www.ohiostatehouse.org/content_files_user/102199/108921.pdf

Agreement of Compliance Form:

http://www.ohiostatehouse.org/content_files_user/102199/108923.pdf

Registration Form:

http://www.ohiostatehouse.org/content_files_user/102199/108922.pdf

A 15-day waiver form must be completed when submitting application less than 15 days prior to event. For those events that require a 15-day waiver, all fees must be received in advance of the event.

15 Day Waiver Form:

http://www.ohiostatehouse.org/content_files_user/102199/108920.pdf

Upon receipt of your completed application materials, CSRAB will review your permit request and notify you of its decision. Applications received by 5:00 p.m. Friday each week will be reviewed the next Tuesday.

C.3. Step 3: Send It In

Send your completed permit application request and supporting documents along with your \$50 administrative fee to:

Capitol Square Review and Advisory Board
Office of Special Events
Ohio Statehouse
1 Capitol Square
Columbus, Ohio 43215-4210

Checks should be made out to: *Treasurer, State of Ohio*

C.4. Step 4: Approving Your Event

Upon receipt of your completed application materials and non-refundable \$50 administrative fee, CSRAB will review your permit request and notify you if your event is approved or denied. All pending permits are reviewed weekly.

All permissible events must be in accordance with CSRAB's General Rules, as set forth by the Ohio Legislature, as well as federal, state and local laws. All CSRAB charges will be billed to the applicant after their event. The charges will be due 30 days from the receipt of your invoice.

C.5. Step 5: Statehouse Equipment and Staffing

The completed application will allow the Statehouse events team to review initial equipment and AV requirements. Event needs may change prior to the event. Clients may also incur fees which may include, but are not limited to, labor, security and electrical hook-up. CSRAB may from time to time require a deposit.

C.6. Step 6: If Your Event Requires Catering

Upon notification of the approval of your special event, you may begin working with one of the Statehouse exclusive caterers on your menu, table sets, décor and alcohol service. Please note that Milo's Catering and Banquet Services holds the liquor permit and is required to provide alcohol service for all events on Capitol Square when requested.

D. General Usage Rules and Guidelines

Capitol Square is a gathering place for all Ohioans. Users are prohibited from engaging in any conduct that substantially and unreasonably interferes with government business, the safe and orderly use, operation or administration of the facilities.

The Ohio Statehouse, Senate Building, Atrium and grounds are available for use by the public for the purpose of governmental business, public meetings or for activities of a broad public purpose, provided the permit process has been followed and appropriate approvals have been received, if such use:

- 1) Does not interfere with the primary use of the Capitol Buildings or Grounds;
- 2) Is appropriate to the physical context of the Capitol Buildings or Grounds;
- 3) Does not unduly burden the managing authority;
- 4) Is not a hazard to the safety of the public or state employees;
- 5) Does not expose the State to the likelihood of expenses and/or damages which cannot be recovered.

All special event clients are required to abide by all local, state and federal laws while utilizing Capitol Square. In addition, clients are required to abide by the complete list of rules and guidelines set forth by the CSRAB. The complete list is accessible at www.csrab.state.oh.us.

Additional special event usage rules required to be followed include:

- a) Only a client-delegated individual authorized to make changes can request cost-incurring changes during the event.
- b) The use of the Capitol Square complex shall be denied for any activity conducted purely for profit or any activity inconsistent with or in violation of local, state or federal laws, rules or regulations.
- c) The user organization will be assessed all appropriate equipment, labor, and electricity fees associated with the event. Please make checks payable to Treasurer, State of Ohio.
- d) The user organization shall not permit any act inconsistent with or in violation of local, state, or federal laws or CSRAB administrative rules.
- e) There shall be equal access for all groups for the use of Capitol Square complex regardless of race, religion, color, national origin, gender or handicap.

- f) The Capitol Square complex shall be available for use any day of the week between the hours of 7 a.m. and 12 a.m., except for state holidays.
- g) CSRAB reserves the right to limit the use of the Capitol Square complex, 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.
- h) The permit holder shall maintain the Capitol Square complex in a responsible manner during the term of the permit, keeping them clean and free of debris. The permit holder will be responsible for any actual costs or damages incurred by the Board as a result of the use of the Capitol Square complex.
- i) Banners are prohibited from being affixed to monuments, railings, historic fixtures and other areas of the Capitol Square complex.
- j) Signs on sticks, poles or stakes are prohibited. No signs are permitted inside the Capitol Square buildings except those to be used in an event area by an approved permit applicant.
- k) Helium filled balloons are prohibited.
- l) No smoking shall be permitted within the Ohio Statehouse, Senate Building, Atrium and parking garage.
- m) No equipment, apparatus, machine or vehicle is permitted within the Capitol Square complex without the express written permission of the CSRAB.
- n) The permit holder needs to retrieve all materials left behind from their event within 24 hours. After 24 hours, CSRAB has the discretion to dispose of all materials left behind at the permit holder's expense.
- o) The issuance of a permit by the Board for use of the Capitol Square complex shall not imply endorsement or approval by the State of Ohio of the actions, objectives or views of the permit holder.
- p) An optional deposit may be required based on the nature of the event. The deposit amount will be determined by the Capitol Square Review and Advisory Board (CSRAB) to protect damage to the property incurred during the term of this permit. CSRAB has the discretion to waive this deposit requirement.
- q) CSRAB may require the user organization to file a certificate of insurance with the Board at least seven (7) days prior to the event.
- r) The user organization shall maintain Capitol Square facilities in a reasonable manner during the terms of this permit, keeping it clean, sanitary, and free of debris. After termination of this permit, Capitol Square areas shall be returned to CSRAB in the same condition as prior to the event. Failure to leave the space(s) in the manner mentioned above may result in the permit holder to be billed for extra clean-up and/or labor charges.
- s) CSRAB security or maintenance personnel will be used as agreed upon by the board and permit applicant. All service charges will be billed to the permit holder immediately following the date of the event. The permit holder is responsible for payment within 30 days of the completion of the event.
- t) A 20% commission will be assessed to all outside rental service providers. Final payment must be received 30 days after the event.
- u) The use of stickers or labels, cellophane pressure sensitive tape, screws, nails, balloons, sticks, poles, or any other mounting technique for displaying signs, banners, or flags which adversely affects the structural, safety or decorative condition of the Capitol Square buildings or any permanent structure on the premises is prohibited.

- v) Supplemental accommodations such as, but not limited to: electricity, water, litter control, and outdoor facilities may be provided by CSRAB. These items will be charged to the permit holder.
- w) Use of Capitol Square facilities shall only be done in a manner so as not to interfere or compete with the normal business proceedings of the state.
- x) Use of sound projection equipment shall be in compliance with local noise ordinances and used in a manner so as to not interfere with the proceedings of the state or other activities being conducted on Capitol Square.
- y) No food or beverages, or merchandise shall be sold or dispensed on Capitol Square Grounds without the express written consent of CSRAB. No transient vendors are permitted to use the Capitol Square facilities. Food and beverage dispensing shall be in accordance with all state and federal laws.
- z) The user organization shall indemnify and hold harmless the State of Ohio and 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 this permitted use of Capitol Square.
- aa) Full attire, including shirts and shoes or comparable footwear, are required within Capitol buildings. A waiver per rule 128-4-02 (1) may be granted.

E. Access

The Ohio Statehouse and Capitol Square is the gathering place for all Ohioans, including legislators, visitors, school groups and special event clients and their guests. These users and their guests shall not interfere with the regular business of the buildings or grounds by other facility guests. Excessive noise or other disruptive behavior is prohibited. The Ohio Highway Patrol may remove any person whom they believe is disrupting or obstructing the daily operation and management of the facility.

Facility access and use must be within the allotted confirmed time as noted on the Event Confirmation. Confirmed times must include event preparation, decorating, and/or rehearsal time, as well as time after the event to remove decorations, client equipment and other items. Events that have not removed all decorations, equipment and other items by their confirmed event end time may be assessed additional fees and/or the remaining items may be disposed of at the permit user's expense. The Ohio Statehouse staff shall have the right to access and enter the event space for any reasonable purpose during the confirmed time.

E.1. Available Days

Since the Ohio Statehouse and its staff are part of the State of Ohio, no special event can take place during a holiday weekend due to the facility being closed. State holiday weekends include the following:

- (1) New Year's day
- (2) Martin Luther King, Jr. day
- (3) President's day
- (4) Memorial day

- (5) Independence day
- (6) Labor day
- (7) Columbus day
- (8) Veterans' day
- (9) Thanksgiving day
- (10) Christmas day

E.2. Available Hours

Regardless of the type of special event, no events are permitted to last past 12:00 a.m. (midnight).

F. Application Fees, Deposits and Payments

F.1. Deadlines

When referred to in this policy, deadlines are based on business days, which are defined as days that the Capitol Square Review and Advisory Board Office of Special Events is open for business (Monday through Friday).

F.2. Estimated Fees

Estimated fees are based on specific facilities and equipment requested in conjunction with information provided by the client for required access and event times, number of event participants, type of activity, audio-visual service requirements, equipment costs, and other support services/personnel. Special features of an event may involve additional fees.

A twenty (20) percent service fee will be assessed to the vendor for outside equipment rentals and hired entertainment. If the Ohio Statehouse equipment inventory limits are exceeded, while the cost of the additional rental equipment will be charged to the user, the twenty (20) percent service fee will not be assessed to the client. All details regarding the rental, delivery, setup and return of such equipment will be orchestrated by the CSRAB Office of Special Events on behalf of the client.

