



## **CSRAB SPECIAL EVENTS POLICY AND AGREEMENT**

(Updated 2/15/2024)

### **Summary**

This document is an extension of the Capitol Square Review and Advisory Board (CSRAB) confirmation for events, and is designed to give Ohio Statehouse clients a clear understanding of their responsibilities as permit holders at the Capitol Square Complex (CSC).

The CSC includes the Ohio Statehouse, Senate Building, Atrium, underground parking facility and exterior plazas. The CSC is both a public venue and a workplace for government business; as such, CSC permit holders are prohibited from engaging in any conduct that substantially and/or unreasonably interferes with government business. The permit holder and the permit holder's event and guests shall neither impede the safe and orderly use, operation or administration of the facilities, nor place an undue burden on the managing authority.

The permit holder is deemed to know of and understand, and shall follow, all applicable local, state and federal laws, rules and regulations, including rules 128-4-02 through 128-4-06 of the Ohio Administrative Code (O.A.C.). The client shall have the use of the CSC only as stated on the Permit Application. At the end of the event, the facility shall be left in a clean and undamaged condition by the permit holder.

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

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

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

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

All requests for special events permits must be submitted to the CSRAB Special Events Department and include the following: (1) a fully completed and signed Permit Application, and (2) a non-refundable booking fee according to the following fee schedule:

<b>Event Space</b>	<b>Capacity</b>	<b>Booking Fee</b>
George Washington Williams Room	25	\$50
Ladies' Gallery	25	\$50
Governor Thomas Worthington Center	49	\$100
State Room	25	\$50
Museum Gallery	100	\$150
Rotunda	150	\$150
Atrium	400	\$300
North, South, West, or Veterans Plazas	750	\$50
Single Information Table (Museum Gallery and Rotunda)		\$50
Exhibits (Museum Gallery and Rotunda)		\$50
Photo Session		\$50

The CSRAB will acknowledge receipt of and consider requests only after all items have been submitted. CSC facilities will not be held without receipt of the above-listed items.

The Permit Application fee may be waived for tenants of the CSC, e.g., House, Senate, Governor's office and statewide officeholders holding events on the CSC in their official capacity during normal business hours of 8 a.m.-5 p.m. A Permit Application must be signed by the Executive Director or their designee. All other fees (including equipment and staffing) may be assessed as applicable. Events scheduled after normal business hours are subject to regular fee schedules.

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

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

All permit holders must comply with the following:

- 1) Only a permit holder or the permit holder's express designee can request cost-incurring changes to an event.
- 2) The permit holder shall maintain the CSC in a responsible manner during the term of the permit, keeping the complex clean and free of debris. Any undue burden on the managing authority to restore the premises to the original condition may result in additional fees.
- 3) The permit holder will be responsible for any costs associated with the repair of CSC facilities or equipment due to damages resulting from the scheduled event.
- 4) The permit holder shall indemnify and hold harmless the State of Ohio and the CSRAB against any and all claims, demands, actions, or causes of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of the permitted use of the CSC.

- 5) The permit holder must ensure that standard CSC signage, exit doors, exit lights, fire sprinkler heads, fire alarm pulls, security cameras and fire extinguishers are kept free of obstacles or decorative material and are not covered or otherwise obstructed.

### **Access to the CSC**

The CSC is available for permitted special events every day of the year, 8 a.m.-11 p.m., except for national holidays when the building is closed. Guests may arrive at the CSC any time during normal Statehouse business hours (8 a.m. to 5 p.m. Monday through Friday, 11 a.m. to 5 p.m. Saturday and Sunday). If an event is scheduled outside of normal business hours, a Special Events representative will advise as to when guests may arrive. Guests must depart by 11 p.m. for any scheduled event.

Facility access and use must be within the confirmed time on the permit application. Confirmed times include event preparation and setup and teardown time. Permit holders who have not removed all decorations, equipment and other items by their confirmed event end time may be assessed additional fees; any remaining items may be disposed of at the permit holder's expense. CSRAB staff shall have the right to access and enter the event space for any reasonable purpose during the event.

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

During approved after-hours events, guests should use the designated entrances to access the CSC. Designated entrances will be determined and communicated by the CSRAB Special Events Department.

