

## Use of State Space Guidelines

### OVERVIEW

The Department of Management Services (DMS) thanks you for your interest in using the designated public spaces at the Capitol Complex and other DMS facilities in Tallahassee. These guidelines are applicable to all requests and approved events involving the use of public space at the Capitol Complex in Tallahassee. The process by which DMS approves, coordinates and oversees requests to use public space is included in these guidelines and is performed in accordance with Chapter 60H-6, Florida Administrative Code.

Designated public spaces available for reservation at the Capitol Complex are:

- ❖ Plaza Level Rotunda – This is an indoor space located on the first floor of the Capitol Building. DMS reserves for the plaza level only.
- ❖ The 22nd Floor – This is an indoor space located on the observation level of the Capitol Building, and **maximum occupancy is 250.**
- ❖ Front Steps of the Historic Capitol – This is an outdoor space located on the east side of the Historic Capitol facing Monroe Street. Reservations for this space are for the front steps only.
- ❖ The Capitol Courtyard – This is an outdoor space between the Capitol Building and the Historic Capitol, including the back steps of the Historic Capitol. This space also includes the grounds to the north of the Historic Capitol.
- ❖ Waller Park – This is an outdoor space located on the west side of the Capitol Building, facing Duval Street and the Florida Supreme Court.
- ❖ Vietnam War Memorial – This is an outdoor space located across the street from the Historic Capitol at the corner of Monroe Street and Apalachee Parkway.
- ❖ South Plaza – This is an outdoor space located on the south side of the Historic Capitol Building on the corner of Monroe Street and Madison Street.
- ❖ North Plaza – This is an outdoor space located on the north side of the Historic Capitol Building on the corner of Monroe Street and Jefferson Street. \* **Currently under construction. Expected availability in 2021.**

Non-governmental uses of public spaces may be approved if the following conditions are met:

1. The facility is determined to be appropriate for the requested activity;
2. The activity is related to governmental function or a governmental-sponsored function;
3. The sponsor is a quasi-public, nonprofit entity whose primary objective is to render a public service not limited to its members and whose facilities and programs are available and beneficial to the general public; and
4. The primary objective of the activity is a clearly identified public purpose.

## OPERATING HOURS

The **Capitol Building** is open to the public between 8:00 a.m. and 5:00 p.m., Monday through Friday. The Capitol Building is closed nights, weekends, and official state holidays.

The **Historic Capitol** is open to the public between 9:00 a.m. and 4:30 p.m., Monday through Friday. On weekends, the Historic Capitol is open to the public on Saturdays from 10:00 a.m. to 4:30 p.m., and Sundays from noon to 4:30 p.m.

Reservation hours for the public spaces at the Capitol Complex are between 8:00 a.m. and 5:00 p.m., Monday through Friday, although exceptions may be made for the grounds in front of the Historic Capitol and Waller Park. Use of the Capitol Courtyard after normal operating hours is limited to official state government events.

## SAFETY AND SECURITY REQUIREMENTS

All event requestors and on-site coordinators must comply with the Capitol Security Plan issued by the Florida Department of Law Enforcement (i.e. Capitol Police). All vehicles and items delivered to the Capitol will be screened and checked through security by Capitol Police. Any items Capitol Police determine pose a risk to safety are prohibited.

The DMS and Capitol Police retain full discretion to deny in advance, or otherwise alter events, to ensure the safety and security of visitors and employees. The DMS and Capitol Police will not be responsible for fees associated with such cancellations or alterations.

Adults must accompany and supervise minor children at all times.

No open flames are permitted, except in the designated cooking area.

## ACCESSIBILITY

Public access to the facility and adjacent grounds cannot be restricted at any time. In addition, DMS and/or Capitol Police may, at any time, impose additional restrictions for ensuring proper access to disabled visitors. Additional information regarding American with Disabilities Act (ADA) accessibility is available on the [DMS Capitol Information website](#) via the Capitol ADA Accessibility Flyer.

Guide, assistance and service animals are permitted on the premises, but no other animals will be permitted on the premises unless prior approval is given by DMS.

## APPLICATION SUBMISSION DEADLINES

*Applications are reviewed in the order they are received, regardless of the date of the requested event.*

*Please note that official government functions will take precedence over all other requests. This may result in the cancellation, postponement, relocation or disruption of an approved event.*

Please visit the DMS Capitol Events website to access the required application form.