The CSRAB application fee is subject to change. Rooms reserved within one year of the event date are guaranteed their original application fee.

F.3. Outstanding Balances

If a client has an outstanding balance which has been past due for 30 days or more, the client/contact may not be permitted to reserve space for any future event until that balance is reconciled. Any outstanding balance which has been past due for sixty (60) days will be sent to the Ohio Attorney General for collection and the client/contact will not be permitted to confirm reservations on Capitol Square until full receipt of that payment.

F.4. Taxes

The client is responsible for obtaining permits or licenses required by law. The client is responsible for the payment of all taxes, fees and charges required by any legal authority

associated with use of the Ohio Statehouse. A copy of such permits or licenses must be given to Ohio Statehouse staff five (5) days prior to the event for record-keeping purposes. All Ohio Statehouse event clients are non-profit and tax-exempt, therefore no sales tax will be charged for use of the Ohio Statehouse or its equipment.

F.5. Deposits and Letters of Credit

To protect the condition of the Capitol buildings or grounds and ensure the safety of all persons, CSRAB may require a cash deposit of one thousand dollars (\$1,000) or more to be provided by the permit holder.

The permit holder may elect to obtain a letter of credit equal to the amount requested. The letter of credit shall indemnify the state of Ohio, against danger, or destruction to, or theft of state property arising in connection with or as a result of the activity of the organization, participants or spectators.

F.6. Discrepancies in Invoices

Discrepancies to the event invoice must be noted within seven (7) days of invoice date. The Ohio Statehouse accepts cash, check and major credit cards. Payments should be made to: *Treasurer, State of Ohio*.

F.7. Returned Checks

All returned checks are subject to a \$30 fee.

F.8. Wedding Clients

The following deposit and payment policies apply only to wedding clients:

A ten (10) percent deposit is required at the signing of the contract for wedding clients. Capitol Square facilities will not be held without receipt of this deposit and a signed Wedding Confirmation. This deposit is refundable if the reservation is cancelled 180 days in advance of the wedding date. All refunds will be processed through the state of Ohio Accounts Payable check system and may take thirty (30) days to process.

Payment is due in full no later than thirty (30) days prior to the wedding date.

G. Confirmations

G.1. Modifications

Any modifications to this agreement must include a written addendum initiated by the Ohio Statehouse and must be attached to the Event Confirmation. The Ohio Statehouse reserves the right to relocate events within the facility should it be necessary due to government business or for a more efficient operation of the facility and/or due to emergency situations.

G.2. Statement

The Event Confirmation and the Policies and Procedures are issued in accordance with the policies of the Capitol Square Review and Advisory Board, an operation of the state

of Ohio. Issuance of these documents does not constitute a confirmed reservation. Use of facilities cannot be confirmed until the Event Confirmation has been signed and received by the Ohio Statehouse and the required application fee and/or deposit or balance has been paid. The terms of these Agreements may not be transferred, assigned or sublet.

H. Cancellations

The Capitol Square Review and Advisory Board reserves the right to impose a \$50.00 cancellation fee if written notice to cancel a space is not submitted at least five (5) business days prior to a special event.

The Ohio Statehouse is committed to doing everything within its power to ensure that all special events are a success. However, in the event of a situation beyond human control, not induced by negligence, the Ohio Statehouse cannot be held responsible. Inclement weather is not a valid cause for cancellation of an event under contract, unless a level 2 or 3 snow emergency has been issued for Franklin County.

I. Application of Permit Refunds

Capitol Square Facilities will not be held without receipt of a \$50 application fee and all required paperwork. This \$50 application fee is non-refundable.

J. Insurance & Liability

J.1. Insurance – Depending on the nature and scope of the use of Capitol Square, the user may be required to furnish a certificate of insurance naming the CSRAB and the State of Ohio as additionally insured. Required certificates must be received by the CSRAB three (3) days prior to the event.

J.2. Liability – The client agrees to indemnify, protect, defend and hold harmless the Capitol Square Review and Advisory Board and the State of Ohio through the ORC, its Board of Trustees, officers, employees, agents and students from and against any and all claims, demands, losses, costs, damages or liability of any nature or character arising out of or by reason of the execution or performance of the rights, duties and obligations arising out of or incidental to the use of the facility or equipment.

The client agrees to abide and enforce the rules, regulations and policies governing the facility as set forth by the CSRAB and the State of Ohio. The client accepts all responsibility for any damages to premises, equipment or grounds resulting from use of the facility.

K. Special Event Billing Policy

K.1. Government Clients – State Agencies not Residing on Capitol Square

The following application fee and payment policies apply only to state agencies holding events on Capitol Square:

All other official agencies of the executive and judicial branches of state of Ohio government (i.e. various cabinet agencies, Legislative Service Commission, Ohio Court of Appeals) are exempt from the special events application permit fee associated with events in conjunction **with official business**. Permit for Application must be signed by the director or authorizing authority of Ohio government entity. All other fees will apply.

IF SUCH EVENTS ARE FOR OFFICIAL BUSINESS then:

1. No application permit fee
2. *Equipment fees will apply*
3. *Labor and security fees will be charged*

A signed Application for Permit and Compliance Form is due within fifteen (15) days of booking for the reservation to be confirmed. A 15-day Waiver Form must be completed when submitting application less than fifteen (15) days prior to event. For those events that require a 15-day Waiver, all fees must be received in advance of the event.

Following the event, the CSRAB Accounts Payable Office will prepare and send an invoice for the remaining balance.

Payment is due in full no later than thirty (30) days from the invoice date.

K.2. Government Clients – Elected Officials

The following application fee and payment policies apply only to elected officials holding events on Capitol Square:

The Ohio House of Representatives, Ohio Senate, Office of the Governor and all departments and/or divisions of the state of Ohio housed within Capitol Square are exempt from the application permit fee for official business. In addition, the statewide office holders of Lt. Governor, Attorney General, Auditor, Secretary of State and Treasurer are exempt from standard Statehouse application permit fee for official business.

IF SUCH EVENTS ARE HELD MONDAY THROUGH FRIDAY BETWEEN 8 A.M. AND 4 P.M. then:

1. Office holder must be present for events of official business
2. Application for Permit must be completed; application permit fee will be Waived
3. No equipment or labor fees
4. No Ohio Highway Patrol security fees

For all official business, each Permit for Application must be signed by the appropriate authorizing authority of the Ohio government entity. Ohio House of Representatives: House Clerk, Chief of Staff or Minority Leader; Ohio Senate: Senate Clerk, Chief of Staff or Minority Leader; statewide elected official: elected office holder.

Official business includes the authorized business of the Office to carry out the duties of

said Office or Office holder, i.e. press conference associated with public policy or a legislative issue.

The Office exempt from the standard Statehouse application permit fee may sponsor groups in which the Office or Office holder is associated. In these instances, the application permit fee will be waived, however all equipment fees will apply.

A signed Application for Permit and Compliance Form is due within fifteen (15) days of booking for the reservation to be confirmed. A 15-day Waiver Form must be completed when submitting application less than fifteen (15) days prior to event. For those events that require a 15-day Waiver, all fees must be received in advance of the event.

Following the event, the CSRAB Accounts Payable Office will prepare and send an invoice for the remaining balance.

Payment is due in full no later than thirty (30) days from the invoice date.

K.3. Non-Profit Organizations

Ohio Revised Code makes it possible for organizations to use the Ohio Statehouse and its grounds for their special events. Events must be hosted or sponsored by a non-profit organization. All government and quasi-governmental organizations, corporate and private foundations, schools and most associations, human service groups, service clubs, unions and other non-profit alliances qualify. If you are uncertain if your group qualifies, the Statehouse special events team can help you determine that.

IF AN ORGANIZATION HAS A NON-PROFIT STATEMENT then:

1. \$50.00 non-refundable application permit fee
 2. All Equipment fees apply
 3. All labor and security fees apply
- The following deposit and payment policies apply to non-profit Ohio Statehouse events clients:

Non-profit organization event clients must complete an Application for Permit and appropriate paperwork to conduct an event on Capitol Square.

All paperwork must be received with the non-refundable \$50 application fee and non profit statement by CSRAB prior to the event being approved and confirmed.

A signed Application for Permit and Compliance Form is due within fifteen (15) days of booking for the reservation to be confirmed. A 15-day Waiver Form must be completed when submitting application less than fifteen (15) days prior to event. For those events that require a 15-day Waiver, all fees must be received in advance of the event.

Following the event, the CSRAB Accounts Payable Office will prepare and send an invoice for the remaining balance.

Payment is due in full no later than thirty (30) days from the invoice date.

K.4. For-Profit Events

The Capitol Square Review and Advisory Board rules and guideline do not make it possible for special events hosted by for profit organizations to take place on Capitol Square.

L. Capitol Square Catering Policies

L.1. Exclusive Caterers

Ohio Statehouse special event clients are required to utilize the catering services from a list of exclusive caterers. Ohio Statehouse special event clients can utilize the services of any one of the *Ohio Statehouse exclusive caterers* to service their event held on Capitol Square. Each of the exclusive Ohio Statehouse caterers have met specific contract and insurance requirements set forth by the State of Ohio and the Capitol Square Review and Advisory Board.