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

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

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

- Signs on sticks, poles or stakes
- Straw/hay
- Sparklers, fireworks, non-insulated fires

### **Special Permissions or Requests**

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

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

For corporate events, the balance is due five (5) business days before the scheduled event. The CSRAB reserves the right to cancel an event if required payments are not received three (3) business days in advance of the scheduled event.

Additional rules and requirements include:

- 1) The CSRAB may require the permit holder to file a certificate of insurance with the CSRAB office at least seven (7) days prior to the event pursuant to O.A.C. 128-4-03.
- 2) CSRAB security or maintenance personnel services will be provided pursuant to the approved Permit Application. All extra or additional service charges will be billed to the permit holder immediately following the date of the event with payment due within fifteen (15) days of the conclusion of the event.
- 3) All approved special events held on the CSC where alcohol is served are required to pay a minimum \$200 security fee. Any event requiring security beyond four (4) hours will be assessed an additional hourly fee.
- 4) All returned checks are subject to a \$30 fee.
- 5) Any outstanding balance beyond sixty (60) days may be referred to the Ohio Attorney General for collection.
- 6) The CSRAB reserves the right to deny a Permit Application if the applicant has or has had an unpaid balance with the CSRAB for prior events.

### **Cancellation Policy**

No refunds will be given for cancellations within five (5) business days of a scheduled event, unless the CSRAB, in its sole discretion, determines it must cancel the event (see Outdoor Guidelines below).

## Security

The Ohio State Highway Patrol (OSHP) is responsible for all security at the CSC. The CSRAB and OSHP have determined the following number of troopers needed for each event based on expected guest count for outside events, after-hours and weekend inside events. For every event that has two or more bars open at the same time, additional security is required.

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

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

## Caterers and Service Providers

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

## Alcohol Service

All alcohol service must be purchased from and provided by the liquor license holder for the CSC, and comply with applicable liquor laws. When serving alcohol, the license requires that non-alcoholic beverage service also be made available. Additionally, no alcohol may be removed from the CSC. Alcohol service must end fifteen (15) minutes before the stated end of an event.

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

## Outdoor Guidelines

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

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

Cancellations for outdoor space and/or equipment, due to inclement weather should be made as soon as possible (please refer to the cancellation policy on page 4). The CSRAB reserves the right to delay, postpone, relocate, and/or cancel any event and/or equipment reservations due to weather

conditions, health and safety concerns, or as otherwise consistent with the O.A.C and Ohio Statehouse Outdoor Events Rules and Restrictions document. Ability to relocate indoors is subject to the availability of inside spaces.

### **Statehouse Tours**

Tours may be requested in conjunction with a special event by indicating the request on the Pre-Event Form. A \$50 fee per tour guide will be assessed for tours scheduled outside the normal business hours of the Ohio Statehouse Museum and Education Department.

### **Permit Application for Photography Session**

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

All requests for photo permits must include the following: (1) Permit Application, and (2) \$50 non-refundable Permit Application fee. The Special Events Department will confirm receipt when the Permit Application has been submitted in full, and will also notify applicants of the approval determination by email.

Any photo permit can be denied due to scheduled business and previously scheduled and conflicting events. Permit holders must bring their CSRAB-approved Permit Application with them to their photography session. No permit holder shall move any CSC equipment or furnishings. Additional fees may be assessed for special accommodations that are requested.

### Capitol Square Complex Special Event Permit Application

Event Name:  Organization Name:

Permit Holder(s) Name(s):

Phone:  Email:

Address:

Planning Contact Name:

Phone Number:  Email:

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

Approximate guest count\*

Event Category:  CSRAB  State Government  Corporate  Non-Corporate  Photos

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

Capitol Square Complex reserved space (check all that apply):  Atrium  Rotunda  South Hallway  
 State Room  Museum Gallery  Ladies Gallery  
 George Washington Williams Room  Governor Thomas Worthington Center  
 West Plaza  North Plaza  South Plaza  Veterans Plaza/Third Street Pull off

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

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

A non-refundable booking fee based on the fee schedule above must accompany this application for all events, including photo sessions, single information tables, and exhibits. Payments may be made by credit card or by check made payable to *Treasurer, State of Ohio*.

By signing below, the permit holder agrees to comply with O.A.C. 128-4-02 through 128-4-06 and all laws, rules and procedures governing events at the Capitol Square Complex.

Permit Holder name

Permit Holder signature

Authorizing Entity name

Authorizing Entity signature

CSRAB Representative

Date

Approved  Denied