



Corporate and Non-Profit Events - FAQ

Why do I need a special event permit to use the Capitol Square Complex (CSC)?

Rule 128-4-03(A) of the Ohio Administrative Code states, “A request for a permit for use of capitol buildings or grounds shall be submitted in writing on a form provided by the board to the board no less than fifteen days prior to the event. For good cause shown, requests may be submitted within less than fifteen days prior to the event.”

The Capitol Square Review and Advisory Board (CSRAB) is charged with the administrating the CSC as a legislative agency of the State of Ohio. The CSC includes the Ohio Statehouse, Senate Building, Atrium, underground parking facility and exterior plazas.

How do I book an event at the CSC?

To book an event at the CSC, contact the CSRAB Special Events Department at 614-466-2125 or cderikito@ohiostatehouse.org to insure your date and space is available. Once availability is confirmed, the Special Events Department can put a tentative hold on your event date and your event space.

How much are room fees at the CSC?

CSRAB charges a fee of \$50 per space.

Do I need a permit for an event held on a CSC outside plaza?

Yes, the CSC encompasses the Ohio Statehouse, Senate Building, Atrium, underground parking facility and exterior plazas. See “How do I book an event at the CSC.”

Does the CSC comply with the Americans with Disabilities Act (ADA)?

Yes, the CSC complies with the ADA.

Does CSRAB rent event equipment at the CSC?

Yes, CSRAB does rent event equipment. An event equipment price list is available at ohiostatehouse.org.

What entrances are open to the public at the CSC?

The CSC has three public entrances located at Third Street of the Senate Building, State Street of the Ohio Statehouse and the southwest sliding-glass doors from the underground parking garage. If your event is in the evening, you will need to arrange which entrances you will need open.

When is final payment due for an event held at the CSC?

Full payment is due five business days before the scheduled event.

Can we pay by credit card for a CSC event?

Yes, once we receive your permit paperwork, the CSRAB will email an invoice to you. You may pay by credit card using our pay online option. This secure site will let you pay your invoice using a credit card. Once your payment is received, the CSRAB will process your application.

Do individuals have to go through security to enter the CSC?

Yes, all individuals must go through security upon entering the CSC. All bags, packages or personal items carried into the CSC are subject to inspection and X-ray.

Is event catering available at the CSC?

Yes, the CSRAB has a list of eight preferred caterers for clients to choose from. More CSC catering information is available at ohiostatehouse.org.

If I have a bar at my event, must I use Milo's Catering for food service at the event?

No, you may choose any caterer from the CSRAB approved caterers list. To clarify, as the CSRAB liquor license holder, all alcohol service at the CSC must be provided by Milo's Catering.

Where are the restrooms located within the CSC?

Restrooms are located on the ground floor of the Map room as well as on the 1st floor between the Atrium and Rotunda (men's are on the south side, women's are on the north side).

Where is the dock located at the CSC?

The CSC has a loading dock located in the underground parking garage. The dock can be found in the northeast portion of the garage off the Third St. exit.