The Ohio Statehouse exclusive caterers include:

Milo's Catering and Banquet Services

Catering by Design

Creative Cuisine

Gem Catering

Metro Cuisine

Sheraton Columbus at Capitol Square

SPAGIO Catering

Two Caterers

L.2. Alcohol Service

Ohio Statehouse special event clients wishing to utilize alcohol service during their event are required to utilize the services of the holder of the Capitol Square liquor permit. The liquor permit holder has met specific contract and insurance requirements set forth by the State of Ohio and the Capitol Square Review and Advisory Board. During the current contract period, Milo's Catering and Banquet Services holds the liquor license for Capitol Square. All alcoholic beverage service is required to be sold and served through this vendor. Non-alcoholic beverage service of can or bottled drinks must be provided by Milo's Catering if alcohol is served.

L.3. Catering Carry-In Food and Carry-Out Food Policy

No food or beverages will be permitted to be brought onto Capitol Square by any client for an event. All food and beverage sales for special events must be provided by one of the Ohio Statehouse exclusive caterers.

L.4. Bake Sales

Bake Sales are not permitted on Capitol Square.

M. Alcohol General Guidelines

As a licensed facility, Capitol Square is subject to all rules and regulations of the State of Ohio's Division of Liquor Control. No alcohol, other than that provided by Milo's

Catering and Banquet Services, exclusive holder of the Capitol Square liquor permit, may be served or consumed on Capitol Square. Additionally, no alcohol may be removed from Capitol Square. Ohio Statehouse staff has the sole right to make decisions regarding appropriate service of alcoholic beverage without client recourse. Individual behavior concerning service of alcohol is governed by the Division of Liquor Control rules, state and local laws.

Alcohol service will be conducted by Milo's Catering and Banquet Services Staff who are trained in and observe guidelines set forth by Ohio's Division of Liquor Control. In an effort to maintain the health and safety of the guests of the Ohio Statehouse, Milo's Catering and Banquet Services staff is NOT permitted to serve alcoholic beverages in the following manner:

- a) Pitchers of beer. All beer will be provided in individual servings.
- b) Pitchers of mixed drinks. All drinks will be provided in individual servings.
- c) Double servings of alcohol with single mixers. All drinks will be poured with single shots and appropriate amounts of mixers.
- d) Multiple drinks per person. All drinks must be served to the individual consuming them.

All individuals purchasing and/or consuming alcoholic beverages must be a minimum of twenty-one years of age. Milo's Catering and Banquet Services reserves the right to refuse alcohol service to anyone who cannot provide proper identification to verify age.

The Ohio Highway Patrol reserve the right to remove any guest who purchases and supplies alcohol to a minor or to anyone who has already been refused service.

Milo's Catering and Banquet Services staff reserve the right to refuse alcoholic beverage service to anyone who appears intoxicated.

The Ohio Highway Patrol and Milo's Banquet and Catering Services reserve the right to confiscate any alcoholic beverage brought in from outside sources.

The Ohio Highway Patrol and Milo's Banquet and Catering Services reserve the right to remove any guest, discontinue all alcohol service or discontinue an entire event for failure to abide by Ohio laws, Ohio Statehouse regulations and/or the instruction of the Ohio Statehouse staff.

Should any of these actions become necessary, payment for the event will remain due in full and no refund will be given for any inconvenience or embarrassment caused.

The Ohio Statehouse requires 14 business days notice for all events requiring alcoholic beverage service.

Sufficient quantities of non-alcoholic beverages (in addition to water) and food must be available and prominently displayed at all times during an event at which alcohol is served.

Ohio Highway Patrol Troopers are required at functions where alcoholic beverages are served, and the cost will be charged to the client or sponsor of the event.

Alcohol is served no longer than six (6) hours per event.

Alcohol service must end one half hour before the end of the event.

N. Capitol Square Security Policy

All approved special events held on Capitol Square utilizing an alcohol service are required to secure security through the Office of Special Events.

Whenever feasible, an Ohio Statehouse staff member or designated agent will attempt to bring potentially prohibited conduct to the attention of a user. If a user is unwilling or unable to conform to the standards of conduct, the user will be asked to leave the Ohio Statehouse. Violations of the standards of conduct may be referred to the Ohio Highway Patrol as appropriate.

Items that are not permitted in the Capitol Square buildings or grounds include (but are not limited to):

- a) Sticks and poles
- b) Mace/pepper spray
- c) Weapons (guns, knives, stun equipment, explosives, etc.)
- d) Any item deemed unsafe or illegal by the Ohio Department of Public Safety and/or the State of Ohio.
- e) Signs within the Capitol Square buildings except by approved permit applicants with their approved event venue areas.

Holders of these items will be subject to prosecution. Such items will be confiscated upon entrance by the Ohio Highway Patrol.

O. Statehouse Tours During Events

Building tours are available for special events held at the Ohio Statehouse. For events scheduled during normal business hours (weekdays, 9:30 a.m. to 3 p.m.; weekends noon to 3 p.m.) tours are available without charge.

Tours for after-hours events are available at the rate of \$20 per tour guide per hour, with a minimum two-hour charge. Each guide can accommodate a tour group of up to 50 guests, although smaller groups are preferred.

Tours can be scheduled in conjunction with each special event by filling out the appropriate information on the Registration Form. Tours should be requested at least two weeks in advance of your event. Tour requests made less than 14 business days before your event are not guaranteed.

Clients will be billed for tours cancelled less than 24 hours in advance of the event.

P. Staffing Fees

P. 1. Labor Fees

Labor costs per CSRAB staff person and per hour for the set up and break down of events is \$35.00 per hour.

P. 2. Security Fees

The Ohio Highway Patrol is responsible for all security on Capitol Square.

The Capitol Square Review and Advisory Board and the Ohio Highway Patrol determine the number of troopers needed for each event based on a variety of factors including expected attendance. Security is required for approved events serving alcohol on Capitol Square.

The Capitol Square security fee is \$45.00 per Trooper per hour for the first eight hours. The total fee is based upon the number of officers and total time required. A four hour minimum is required.

P. 3. Tour Guide Fees

Tours for after-hours events are available at the rate of \$20 per tour guide per hour, with a minimum two-hour charge. Each guide can accommodate a tour group of up to 50 guests, although smaller groups are preferred.

Q. Use of Outside Rental Service Providers

Outside rental services can be utilized with the approval of the Capitol Square Review and Advisory Board.

- 1) All equipment cost estimates must be submitted three days prior to the event.
- 2) A 20% service fee will be assessed to all outside rental service providers for approved equipment that the Statehouse does not possess.
- 3) In addition, a Certificate of Insurance must be provided to the Office of Special Events prior to the event.

A copy of all outside rental service provider invoices must be sent to CSRAB within one week after the event to:

Capitol Square Review and Advisory Board
Office of Special Events
Ohio Statehouse
1 Capitol Square
Columbus, Ohio 43215-4210

Final payment must be received 30 days after the event.

The exclusive list of Statehouse rental service providers is available at:

<http://www.ohiostatehouse.org/Events/YourEvent/RentalServiceProviders/Index.aspx>.

R. Use of Professional Entertainment on Capitol Square

The Capitol Square special event client shall pay to CSRAB a service fee equal to twenty percent (20%) of any hired entertainment (before sales tax) which the client receives during their approved event in any of the Capitol Buildings or on the Capitol Grounds. Hired entertainment includes musicians, bands, disc jockeys, etc.

Capitol Square special event clients utilizing hired entertainment shall supply CSRAB with a copy of the entertain invoice no later than five (5) business days prior to the date the approved special event.

The twenty percent (20%) service fee on entertainment is based on the gross sales excluding sales taxes. The definition of gross sales is total invoice value of sales, before deducting customers' discounts, returns or allowances. Therefore, any donated or discounted entertainment is subject to the twenty percent (20%) service fee based on the estimated value of the hired entertainment, including number of performers and hours performed.

S. Special Event Entry and Exit

All approved Ohio Statehouse special events should use the accessible entrances to the Capitol Square buildings.

During after-hour approved events, event guests should use the designated accessible entrances to the Capitol Square buildings. Designated entrances will be determined during the final special event walk through with the client and a member of the CSRAB Special Events staff.

The Ohio Statehouse special event client is responsible for admitting or refusing guests to participate in their approved special event.

The U.S. Department of Homeland Security and/or the Ohio Department of Public Safety may issue a heightened level of security for the Ohio Statehouse and Capitol Square.

All guests for approved special events may be asked to show photo identification and pass through metal detectors at designated Statehouse entrances.

T. Banners

Approval for banners to be hung in reserved spaces will be issued by the Ohio Statehouse Office of Special Events. Only banners that promote events taking place in or sponsored by the CSRAB will be eligible for hanging from the Ohio Statehouse. The Ohio Statehouse staff will hang the approved banner prior to the event start time and it will remain hanging until the expiration of the confirmed end time of the event.

Banners should be given to CSRAB at least 24 hours in advance of the event.

U. Decoration Policy

The Ohio Statehouse may not be set up or decorated in any manner without prior consent from the Capitol Square Review and Advisory Board staff. The CSRAB must approve the location and type of special decorations, banners or signs (indoor and outdoor). Helium filled balloons are not allowed inside or outside the Capitol Square Buildings.

Standard Ohio Statehouse signage must not be covered or otherwise obstructed. All exit doors, exit lights, fire sprinkler heads, fire alarm pulls and fire extinguishers must be kept free of obstacles or decorative material.

Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns. All decorations must be flame retardant.

Large banners may be hung with the assistance of the CSRAB events staff with prior approval from the CSRAB.

All decorations and all outdoor and indoor directional signage must be removed by the client immediately following the event. Groups utilizing decorations, exhibits or displays must arrange with the Ohio Statehouse for labor to set up and remove materials.

Any costs incurred by the Ohio Statehouse for the removal of these items will be charged to the client.

