

Idaho State Capitol Building

Guidelines and Policies for Public Usage

Revised December 28, 2022

Certain rooms of the Idaho State Capitol building under the authority of the Legislature are available for limited public use outside of uses by the Legislature. *Decisions regarding public use of legislative spaces in the Idaho Capitol Building will be made by the President Pro Tempore of the Senate and the Speaker of the House, in accordance with these guidelines. (See Idaho Code § 67-1602.)*

To help facilitate public use and to make public use more enjoyable, the following protocols have been established:

Public Access

Public use of legislative space outside of uses by the Legislature is limited. Public use of legislative space that is open only to invited or qualifying individuals or groups or that requires paid admission is not permitted.

Public use is limited to:

- Use of meeting rooms that are reserved as provided in these guidelines during the hours of the reservation.
- Use of the interior public hallways and the Rotunda during the hours the Capitol building is open for public access.

The President Pro Tempore and the Speaker of the respective Chambers have discretion to conclude public use of legislative space at any time.

Building Preservation

The Capitol is a historic structure, and care must be taken to preserve it.

- Do not move any building furnishings. Do not drag anything across marble floors.
- Posters, stickers, signs, banners, and other materials shall not be adhered to any interior or exterior walls, pillars, portraits, staircases, or other surfaces in the building.
- Do not lean or prop anything against any surface in the Capitol building. All displays, placards, and other items must be freestanding.
- Do not place any items on the railings of the Rotunda or stairways.
- Helium balloons are prohibited inside the Capitol.
- Candles and other sources of open flame are prohibited.

Safety

To help ensure the safety of the public during public use, users must comply with the following:

- Electrical cords must be protected by cord covers or gaffer tape to prevent tripping hazards.
- Children participating, in any event, must be accompanied by an adult or responsible party.
- Tables, chairs, exhibits, and other items must not block offices or room entrances or restrict the flow of pedestrian traffic or emergency egress.
- Items such as packages, briefcases, and backpacks are subject to search.
- Users are not allowed to block hallways or obstruct access to and from rooms and offices

Public Use of Meeting Rooms

- Members of the public may reserve Senate and House meeting rooms for limited purposes. Public use of these rooms must meet the following criteria:
 - No sales, financial solicitations, or admission/registration fees are allowed.
 - The meeting room must be open to the public, except for executive sessions during a public meeting of an entity subject to the Idaho Open Meetings law.
- The Capitol does not have tables or chairs available for use by the public.
- The public or state agency using these rooms may be charged for additional technical, custodial, or security services, as deemed appropriate by the Pro Tem or Speaker.

Public Use of the Welcome Room (Garden Level, directly below the Rotunda)

- This room is a staging area for tour groups and is utilized year-round for the Capitol Tour Program, and the public is always welcome. Visitors watch the *Capitol of Light* DVD in this room, school groups eat their lunches in this room, and the Capitol Curator often utilizes the desk in this room. These uses have priority over other public use of the Welcome Room.
- Scheduled or impromptu public use of this room for meetings or other purposes besides the Capitol Tour Program is not prohibited, but it is discouraged simply because the room is heavily used by visitors and may often be unavailable for a specified period of time.
- Food and drinks are allowed in this space.

Rotunda

The first and fourth floor areas of the Rotunda are available for short-term reservation by the public during the legislative session. Please note: NO tables, chairs, or displays may block the north, south, east or west corridors into the Rotunda area. Members of the public using the Rotunda areas must supply their own tables, chairs, easels, etc., and all items must be freestanding and self-supporting. Tables must be NO LONGER than six feet. All items should be transported to the fourth floor of the Rotunda via the east Rotunda elevator.

- Public use of the Rotunda areas must meet the following criteria:
 - No sales, financial solicitations or admission/registration fees are allowed.
 - The reserved area of the Rotunda must be open to the public.
- Public users of the Rotunda may be charged for additional technical, custodial, or security services requested by the user, as deemed appropriate by the Pro Tem or Speaker.

Food and Beverages

The food and beverage policies vary depending on the area of the Capitol being used, as follows:

- No alcoholic beverages are allowed in any areas of the Capitol.
- Food is NOT permitted in the East and West Wing hallways or in the Senate and House hearing rooms. Nonalcoholic beverages are allowed if they have a lid or a covered top; this includes canned or bottled beverages. Food and beverages are NOT allowed in the JFAC Room (C310).
- With prior permission, food and nonalcoholic beverages are allowed in the following rooms: Senate Caucus Room (W433), House Caucus Room (E403), Senate Fourth Floor Lounge (W423), and House Fourth Floor Lounge (E413).
- The Legislative Dining Room (West Wing) may be reserved when the Legislature is not in session. For health and safety reasons, the kitchen is not available for any events.
- Food and beverages are allowed in the Rotunda. Please refrain from serving food or beverages that might stain the floors.

