Office of State Buildings

Event Request Form

Type of Request ☐ **Reservation** ☐ **Cancellation** ☐ **Change**

Event Type ☐ **Rally** ☐ **News Conference** ☐ **Other:** _____

Requested Location(s) ☐ **The State Capitol Steps** ☐ **Other:** _____

Name of Event _____

Estimated No. of Participants _____

Preferred Date(s) of the Event

Options	Date	Starting Time	Ending Time
1		10:30 pm	10:30 pm
2		10:30 pm	10:30 pm

Requestor Information

Name of Organization						
Mailing Address						
Contact Person 1/ Job Title						
Tel No. / Cell No. / Fax No.	T		C		F	
Contact Person 2/ Job Title						
Tel No. / Cell No. / Fax No.	T		C		F	
Email Address	1		2			

Request to Use State-Owned Equipment(s) and/or Service

√	Items	Conditions
	Podium	Microphone and speaker are built-in inside the podium and its capacity is good for a rally of approximately 600 people.
	Electrical Panel	The State can only provide electrical panel.
	None	The requestor does not need to use any State-owned equipment.

Certificate of Liability Insurance

√	Items	Requirements
	Required	A copy of valid Certificate of Liability Insurance shall be submitted to Office of State Buildings when requesting to use the State-own equipment.
	Not-Required	☐ The request does not need to use any state-owned equipment.
		☐ The request is made by a state entity.
Important Reminder		Please make out the certificate holder to the following: **Office of State Buildings** **1928 North 3rd Street, Baton Rouge, LA 70802 / Attn: William J. Wilson, Director**

Equipment Planned to Set Up

√	Description	Qty	Size	√	Description	Qty	Size
	Tables				Tents		
	Chairs				Port-o-lets		
	Displays						
	Easels						

Note: A copy of floor plan layout of equipment set up must be submitted along with the event request form for review and approval.

Office of State Buildings

Event Request Form

Description of Event and Purpose in Detail

☐ Request use of Rotunda Hall during inclement weather.

Note: Please do not mark this box if the event has more than 100 participants to attend as Rotunda Hall can only accommodate around 100 people.

Requestor's Name (Print): _____

Signature: _____ **Date:** _____

Office of State Buildings

Event Request Form

Louisiana Legislature Policies and Requirements for Outdoor Events at the Louisiana State Capitol Grounds:

1. The organizer shall complete the Event Request Form and submit the completed form to Office of State Buildings (OSB) via fax or email at least **ten (10) business days in advance** before the date of the event. If the organizer seeks a variance to any of the requirements, a request for such variance and the reasons therefor shall be submitted to Office of State Buildings **no later than 30 days before** the date of the event. Failure to provide the required advance notice will result in the organizer's event request being rejected.
2. The submitted Event Request Form shall be 'typed' in lieu of using handwriting. The Event Request Form is created in PDF format and allows the requestor to type and print directly on the computer. The typed PDF form cannot be saved unless using the Adobe Acrobat Professional software.
3. OSB will only process the scheduled events that will take the place at the Capitol Steps and/or Capitol grounds **within 90 days** from the initial request.
4. The organizer provides insurance against any and all liabilities which may arise from the event and specifically holds harmless the state of Louisiana from any such claim. Proof of insurance must be received by this office prior to approval being granted.
5. The organizer must limit the event to the Arsenal area or front entrance of the Capitol, the Annex, or grounds in front of the Capitol.
6. The State does not provide any tables and/or chairs set up for any events request on the State Capitol Steps. The only equipment the State provides (upon request) is the podium (with microphone and speakers built in) and/or electrical panel. The podium will be setup 30 minutes prior the scheduled event takes place unless the requestor has specified the podium setup time on the 'Description of Event and Purpose in Detail' of the Event Request Form.
7. The organizer's approved chairs, tables and/or displays setup must not be placed in areas that will impede foot traffic on the sidewalks or front steps of the Capitol. The tables and chairs setup shall be removed immediately after the event.
8. No tents may be erected at the Capitol Grounds without prior approval. All approved tents can only be set up at OSB's approved and designated location and the tents shall be sandbagged and weighted from preventing the hard surfaces on the grounds to be damaged. (No stakes driven in grounds)
9. Any request to block and reserve the State Capitol front lot parking spaces shall be included in the "Description of Event and Purpose in Detail" on the Event Request Form. Note that when the Legislature is in session, no parking spaces at the State Capitol Front Lot can be blocked or reserved for participants and no temporary parking will be allowed for unloading or loading of equipment during the event. Also, no approvals will be provided to organizer between mid-December and Inauguration Day during a governor election year.
10. The organizer provides adequate portable sanitary facilities. Proof of compliance must be received by this office prior to approval being granted. When the scheduled event anticipates more than 500 participants and a time length of more than three hours, the organizer will be required to provide portable toilets. The approved portable toilets can only be placed at OSB's designated location at the Capitol Grounds and the portable toilets must be removed the same day or not later than the day after the event.
11. No trailer is allowed to be parked and/or pass through the Capitol front lot during the event.
12. No banners and demonstration signs are allowed to be hung at the State Capitol Building. Banners/signs must be hand-held during the event. No yard signs stakes are allowed on the Capitol Grounds.
13. No cooking and/or food preparation will be permitted at the Capitol Grounds. No alcohol is permitted to be served at the Capitol Park and the only beverage allowed is bottled water. No food vendor and/or merchant is permitted to provide food and/or merchant in the event.

Office of State Buildings

Event Request Form

Louisiana Legislature Policies and Requirements for Outdoor Events at the Louisiana State Capitol Grounds (CON'T.):

14. All buses must load and unload at the South end of the Front Garden (Huey Long Formal Garden) on Spanish Town Road. Buses are not allowed to load/unload on the East or West side of the Capitol.
15. The generator setup request will not be allowed during the weekdays (Monday through Friday) between 8:00 a.m. and 6:00 p.m. The approved generator placement can only be setup at OSB's designated location. The generator must be lifted off the ground and a protective mat or pad must be used under the generator to protect the ground. It is necessary to have someone to monitor the generator and make sure that it does not overheat and further damage the grounds. The event group shall be responsible for repairing any damages on the grounds caused by the overheated generator.
16. No wedding ceremony or reception will be permitted at the State Capitol Park and/or grounds.
17. Camping at the Capitol Grounds is prohibited.
18. The organizer provides post-event clean-up of the area(s) used. Proof of compliance must be received by this office prior to approval being granted.
19. The organizer is responsible for fixing or repairing of any and all damage to the state buildings or grounds. The state reserves the right to specify the means of repair and all work will be done to complete satisfactions of the state.
20. The organizer shall pay the cost of all direct and indirect services provided by the state, including additional security personnel, if deemed necessary by the state.
21. The organizer may not block any public thoroughfare.
22. All vehicles used for set-up of the function must remain on the roads and not drive or park on lawn areas due to the underground irrigation system.
23. The permit application process will take approximately ten (10) days from the day the request is received by Office of State Buildings. The issued permit in PDF format will be sent to the organizer via email and the organizer shall carry a copy of the issued permit during the event.
24. Please submit the completed Event Request Form to Carrie King via email address Carrie.King@LA.GOV or fax no. at (225) 219-4810. To avoid any delay in communicating via fax, please notify Carrie King via email immediately when the fax is sent. For any questions or need additional information, please contact Carrie King at (225) 219-4797.