The Ohio Statehouse is not responsible for the loss of any materials, displays, gifts, favors or other items left in the buildings or grounds. Please note the following items that are not permitted in the Ohio Statehouse:

- a) Helium filled balloons or portable helium tanks
- b) Health hazards such as sparklers, fireworks, etc
- c) Candles must be in votive containers
- d) Dance wax, powder or similar materials
- e) Adhesive-backed (stick-on) decals, nametags or similar items
- f) Any paint, chemicals or liquids that can damage the facility
- g) Straw or other dry plant material
- h) Signs of any size except with an approved permit applicant's event venue area

Any special needs for decorations, exhibits and displays beyond the scope of this policy must be approved by the Capitol Square Review and Advisory Board.

V. Sales & Solicitation

No unauthorized petitioning or soliciting may be conducted in the Capitol Square buildings or on the grounds.

No food or beverages, or merchandise can be sold or dispensed in the Capitol Square buildings or grounds without the express written consent of CSRAB. All merchandise sales held on Capitol Square must be arranged through an exclusive Statehouse caterer and the Statehouse Museum Shop.

Approved groups may provide materials and information free of charge.

Approved groups may make a "donation jar" available for guests.

No transient vendors are permitted to use the Capitol Square facilities.

To permit the free flow of pedestrian traffic, event client activities are limited to specific areas of the event confirmation. Approved groups may not circulate in the pedestrian traffic areas, non-approved event spaces or confront individuals within the office or public areas of the complex.

W. Removal of Statehouse Equipment

Equipment and furnishings belonging to the Ohio Statehouse may not be moved or removed from the approved event space or Capitol Square.

Any violators will be subject to prosecution.

X. Deliveries & Drayage

Since the Ohio Statehouse is open to the public daily, and has no storage space, all deliveries of outside equipment must be coordinated through the CSRAB office of Special Events. The Ohio Statehouse must be notified in advance of planned shipping or delivery arrangements so they may be coordinated with the Shipping & Receiving Manager. Due to limited storage, all event materials must be sent the day of the event. A charge may be incurred for each package and applied to the client's overall event invoice.

The Ohio Statehouse reserves the right to refuse shipments prior to the event date and/or the right to charge an additional storage room fee for materials will be shipped for storage in advance.

All non-Statehouse owned equipment must be removed from premises the same day as the event. The client is responsible for arranging outgoing shipments and all shipping fees. Any items left in the event space without outgoing shipment arrangements will be disposed of one day after the event. No COD packages will be accepted. The responsibility of tracking any packages resides with the client. The Ohio Statehouse assumes no responsibility for the contents or security of packages.

The following information must be included on all packages for delivery to be accepted and to ensure proper delivery: Name of Organization & Event Name; On-Site Contact's Name; Date of Function; Box Number of Total Number (e.g. 1 of 4); and Correct Shipping Address (CSRAB; Ohio Statehouse; 1 Capitol Square; Columbus, OH 43215).

Y. Amplification of Sound

Sound amplification devices shall not be permitted in or on capitol buildings or grounds if the noise level interferes with the normal use of capitol buildings or grounds or is inappropriate to the surrounding area. No sound equipment may be used in or on capitol buildings or grounds unless rented from CSRAB or given express written permission by CSRAB.

Special events held on Capitol Square are able to amplify sound using AV equipment. The Ohio Statehouse staff reserves the right to ask clients to alter the sound level of their event should it disrupt other business or events in the facility.

The Ohio Statehouse can offer background music in most public areas and event venue spaces.

Capitol Square Outdoor Rules require that no amplified sound may be used outside before 8 a.m. and after 10 p.m. daily.

Z. Fire & Open Flame

No fires or grills are permitted on outside spaces unless it is approved by Ohio Statehouse staff. Candles must be contained within glass containers. Any additional clean up that the Ohio Statehouse must do after the event will result in additional charges.

AA. Lost & Found

The Ohio Statehouse is not responsible for lost, found or damaged articles left in or around the complex.

Any property left on Capitol Square that has not been claimed within seventy-two (72) hours following an event will be considered abandoned by the user or its exhibitors. The Ohio Statehouse may take possession of it and treat it as its own or dispose of such property without liability. The user shall be liable for the cost incurred in disposing of the abandoned property.

Items left in public areas will be kept thirty (30) days in the CSRAB office before being disposed of. Items may be claimed by presenting a current photo ID and a physical description of the item(s).

BB. Ohio Statehouse Special Event Venues

There is no other building in Ohio that is as rich in beauty, history and legend. Opened in 1857 and completed in 1861, the Statehouse is one of the finest examples in the nation of Greek Revival architecture. Your guests will tread the same floors as U. S. Presidents, international heads of state and legendary power brokers of government and industry. They will dine in the same chambers where Union Army soldiers took shelter for the night and infamous ghosts still make rare appearances.

BB.1. Atrium

Greek columns reach up to the glass and bronze ceiling surrounding the granite floor of this magnificent space. On the east side of the Atrium is the grand staircase in the Senate Building, inspired by the Paris Opera House. Used for lectures, trade shows, lunch programs, dances, twilight receptions and candlelit dinners, the Atrium is the brilliant centerpiece of the building's social calendar. The Atrium offers 4,068 square feet of events space. This venue is equipped with Wi-Fi.

Capacity

Theatre Style - 450

Seated Meal - 400

Reception – 500

BB.2. Museum Gallery

The arched limestone-walled Museum Gallery highlights the significance of eight major themes that shine a light on democracy and illuminate the ideals of Ohio Government. It is the perfect site for receptions and buffets. Its brick floors and wrought iron lanterns provide an intimate setting. The Museum Gallery offers 3,000 square feet of events space. This venue is equipped with Wi-Fi.

Capacity

Theatre Style - 200

Seated Meal - 100

Reception - 300

BB.3. Rotunda

The 120-foot high domed Rotunda with its inlaid marble floor and mammoth pieces of original art work is decorated in 28 different colors. It is crowned with a 28-foot glass skylight that bears a hand-painted reproduction of the Great Seal of Ohio as it looked in 1861. The architects of the Statehouse intended the most imposing chamber in the Statehouse to be the "People's Room." The Rotunda offers 3,000 square feet of events space. This venue is equipped with Wi-Fi.

Capacity

Theatre Style - 250

Seated Meal - 150

Reception - 300

BB.4. State Room

This elegant plantation-shuttered room is furnished with antiques, a delicately carved piano, green velvet chairs and a red taffeta settee and ottoman. Oil portraits of early Ohio Governors adorn the walls above a 125-year-old oval dining table that comfortably seats 16 for a board meeting, luncheon or dinner. The large leafed-table may be broken down to accommodate seated luncheons, dinners or intimate teas and receptions. The State Room offers 1,107 square feet of events space. This venue is equipped with Wi-Fi.

Capacity

Press Conference - 50

Seated Lunch/Dinner - 50

Reception - 75

BB.5. George Washington Williams Memorial Room

A scarlet velvet circular banquette is the centerpiece of this room that was created to honor the first African-American member of the Ohio General Assembly and his successors. This room is appropriate for news conferences and small receptions. The George Washington Williams Memorial Room offers 624 square feet of events space.

Capacity

Press Conference - 25

Reception - 25

BB.6. Ladies' Gallery

Period furnishings and artifacts honoring Ohio's first female legislators are the inspiration for this room. The room is appropriate for news conferences and small receptions and luncheons. The Ladies' Gallery offers 624 square feet of events space.

Capacity

Press Conference - 30

Seated Meal - 25

Reception - 40

BB.7. Outdoor Events

Throughout history, the 10-acre park-like lawns and plazas of the Capitol complex have been the gathering point for the state and the greater Columbus community for massive celebrations, commemorations, observances of mourning and even civil disobedience.

It was the Statehouse lawn where jubilant celebrants gathered as a collective spirit to mark the end of two world wars. It was Capitol Square where 50,000 Ohioans joined a grief-stricken nation to mourn the death of President Lincoln at a cortege that included his casket placed on public view in the Rotunda.

Today the plazas, lawns and gardens of the Capitol grounds are used for rallies, news conferences, public picnics, veterans' observances, kick-ball games and a host of other activities.

BB.8. West, North and South Plazas

The West Plaza (High Street) at the McKinley Monument has the largest surface area and has space for up to 5,000 people. The area has a natural "stage" that can be used as a platform for speakers and entertainment - the elevated area at the rear of the McKinley Monument. The North Plaza faces Broad Street and the South Plaza faces State Street and the Ohio Theater. These areas are ideal for activities up to 750 people.

BB.9. Veterans' Plaza

This area became the new East public entrance to the Statehouse and Senate Building when it was dedicated in 1998. It serves as a symbol that Ohio government could not exist without the sacrifices Ohio veterans have made. Veterans' activities and observances take first precedence on this grassy plaza. Veterans' Plaza is ideal for activities up to 500 people

CC. Outdoor Guidelines

All policies regarding reservations, payments and responsibility for indoor space apply to all outdoor venues as well. No open fires or grills are permitted on outside spaces without the approval of CSRAB. No tents requiring staking or other signs causing penetration of the lawn will be allowed. No tents or other equipment are permitted to be tied to the building, monuments or other permanent structures on Capitol Square. All tents must be secured using water barrels or sandbags. The CSRAB does not maintain tents within its equipment inventory. Tents may be rented from an Ohio Statehouse approved rental service provider. Some tents may require an additional permit. The client will be responsible for securing permits through the State of Ohio, as well as any associated costs.