Sound Level

The Capitol building is a working office building. Members of the public in the Capitol must not be disruptive and shall be considerate of those working in the building.

- Bands, choirs, musical performances, and other activities that might cause a disruption to those working in the Capitol must be preapproved by the presiding officer of either Chamber or their designee.
- Public address systems, stereo amplifiers, and other sound-amplifying devices are prohibited in legislative space unless preapproved by the presiding officer of either Chamber or their designee.
- In the event that sound from public use is disruptive to the conduct of business, the event organizers will be asked to reduce the sound level to acceptable levels or to end the use.
- Loud or distracting noises are not permitted in the hallways or hearing rooms.

Setup and Cleanup

- Users are responsible for setting up and removing all items associated with their use in a timely fashion and without disrupting business or hindering public access to the Capitol.
- The public must not set up tables or chairs in the hallways.
- Furniture must not be relocated, and meeting rooms must be left clean, orderly, and in the same condition as they were before the event. The user reserving legislative space is responsible for the condition of the space after use, as well as for any missing items and for any damages to the facility or contents.

Reservations

Reservations for public use are handled by the House, Senate or the Legislative Services Office, depending on the location and date of the space being reserved.

- Reservations are limited to Monday through Friday from 8:00 a.m. to 5:00 p.m.
- Reservations cannot be made more than one year prior to the scheduled date.
- Reservations are generally made for one day or a portion of a day. Any public use reservation exceeding one day in length must be approved in advance by the Speaker of the House or the President Pro Tem of the Senate.
- During the legislative session, legislative business always has priority. Consequently, reservations may be rejected, preempted, or subject to cancellation.
- The first and fourth-floor areas of the Rotunda are scheduled through LSO (208)334-2475, reservations@lso.idaho.gov. Only one reservation, on either the first or the fourth floor of the Rotunda, will be granted. The third floor of the Rotunda is not available for reservation.
- Meeting rooms in the West Wing, including the Auditorium and the Legislative Dining Room are scheduled through LSO (208)334-2475, reservations@lso.idaho.gov.
- During the legislative session the Senate Caucus rooms on the 4th floor are scheduled through the Senate Caucus Chairs office - Majority Caucus Chair (208)332-1341, Minority Caucus Chair (208)332-1351. During the interim, these rooms are scheduled through LSO (208)334-2475, reservations@lso.idaho.gov
- Meeting rooms in the East Wing and the House caucus rooms on the fourth floor are scheduled through the House of Representatives (reservations@house.idaho.gov). To reserve by phone during the legislative session, call (208)332-1150; during the interim between sessions, call (208)332-1112.
- Unless otherwise requested, all reservations during the legislative session will be listed on the Legislative Social Calendar.
- Legislators may be notified of a reservation by having the Sergeants at Arms place a flyer in legislative mailboxes, through the Legislative Social Calendar, or by regular mail or email.

- Food and beverages are NOT allowed in the House and Senate Chambers and Galleries.

Groups whose events include food and/or beverages (where allowed) are required to remove all remaining food as well as empty bottles, boxes, cans, or other leftover containers. These items should be bagged in large plastic trash bags and removed from the Capitol. Meeting rooms do not have adequate waste receptacles to accommodate large amounts of trash or recyclable items. Therefore, groups are responsible for the cleanup and removal of such items following their events.

Parking

Attendees at meetings held in the Capitol can park for a maximum of three hours per vehicle, per day, in spaces marked "Capitol Visitor Parking" in the lot at 6th and State Streets, adjacent to the old Ada County Courthouse. No permit is required to use these spaces. Attendees can also utilize metered parking spaces on 6th Street, 8th Street, or Jefferson Street; there is no parking available on State Street.

Parking for Agency-Sponsored Meetings Only

Limited parking spaces are available for attendees at state agency-sponsored meetings held in the Capitol on a first-come, first-served basis. For more information about this parking option, contact parking@adm.idaho.gov for instructions on obtaining a permit, which is required in order to use these spaces.

IT Information

- IT support is available through the Legislative Services Office during normal business hours at 208-334-4747 or ithelpdesk@lso.idaho.gov.
- Hearing rooms are equipped with a projector and screen. Each hearing room is also equipped with a laptop for PowerPoint presentations as well as web access. Please use the laptop provided for your presentation. For assistance with this equipment, please contact the Legislative Services Office, as listed above.

Enforcement

Decisions regarding the use of legislative spaces in the Idaho Capitol Building, with the exception of the Second Floor, will be made by the President Pro Tempore of the Senate and the Speaker of the House, in accordance with these guidelines. (See Idaho Code § 67-1602.) Holding a public event at the Capitol is contingent upon compliance with these guidelines. If an event is determined to be in violation of any guideline herein, or to be creating an undue disturbance, the event will not be allowed to continue.



Senator Chuck Winder
President Pro Tem of the Senate



Representative Mike Moyle
Speaker of the House

APPROVED _____ December 28, 2022

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