CAPITOL SQUARE
REVIEW & ADVISORY
BOARD

Corporate and Non-Profit Events – FAQ

updated 08-13-2025

Why do I need a special event permit to use Capitol Square?

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 Capitol Square as a legislative agency of the State of Ohio. Capitol Square includes the Ohio Statehouse, Senate Building, Atrium, underground parking facility and exterior plazas.

How do I book an event at Capitol Square?

To book an event at Capitol Square, contact the CSRAB Special Events Department at 614-466-2125 or SpecialEvents@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 Capitol Square?

Event Space	Capacity	Booking Fee
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

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

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

Does Capitol Square comply with the Americans with Disabilities Act (ADA)?

Yes, Capitol Square complies with the ADA.

Does CSRAB rent event equipment at Capitol Square?

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

What entrances are open to the public at Capitol Square?

Capitol Square 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 Capitol Square?

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

Can we pay by credit card for a Capitol Square 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 Capitol Square?

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

Is event catering available at Capitol Square?

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

If I have a bar at my event, must I use LA 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 Capitol Square must be provided by L.A. Catering.

Where are the restrooms located within Capitol Square?

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 Capitol Square?

Capitol Square 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.