Signs, banners and other items may not be attached to buildings, monuments, trees or lamp posts. Existing benches and furniture in outdoor areas may not be moved without prior approval from the CSRAB staff.

Ohio Statehouse AV equipment, including sound systems, microphones, media mult boxes and monitors are not permitted to be used outdoors in the event of rain or severe inclement weather. The CSRAB does not provide alternate indoor facilities, in case of inclement weather, unless previously reserved through the original Application for Permit.

Cancellations for outdoor space, or equipment for use in that space, due to inclement weather should be made as soon as possible. Decisions to move indoors must be made within three (3) hours of event setup time. The Ohio Statehouse reserves the right to delay, postpone, relocate and cancel events in the event of inclement weather. In addition, the "nature of the event" regarding impact of footwear, supplies or equipment on the grass or pavers will affect usage. Based upon wear patterns of events, further changes and modifications may also need to be made (i.e. ground covering may be required).

DD. Parking

Visitors to the Ohio Statehouse are invited to park in the facility's underground parking garage. This convenient, affordable parking under the Statehouse offers direct sheltered access to the Ohio Statehouse and Senate Building, Vern Riffe Center for Government and the Arts, James A. Rhodes State Office Tower and the Huntington Center.

More than 1,000 public parking spaces are available daily. The Statehouse parking garage is open to the public 24 hours a day and can accommodate vehicles under 6'6" in height. Capitol Square Review and Advisory Board assumes no responsibility for fire, theft, damage to or loss of a vehicle or its contents. Emergency call buttons are located throughout the facility if assistance is needed.

The Statehouse Parking Garage is patrolled by the Ohio Highway Patrol 24 hours a day, seven days a week.

The Statehouse is located in downtown Columbus on High and Broad Streets. Vehicles can access the Statehouse parking garage from Broad, State or Third Streets (there are no High Street entrances). For more information, contact the Statehouse Parking Garage at 614/728-2557, or visit the parking garage office located on the green level at State and Third Streets.

Ohio Statehouse parking rates are available at:

<http://www.ohiostatehouse.org/Information/Parking/Rates.aspx>.

EE. CSRAB Promotion of Events

The Ohio Statehouse is downtown Columbus' premier event facility. Capitol Square serves as a venue to nearly 600 special events and meetings each year. The Capitol Square Review and Advisory Board does not endorse any outside organization or individual's special event or cause. It is the policy of the CSRAB to not promote these events on its websites, through agency flyers, newsletters, email blasts, etc.

The Capitol Square Review and Advisory Board will post the day's events on three "way-finding" screens at the main entrances to the complex to help guests find their event.

Any special event promotional material will be limited to the approved space and times of the client's event. These promotional materials must be approved by the Ohio Statehouse staff during regular business hours (M-F, 8am-5pm) at least 24 hours prior to the client's event.

Failure to comply with these policies will result in the permit holder's event being cancelled and/or retract scheduling privileges for future events and/or postings.

FF. Changing of Statehouse Lighting Gels

Since the Ohio Statehouse serves as the center of Ohio government, the members of the Capitol Square Review and Advisory Board have adopted guidelines that prohibit the changing of the color of lights or adding colored gels to the Statehouse exterior and interior lighting systems. While CSRAB understands the importance of worthy causes and their awareness, CSRAB's intent is to ensure that the Ohio Statehouse continues to maintain its historic character and that it is not perceived as placing more importance over any one organization or cause.

GG. Appeals to Capitol Square Special Event Rules

Per rule 128-4-04, an permit applicant shall have the right to appeal the denial or cancellation of a permit to use capitol buildings or grounds to CSRAB by submitting a written request, containing the following information:

- (1) the name, address, and contact information of the permit applicant;
- (2) a concise statement of the reason the appeal should be granted; and
- (3) a description of the permit sought.

The appeal must be filed with the chairman or the executive director of CSRAB within thirty (30) days of the date of mailing of the notice of denial or cancellation of a permit.

- (1) The board shall set a date for hearing any appeal within fifteen (15) days of the request for an appeal.
- (2) If the board is not scheduled to meet prior to the date of the event, or within a reasonable time after receipt of the appeal, a committee of three board members appointed by the chairman shall hear the appeal on behalf of the full board.
- (3) The board will issue a written order affirming, reversing, or modifying the denial or cancellation. The decision of the board shall be final.

CSRAB rules may be waived by the Board, with the approval of the Board, for good cause shown.

Any person or permit holder wishing to obtain a waiver of these rules must contact the Board, in writing, within a reasonable time in advance of the event.

CSRAB reserves the right to amend these rules for the granting of permits when the board deems it appropriate to do so.

The right of further appeal of the decision of CSRAB shall be to the Franklin County Court of Common Pleas under section 119.12 of the Ohio Revised Code.

II. Capitol Square Policies & Procedures for Wedding Ceremonies and Receptions

The Ohio Statehouse, with its obvious grandeur, is available to serve as a perfect wedding venue – an experience that will be unparalleled. The Statehouse is available for

ceremonies and receptions. The elegance of the Ohio Statehouse captures the most esthetically pleasing dream. The Statehouse embodies the perfect locale for a wedding ceremony and reception with its Greek Revival architecture and appealing exterior landscape.

The Ohio Statehouse can host both wedding ceremonies and receptions and couples of all faiths and cultures are welcome. However, any part of the ceremony or reception that will involve the burning of incense, open flames, water ceremonies or sand ceremonies must be approved by CSRAB prior to the wedding date.

The Ohio Statehouse looks forward to hosting weddings on Capitol Square. There are special requirements and deadlines for these special events. The Ohio Statehouse Wedding Coordinator will review the guidelines with you during the booking process.

The Ohio Statehouse Wedding Coordinator will assist you with making decisions regarding set-up, placement of equipment and other items when you meet with them during three scheduled site visits prior to the wedding date. On the wedding day, the wedding coordinator will have all the items set up according the agreed upon plans in the event confirmation when your reservation time begins. Ohio Statehouse Special Events staff and Ohio Highway Patrol personnel will be on site at the Ohio Statehouse for the entirety of your contracted time.

To ensure that the wedding day is a success, CSRAB asks that a designated person be named in advance for the CSRAB Wedding Coordinator to take direction from for any last minute requests (i.e. replacement of chairs).

A. How to Schedule a Wedding Ceremony and/or Reception on Capitol Square

Use of the Capitol Square Complex is granted on a first-come, first-served basis. All permissible events must be in accordance with CSRAB's *General Rules*, as set forth by the Ohio Legislature, as well as federal, state and local laws. See the General Rules and Guidelines tab for a complete set of the CSRAB General Rules and Guidelines. In order to receive permission to hold an event on Capitol Square you must complete the steps below.

A.1. Step 1: Availability

To conduct an event at the Ohio Statehouse, contact the CSRAB Office of Special Events at 614/752-9777 for availability.

Contact us early to assure availability of the date and room that you request. Use of the Capitol Square Complex for weddings is granted on a first-come, first-served basis.

A.2. Step 2: Wedding Application Form and Paperwork

You must then complete a Wedding Application Form and Agreement of Compliance Form to conduct your wedding ceremony and/or reception on Capitol Square.

Application for Permit to Use Statehouse Grounds:

http://www.ohiostatehouse.org/content_files_user/102199/108921.pdf

Agreement of Compliance Form:

http://www.ohiostatehouse.org/content_files_user/102199/108923.pdf

A.3. Step 3: Send It In

Send your completed Wedding Application Form and supporting documents along with your 10% deposit to:

Ohio Statehouse Wedding
Capitol Square Review and Advisory Board
Ohio Statehouse
1 Capitol Square
Columbus, Ohio 43215-4210

Checks should be made out to: *Treasurer, State of Ohio*

A.4. Step 4: Approving Your Wedding

Upon receipt of your completed application materials and a 10% deposit, CSRAB will review your wedding request and approve the contract.

All wedding ceremonies and receptions must be in accordance with CSRAB's General Rules, as set forth by the Ohio Legislature, as well as federal, state and local laws.

A.5. Step 5: Schedule Ohio Statehouse Specialize Site Visits with CSRAB Wedding Coordinator

Upon the signing of the wedding contract, the CSRAB wedding coordinator will begin to schedule specialize site visits to ensure that your wedding is special.

A.6. Step 6: If Your Event Requires Catering

Upon the signing of the wedding contract, you may begin working with one of the Statehouse exclusive caterers on your menu, table sets, décor and alcohol service. Please note that Milo's Catering and Banquet Services holds the liquor permit and is required to provide alcohol service for all events on Capitol Square.

B. General Usage Rules and Guidelines

Capitol Square is a gathering place for all Ohioans. Users are prohibited from engaging in any conduct that substantially and unreasonably interferes with the safe and orderly use, operation or administration of the facilities.

The primary purpose of the Capitol Square Review and Advisory Board agency is to preserve the state's historical, archeological and natural heritage through education, research, collection and exhibition. The Ohio Statehouse, Atrium and grounds are

available for use by the public for wedding ceremonies and/or receptions, provided the authorized procedure has been followed and appropriate approvals have been received, if such use:

- 1) Does not interfere with the primary use of the Capitol Buildings or Grounds;
- 2) Is appropriate to the physical context of the Capitol Buildings or Grounds;
- 3) Does not unduly burden the managing authority;
- 4) Is not a hazard to the safety of the public or state employees;
- 5) Does not expose the State to the likelihood of expenses and/or damages which cannot be recovered.

All wedding clients are required to abide by all local, state and federal laws while utilizing Capitol Square. In addition, clients are required to abide by the complete list of rules and guidelines set forth by the CSRAB. The complete list is accessible at www.csrab.state.oh.us.

The use of Capitol Square administered by CSRAB is subject to the following limitations for the use of wedding ceremonies and receptions:

- a) Regular operational needs and scheduled official government activities shall have first priority
- b) Use of the Statehouse facilities shall be regulated by administrative policies established by the CSRAB
- c) The wedding ceremony must be conducted by an officiator licensed by the State of Ohio
- d) A copy of the official Ohio wedding license must be submitted to the CSRAB office at least two (2) days prior to the ceremony date
- e) The availability of dates will be predetermined by CSRAB. The Statehouse will be available for wedding ceremonies on Friday, Saturday and Sundays
- f) The maximum capacity for a wedding ceremony or reception is up to 275 guests
- g) Space may be reserved with a 10% deposit at the signing of a contract
- h) All specialty equipment must be rented through the list of approved Ohio Statehouse rental service providers. A 20% surcharge is charged to the vendor as a cost of doing business on Capitol Square.
- i) The Wedding permit holder shall maintain the Capitol Square complex in a responsible manner during the term of the permit, keeping them clean and free of debris. The permit holder will be responsible for any actual costs or damages incurred by the Board as a result of the use of the Capitol Square complex.
- j) No smoking shall be permitted within the Capitol Buildings. Smoking is permitted outside.
- k) Helium filled balloons are prohibited.
- l) The Wedding permit holder must remove all belongs immediately following their event.
- m) The use of stickers or labels, cellophane pressure sensitive tape, screws, nails, balloons, sticks, poles, or any other mounting technique for displaying signs, banners, or flags which adversely affects the structural, safety or decorative condition of the Capitol Square buildings or any permanent structure on the premises is prohibited.

n) Cancellation and return of deposit schedule:

- One hundred eighty days prior to event day, the total fee deposit will be refunded.
- One hundred fifty days prior to event day, 75% of the fee deposit will be refunded.
- One hundred twenty days prior to event day, 50% of the fee deposit will be refunded.
- Ninety days prior to event day, 25% of the fee deposit will be refunded.
- Eighty-nine days or less prior to event day, no refund.

In addition to the list above, all special events, including wedding ceremonies and/or receptions are required to abide by all of the special event usage rules, which include:

- a) Only a client-delegated individual authorized to make changes can request cost-incurring changes during the event.
- b) The use of the Capitol Square complex shall be denied for any activity conducted purely for profit or any activity inconsistent with or in violation of local, state or federal laws, rules or regulations.
- c) The user organization will be assessed all appropriate equipment, electricity and labor fees associated with the event. Please make checks payable to Treasurer, State of Ohio.
- d) The user organization shall not permit any act inconsistent with or in violation of local, state, or federal laws or CSRAB administrative rules.
- e) There shall be equal access for all groups for the use of Capitol Square complex regardless of race, religion, color, national origin, gender or handicap.
- f) The Capitol Square complex shall be available for use any day of the week between the hours of 7 a.m. and 12 a.m. excluding state holidays.
- g) CSRAB reserves the right to limit the use of the Capitol Square complex, 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.
- h) The permit holder shall maintain the Capitol Square complex in a responsible manner during the term of the permit, keeping them clean and free of debris. The permit holder will be responsible for any actual costs or damages incurred by the Board as a result of the use of the Capitol Square complex.
- i) Banners are prohibited from being affixed to monuments, railings, historic fixtures and other areas of the Capitol Square complex.
- j) Signs on sticks, poles or stakes are prohibited.
- k) Helium filled balloons are prohibited.
- l) No smoking shall be permitted within the Ohio Statehouse, Senate Building, Atrium and parking garage.
- m) No equipment, apparatus, machine or vehicle is permitted within the Capitol Square complex without the express written permission of the CSRAB.
- n) The permit holder needs to retrieve all materials left behind from their event within 24 hours. After 24 hours, CSRAB has the discretion to dispose of all materials left behind at the permit holder's expense.
- o) The issuance of a permit by the Board for use of the Capitol Square complex shall not imply endorsement or approval by the State of Ohio of the actions, objectives or views of the permit holder.
- p) An optional deposit may be required based on the nature of the event. The deposit

amount will be determined by the Capitol Square Review and Advisory Board (CSRAB) to protect damage to the property incurred during the term of this permit. CSRAB has the discretion to waive this deposit requirement.

- q) CSRAB requires the user organization to file a certificate of insurance with the Board at least three (3) days prior to the event.
- r) The user organization shall maintain Capitol Square facilities in a reasonable manner during the terms of this permit, keeping it clean, sanitary, and free of debris. After termination of this permit, Capitol Square areas shall be returned to CSRAB in the same condition as prior to the event.
- s) CSRAB security or maintenance personnel will be used as agreed upon by the board and permit applicant. All service charges will be billed to the permit holder immediately following the date of the event. The permit holder is responsible for payment within 30 days of the completion of the event.
- t) A 20% commission will be assessed to all outside rental service providers. Final payment must be received 30 days after the event.
- u) The use of stickers or labels, cellophane pressure sensitive tape, screws, nails, balloons, sticks, poles, or any other mounting technique for displaying signs, banners, or flags which adversely affects the structural, safety or decorative condition of the Capitol Square buildings or any permanent structure on the premises is prohibited.
- v) Supplemental accommodations such as, but not limited to: electricity, water, litter control, and outdoor facilities may be provided by CSRAB. These items will be charged to the permit holder.
- w) Use of Capitol Square facilities shall only be done in a manner so as not to interfere or compete with the normal business proceedings of the state.
- x) Use of sound projection equipment shall be in compliance with local noise ordinances and used in a manner so as to not interfere with the proceedings of the state or other activities being conducted on Capitol Square.
- y) No food or beverages, or merchandise shall be sold or dispensed on Capitol Square Grounds without the express written consent of CSRAB. No transient vendors are permitted to use the Capitol Square facilities. Food and beverage dispensing shall be in accordance with all state and federal laws.
- z) The user organization shall indemnify and hold harmless the State of Ohio and 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 this permitted use of Capitol Square.
- aa) Capitol Square rules require that all individuals attending events held inside the Capitol Square buildings must be dressed in full attire, including shirts and shoes or comparable footwear. However, during wedding receptions held in the Statehouse Atrium, it is permissible that guests remove footwear for the purposes of dancing.

C. Access

The Ohio Statehouse and Capitol Square is the gathering place for all Ohioans, including legislators, visitors, school groups and special event clients and their guests. These users and their guests shall not interfere with the regular use of the buildings or grounds by

other facility guests. Excessive noise or other disruptive behavior is prohibited. The Ohio Highway Patrol may remove any person whom they believe is disrupting or obstructing the daily operation and management of the facility.

Facility access and use must be within the allotted confirmed time as noted on the Event Confirmation. Confirmed times must include event preparation, decorating, and/or rehearsal time, as well as time after the event to remove decorations, client equipment and other items. Events that have not removed all decorations, equipment and other items by their confirmed event end time may be assessed an Extended Facility Hours Charge. The Ohio Statehouse staff shall have the right to access and enter the event space for any reasonable purpose during the confirmed time.

C.1. Ohio Statehouse Available Days

Since the Statehouse's primary function is serve as the center of Ohio government, the facility cannot host weddings weekdays. Since the Ohio Statehouse and its staff are part of the State of Ohio, no special event can take place during a holiday weekend due to the facility being closed. State holiday weekends include the following:

- (1) New Year's day
- (2) Martin Luther King, Jr. day
- (3) President's day
- (4) Memorial day
- (5) Independence day
- (6) Labor day
- (7) Columbus day
- (8) Veterans' day
- (9) Thanksgiving day
- (10) Christmas day

C.2. Ohio Statehouse Available Hours

As part of the Ohio Statehouse Wedding Package, weddings and/or receptions are only permitted to last until 12:00am (midnight).

D. Ohio Statehouse Venues

Venues available for wedding ceremonies include: Rotunda, Capitol Atrium and Porches, Museum Gallery and Statehouse exterior plazas. Wedding clients may choose up to two spaces for their ceremony needs. Additional fees will apply for additional Statehouse venues. *Special rooms will be made available for the bride and her bride's maids and for the groom and his groomsmen*

Venues available for wedding receptions include: Capitol Atrium and Porches, Rotunda, Museum Gallery, State Room, Ladies' Gallery and Statehouse exterior plazas. Wedding clients may choose up to two spaces for their reception needs. Additional fees will apply for additional Statehouse venues. *Special changing rooms will be made available for the bride and her bride's maids and for the groom and his groomsmen.*

E. Ohio Statehouse Facility Rental for Ceremony

Rental of the Statehouse facilities includes:

- a) One and one-half hour scheduled rehearsal
- b) Parking for each wedding rehearsal participant
- c) Facility use up to six hours: 3 hours prior to ceremony, 2 hour ceremony and photos and 1 hour breakdown/clean-up

The wedding ceremony package includes:

- a) Three scheduled customized meetings with Statehouse wedding coordinator (Initial, 90 days prior, 30 days prior)
- b) White padded chairs
- c) Ceremony structure
- d) Sheltered parking for up to 275 guests
- e) Access to changing rooms for the bridal party (2)
- f) Keyboard
- g) Coat racks
- h) Sound system and microphone
- i) Tables
- j) Unity candle table
- k) Ohio Highway Patrol security
- l) Electrical hook-up
- m) Labor for set-up, break-down and clean-up

Please note that catering, entertainment, specialty equipment and special request décor will be written under separate contract.

F. Ohio Statehouse Facility Rental for Reception

Rental of the Statehouse facilities includes:

- a) Facility use up to nine hours: 3 hours prior to reception, 5 hour reception and photos and 1 hour breakdown/clean-up

The wedding reception package includes:

- a) Three scheduled customized meetings with Statehouse wedding coordinator (Initial, 90 days prior, 30 days prior)
- b) Tables in Statehouse inventory
- c) Gray or White Padded Reception Chairs
- d) Preparation space for caterer
- e) Sheltered parking for up to 275 guests
- f) Sound system
- g) Coat racks
- h) Platform risers
- i) Access to changing rooms for bridal party (2)
- j) Ohio Highway Patrol security
- k) Electrical hook-up

l) Labor for set-up, break-down and clean-up

Please note that catering, entertainment, specialty equipment and special request décor will be written under separate contract.

G. Statehouse Wedding Fees

The Statehouse wedding packages include facility and equipment rental; including set-up and tear down; access to changing rooms, parking for up to 275 guests, security, sound systems and décor for ceremonies. For catering services, entertainment and special request décor, separate contracts are required.

The Statehouse offers three different wedding packages: wedding ceremony only, wedding reception only or wedding ceremony and reception.

Wedding package fees are:

Wedding Ceremony Only: \$3,500

Wedding Reception Only: \$4,500

Wedding Ceremony and Reception: \$8,000

H. Required Deposit and Payment Plan

The following deposit and payment policies apply only to wedding clients:

A ten (10) percent deposit is required at the signing of the contract for wedding clients. Capitol Square facilities will not be held without receipt of this deposit and a signed Wedding Confirmation. This deposit is refundable if the reservation is cancelled 180 days in advance of the wedding date. All refunds will be processed through the state of Ohio Accounts Payable check system.

I. Catering for Wedding Receptions

Ohio Statehouse wedding clients are required to utilize the catering services from a list of exclusive caterers. Ohio Statehouse wedding clients can utilize the services of any one of the *Ohio Statehouse exclusive caterers* to service their event held on Capitol Square. Each of the exclusive Ohio Statehouse caterers have met specific contract and insurance requirements set forth by the State of Ohio and the Capitol Square Review and Advisory Board.

The Ohio Statehouse exclusive caterers include:

Milo's Catering and Banquet Services

Catering by Design

Creative Cuisine

Gem Catering

Metro Cuisine

Sheraton Columbus at Capitol Square

SPAGIO Catering
Two Caterers

I.1. Alcohol Service

Ohio Statehouse wedding clients wishing to utilize alcohol service during their event are required to utilize the services of the holder of the Capitol Square liquor permit. The liquor permit holder has met specific contract and insurance requirements set forth by the State of Ohio and the Capitol Square Review and Advisory Board. During the current contract period, Milo's Catering and Banquet Services holds the liquor license for Capitol Square. All alcoholic beverage service is required to be purchased through this vendor. Non-alcoholic beverage service of cans or bottled drinks must be provided by Milo's Catering if alcohol is served.

I.2. Catering Carry-In Food and Carry-Out Food Policy

No food or beverages will be permitted to be brought onto Capitol Square by any client for an event. All food and beverage sales for special events must be provided by one of the Ohio Statehouse exclusive caterers. CSRAB staff has the right to confiscate and dispose of such items.

J. Decoration Policy

The Ohio Statehouse may not be set up or decorated in any manner without prior consent from the Capitol Square Review and Advisory Board staff. The CSRAB must approve the location and type of special decorations, banners or signs (indoor and outdoor). Helium filled balloons are not allowed inside or outside the Capitol Square Buildings. In addition, the following items are not permitted inside the Capitol Square Buildings:

- a) bubbles
- b) fresh flower petals

Standard Ohio Statehouse signage must not be covered or otherwise obstructed. All light fixtures, exit doors, exit lights, fire sprinkler heads, fire alarm pulls and fire extinguishers must be kept free of obstacles or decorative material.

Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns. All decorations must be flame retardant. Large banners may be hung with the assistance of the CSRAB events staff with prior approval from the CSRAB.

All decorations and all outdoor and indoor directional signage must be removed by the client immediately following the event. Groups utilizing decorations, exhibits or displays must arrange with the Ohio Statehouse for labor to set up and remove materials.

Any costs incurred by the Ohio Statehouse for the removal of these items will be charged to the client.

The Ohio Statehouse is not responsible for the loss of any materials, displays, gifts, favors or other items left in the buildings or grounds. Please note the following items that are not permitted in the Ohio Statehouse:

- a) Helium filled balloons or portable helium tanks
- b) Health hazards such as sparklers, fireworks, etc
- c) Candles not in glass containers
- d) Bubbles or fresh flower petals
- e) Dance wax, powder or similar materials
- f) Adhesive-backed (stick-on) decals, nametags or similar items
- g) Any paint, chemicals or liquids that can damage the facility
- h) Straw or other dry plant material

Any special needs for decorations, exhibits and displays beyond the scope of this policy must be approved by the Capitol Square Review and Advisory Board.

K. Cancellation Policy

- a) One hundred eighty (180) days prior to event day, the total fee deposit will be refunded.
- b) One hundred fifty (150) days prior to event day, 75% of the fee deposit will be refunded.
- c) One hundred twenty (120) days prior to event day, 50% of the fee deposit will be refunded.
- d) Ninety (90) days prior to event day, 25% of the fee deposit will be refunded.
- e) Eighty-nine (89) days or less prior to event day, no refund.

L. Appeals to Capitol Square Wedding Rules

Per rule 128-4-04, an permit applicant shall have the right to appeal the denial or cancellation of a permit to use capitol buildings or grounds to CSRAB by submitting a written request, containing the following information:

- (1) the name, address, and contact information of the permit applicant;
- (2) a concise statement of the reason the appeal should be granted; and
- (3) a description of the permit sought.

The appeal must be filed with the chairman or the executive director of CSRAB within thirty (30) days of the date of mailing of the notice of denial or cancellation of a permit.

- (1) The board shall set a date for hearing any appeal within fifteen (15) days of the request for an appeal.
- (2) If the board is not scheduled to meet prior to the date of the event, or within a reasonable time after receipt of the appeal, a committee of three board members appointed by the chairman shall hear the appeal on behalf of the full board.
- (3) The board will issue a written order affirming, reversing, or modifying the denial or cancellation. The decision of the board shall be final.

CSRAB rules may be waived by the Board, with the approval of the Board, for good cause shown.

Any person or permit holder wishing to obtain a waiver of these rules must contact the Board, in writing, within a reasonable time in advance of the event.

CSRAB reserves the right to amend these rules for the granting of permits when the board deems it appropriate to do so.

The right of further appeal of the decision of CSRAB shall be to the Franklin County Court of Common Pleas under section 119.12 of the Ohio Revised Code.

III. Capitol Square Policies & Procedures for Wedding Photos

The Ohio Statehouse is a remarkable edifice and perfect for wedding photos. Situated on Capitol Square in downtown Columbus, the Ohio Statehouse is a beautifully restored monument to the people of Ohio, their vision of our democracy and the dream for a better place to live and work. But more than just a monument to our past; it is where history happens.

The Ohio Statehouse embodies the perfect location for wedding photos with its Greek Revival architecture and appealing exterior landscape.

Wedding parties are permitted to take photos inside and outside of the Statehouse. If other events are taking place simultaneously, wedding parties must be considerate and not interfere or interrupt those events.

The Ohio Statehouse looks forward to serving as the back drop for your wedding photos. There are special requirements and deadlines regarding wedding party photos. The Ohio Statehouse Wedding Coordinator will review the guidelines with you during the booking process.

A How to Schedule Wedding Party Photos

A.1. Availability

To photograph a wedding party at the Statehouse, contact the CSRAB Office of Special Events at 614/752-9777 for availability and to answer additional questions.

Application Form and Paperwork


You must then complete a permit application and appropriate paperwork to photograph your wedding party. All paperwork must be received at least 15 days in advance.

Wedding Party Photo Application forms are accepted no more than 90 days in advance of the requested date. It is recommended that you submit your permit application as far in advance as possible.


A.2. Application Form and Paperwork

The following paperwork must be received with your non-refundable \$50 administrative fee by CSRAB prior to your wedding party photos being approved:

Application for Permit to Use Statehouse Grounds:


 http://www.ohiostatehouse.org/content_files_user/102199/108921.pdf

Signed Agreement of Compliance with Capitol Square Review and Advisory Board Rules:

 http://www.ohiostatehouse.org/content_files_user/102199/108923.pdf

A 15-day waiver form must be completed when submitting a wedding party photo application less than 15 days prior to your photographs. For photography that requires a 15-day waiver, all fees must be received in advance of the event.

15 Day Waiver Form:

 http://www.ohiostatehouse.org/content_files_user/102199/108920.pdf

A.3. Send It In

Send the completed wedding party photo permit application request and supporting documents along with the non-refundable \$50 administrative fee to:

Special Events

Capitol Square Review and Advisory Board

Ohio Statehouse

1 Capitol Square

Columbus , Ohio 43215-4210

Checks should be made out to: Treasurer, State of Ohio

A.4. Approving Your Photography Session

Upon receipt of your completed application materials and non-refundable \$50 administrative fee, CSRAB will review your wedding party photo permit request and notify you if your photography session is approved or denied.

All permissible events must be in accordance with CSRAB's General Rules, as set forth by the Ohio Legislature, as well as federal, state and local laws.

All requested interior and exterior spaces may not be available due to government business or other approved special event.

B. Appeals to Capitol Square Wedding Photo Rules

Per rule 128-4-04, an permit applicant shall have the right to appeal the denial or cancellation of a permit to use capitol buildings or grounds to CSRAB by submitting a written request, containing the following information:

- (1) the name, address, and contact information of the permit applicant;
- (2) a concise statement of the reason the appeal should be granted; and

(3) a description of the permit sought.

The appeal must be filed with the chairman or the executive director of CSRAB within thirty (30) days of the date of mailing of the notice of denial or cancellation of a permit.

(1) The board shall set a date for hearing any appeal within fifteen (15) days of the request for an appeal.

(2) If the board is not scheduled to meet prior to the date of the event, or within a reasonable time after receipt of the appeal, a committee of three board members appointed by the chairman shall hear the appeal on behalf of the full board.

(3) The board will issue a written order affirming, reversing, or modifying the denial or cancellation. The decision of the board shall be final.

CSRAB rules may be waived by the Board, with the approval of the Board, for good cause shown.

Any person or permit holder wishing to obtain a waiver of these rules must contact the Board, in writing, within a reasonable time in advance of the event.

CSRAB reserves the right to amend these rules for the granting of permits when the board deems it appropriate to do so.

The right of further appeal of the decision of CSRAB shall be to the Franklin County Court of Common Pleas under section 119.12 of the Ohio Revised Code.

Updated 08/20/12 CSRAB



Capitol Square Review & Advisory Board

Phone: 614/752-9777 Fax: 614/752-5209

Ohio Statehouse, 1 Capitol Square, Columbus, Ohio 43215

www.OhioStatehouse.org

APPLICATION FOR PERMIT TO USE STATEHOUSE & CAPITOL SQUARE FACILITIES

Today's Date: _____

Capitol Square Review and Advisory Board exercises supervision and control of Capitol Square pursuant to 105.41 O.R.C.

Capitol Square Review and Advisory Board hereby grants permission to:

Name of group: _____

If state agency—Enter OAKS Department Code: _____

Representative's name, address, phone number and email: _____

To occupy and use Capitol Square subject to the terms and conditions below:

Date of event: _____ Actual Event Start Time: _____ Actual Event End Time: _____

Arrival Time (set-up included): _____ Portion of Capitol Square to be occupied: _____

Approximate number of persons attending: _____ Type of event: _____

The user organization agrees that, during the terms of this permit, that all Capitol Square policies and procedures will be adhered to, including the following:

Administrative Fee: A \$50 administrative fee will be assessed for the use of any portion of the Capitol Square facilities. Checks may be made payable to Treasurer, State of Ohio. The Board, at its discretion, may waive fees for just cause.

Additional Fees: The user organization will be assessed all appropriate equipment, electricity and labor fees associated with the event. Please make checks payable to Treasurer, State of Ohio.

Prescribed Activities: The user organization shall not permit any act inconsistent with or in violation of local, state, or federal laws or C.S.R.A.B. administrative rules.

Deposit Requirement: An optional deposit may be required based on the nature of the event. The deposit amount will be determined by the Capitol Square Review and Advisory Board (C.S.R.A.B.) to protect damage to the property incurred during the term of this permit. C.S.R.A.B. has the discretion to waive this deposit requirement.

Facility Protection: The user organization shall maintain Capitol Square facilities in a reasonable manner during the terms of this permit, keeping it clean, sanitary, and free of debris. After termination of this permit, Capitol Square areas shall be returned to C.S.R.A.B. in the same condition as prior to the event.

Security/Maintenance: C.S.R.A.B. security or maintenance personnel will be used as agreed upon by the board and permit applicant. All service charges will be billed to the permit holder immediately following the date of the event. The permit holder is responsible for payment within 30 days of the completion of the event.

Sound Equipment: Use of sound projection equipment shall be in compliance with local noise ordinances and used in a manner so as to not interfere with the proceedings of the state or other activities being conducted on Capitol Square.

Outside Vendor: A 20% commission will be assessed to all outside rental service providers. Final payment must be received 30 days after the event.

Signs, Banners, Flags: The use of stickers or labels, cellophane pressure sensitive tape, screws, nails, sticks, poles, or any other mounting technique for displaying signs, banners, or flags which adversely affects the structural, safety or decorative condition of the Capitol Square buildings or any permanent structure on the premises is prohibited.

Supplemental Accommodation: Supplemental accommodations such as, but not limited to: electricity, water, litter control, and outdoor facilities may be provided by C.S.R.A.B. These items will be charged to the permit holder.

Interference: Use of Capitol Square facilities shall only be done in a manner so as not to interfere or compete with the normal business proceedings of the state.

Food/Beverage: No food or beverages, or merchandise shall be sold or dispensed on Capitol Square Grounds without the express written consent of C.S.R.A.B. No transient vendors are permitted to use the Capitol Square facilities. Food and beverage dispensing shall be in accordance with all state and federal laws.

Liability: The user organization shall indemnify and hold harmless the state of Ohio and C.S.R.A.B. 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 this permitted use of Capitol Square.

Smoking: Smoking is prohibited in Capitol Square buildings.

Hired Entertainment: The Capitol Square special event client shall pay to CSRAB a service fee equal to twenty percent (20%) of any hired entertainment (before sales tax) which the client receives during their approved event in any of the Capitol Buildings or on the Capitol Grounds. Hired entertainment includes musicians, bands, disc jockeys, etc.

X _____

PERMIT APPLICANT

I have read the above permit and agree to adhere to all Capitol Square policies and procedures.

X _____

AUTHORIZING AUTHORITY FOR OFFICIAL BUSINESS

C.S.R.A.B. USE ONLY:

FEE: _____

PAID: _____

DATE: _____

CHECK #: _____

C.S.R.A.B. REPRESENTATIVE DATE

APPROVED

DENIED

*This application must accompany the following before being reviewed:
\$50 fee, signed Agreement of Compliance, Copy of Non-profit statement,
Registration Form and 15-day Waiver if applicable.*



AGREEMENT of COMPLIANCE
with Capitol Square Review and Advisory Board Rules

I have read and understand the Capitol Square Special Event Policies and Procedures and General Rules and Guidelines.

By signing this Agreement of Compliance Form, I agree to comply with all Capitol Square Special Event Policies and Procedures and General Rules and Guidelines.

Date of Event

Permit Holder Organization

Permit Holder's Name (please print clearly)

Permit Holder's Signature

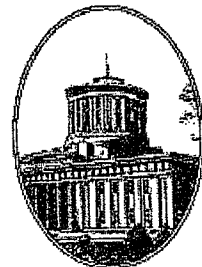
Today's Date

A copy of the Capitol Square Special Event Policies and Procedures and General Rules and Guidelines is available at www.ohiostatehouse.org or by contacting the Capitol Square Review and Advisory Board office at 614/752-9777.

Special Events REGISTRATION FORM

This Form must be submitted with the Permit Application and signed compliance form in order to make your application complete.

Contact Name: _____
 Organization: _____ Title: _____
 Address: _____
 Phone: _____ Fax: _____ Email: _____
 Date of Event: _____ Number of guests expected to attend: _____
 Space you would like to use: _____
 Nature of Event: _____
 Would you like guided tours of Statehouse? Yes / No If yes, preferred time: _____
 Will need catering services? Yes / No Do you plan to serve alcohol? Yes / No



PLEASE INDICATE THE CATERER YOU PLAN TO UTILIZE: Milo's Catering and Banquet Services _____
 Catering by Design _____ Creative Cuisine _____ Gem Catering _____ Metro Cuisine Catering & Special Events _____
 Sheraton Columbus at Capitol Square _____ Spagio Catering _____ Two Caterers _____

Will you have OUTSIDE ENTERTAINMENT, including DJ or band? Yes / No
 Name of entertainment: _____ Phone: _____
All hired or donated entertainment is subject to 20% service fee.

*For the following items, please indicate the number of each of the equipment items you anticipate needing. This is intended to allow the CSRAB Special Events Office to begin to plan your event.
 Final equipment needs will not be required until one week prior to your scheduled event.*

PACKAGES: ATRIUM PRESS CONFERENCE PACKAGE _____
 One may be chosen for the package rate, if nothing else is needed. STANDARD INDOOR PRESS CONFERENCE PACKAGE _____
 STANDARD OUTDOOR PRESS CONFERENCE PACKAGE _____
 LITERATURE TABLE PACKAGE _____

ITEMIZED EQUIPMENT: *May not be used if you are selecting a package.*

PORTABLE SOUND SYSTEM: SMALL _____ LARGE _____
 60" ROUND TABLE _____ 5x5 SCREEN & PROJECTOR (front projection) _____
 8 FT. TABLE _____ 6 FT. TABLE _____ 6x8 SCREEN & PROJECTOR (rear projection) _____
 30" CABARET TABLES Seated _____ Elbow _____ PROJECTOR _____
 CHAIRS, GRAY _____ WHITE PADDED _____ PIPE & DRAPE Blue _____ Black _____
 RISERS (4x8) _____ 42" FLAT SCREEN MONITOR _____
 CHOIR RISERS _____ MULT BOX _____
 COAT RACKS _____ KEYBOARD _____
 EASELS _____ CD AUDIO PLAYER _____ DVD PLAYER _____
 PODIUM _____ TELEPHONE CONFERENCING _____
 MICROPHONES: Lapel _____ Wired _____ Handheld Wireless _____ MICROPHONE STANDS _____