[https://www.dms.myflorida.com/business\\_operations/real\\_estate\\_development\\_and\\_management/bureau\\_of\\_operations\\_and\\_maintenance/capitol\\_complex\\_events](https://www.dms.myflorida.com/business_operations/real_estate_development_and_management/bureau_of_operations_and_maintenance/capitol_complex_events)

## EVENT DURATION

**Occupied Events:** Applications to use public space for occupied events (i.e. ceremonies, dedications, speeches, rallies, demonstrations, protests, vigils and similar functions) must be submitted to DMS at least **thirty (30) calendar days** before the event date. Modifications to existing applications or approved events must be submitted no later than **seven (7) business days** before the event date. Extensive modifications may require up to **thirty (30) calendar days** for adequate review and approval. Occupied Events will be limited to one day in duration, within the existing operating hours. Please remember that the available time slots on your preferred day may be less than one day.

**Unoccupied Events:** To assist DMS and Capitol Police in the organization of unoccupied events, applications to use public space for the sole purpose of placing exhibits, posters, signs, and displays should be submitted to DMS at least **fourteen (14) business days** before the event date. Applications submitted less than three state working days prior to the requested date may not be approved. Unoccupied Events will be limited to one, seven (7) day period in duration unless authorized by DMS. Please remember that the available time slot for your preferred location may be less than seven (7) calendar days. The DMS may also limit the duration if the exhibit, poster, sign or display if it is expected to deteriorate or become unsightly, or does so during the course of a scheduled event.

## APPLICATION REQUIREMENTS

Please complete and submit the required application form which is available at the [DMS Capitol Events website](#). **Incomplete applications will not be accepted.** For questions about the application process, please reference the Frequently Asked Questions section on the DMS Capitol Events website. You may also contact DMS at (850) 487-1119 or [Reservations@dms.myflorida.com](mailto:Reservations@dms.myflorida.com).

Event Requestor must also submit a diagram of the requested space indicating the proposed location of the following items and the **list of vendors two (2) weeks prior** to the event for review and coordination with Capitol Police. Please see the attached diagrams at the end of this document.

Static Vehicles	Partitions	Artwork
Free-standing display boards	Stage	Tents
Portolets	Plants	Band/Sound systems and speakers
Food and beverage stations	Mobile display units/labs	Tables and chairs

Please ensure that all dimensions, including the total number of tables/chairs, if applicable, are provided on the submitted diagrams.

A list of all vehicles that will need access to the premises for deliveries, catering, rentals, exhibitors and any other event-related purpose must also be provided. The approximate delivery time for each vehicle must also be provided.

## ON-SITE COORDINATOR/CONTACT PERSON

The event requestor must designate a contact person who will be responsible for working directly with the designated DMS coordinator and Capitol Police regarding setup, access, security, logistics and all other aspects of the planned event. A walk-through of the facility may be required by DMS to discuss the details of the requested event. In addition, the event requestor's designated contact person must be on site during setup, during the event and until cleanup is complete and all rentals, vehicles, and related items are removed from the site. Authorizations will be suspended if these requirements are not met.

## EQUIPMENT AND DISPLAY REQUIREMENTS

- Event set-up times before 8:00am and after 5:00pm must be coordinated with DMS and Capitol Police. All equipment and other event-related items brought onto the premises must be approved in advance by DMS in consultation with Capitol Police.
- Capitol Police after-hour fees are \$35.00 per hour, per officer and shifts are a minimum of three hours. Payment is due and payable to each officer at the conclusion of the shift. Off-duty services must be scheduled with Capitol Police no less than 30 days prior to the event date. To schedule off-duty services, contact Capitol Police at (850) 488-1790. See Capitol Police Fees on page 7.
- All vehicles not used for static displays must park off site at the event requestor's expense.
- No vehicles, tents, tables or displays may be set up in the "20-foot emergency access lanes" indicated in the Capitol Courtyard diagram (attached). The DMS and Capitol Police have the authority to relocate or remove items that are in violation of this requirement.
- **Please note the courtyard includes the Florida Veterans' Walk of Honor Memorial in a twenty-three-foot-wide space, in the middle of the courtyard. The placement of chairs, tables, tents, etc. should be configured so there is no placement on or over the Florida Veterans' Walk of Honor Memorial.**
- If port-o-lets are rented for the event, they must be delivered and removed on the same day of the event, and removed from the premises no later than 5:00 p.m.
- Tents must be anchored to prevent collapse. If inclement weather conditions exist or become a factor after tents are installed, DMS and Capitol Police will require the event requestor to disassemble the tent immediately.
- Tents and equipment including stage, sound, chairs and non-static items must be placed a minimum of ten (10) feet from the front and back steps of the Historic Capitol so that visitors and employees may enter and exit the facility with ease. The mid-risers of the steps may be used for a podium, seating for speakers and distinguished guests, choral and band ensembles, color guard and similar purposes upon consultation with DMS.
- All sound equipment must be free standing and cords must be secured to avoid tripping hazards. Activities that create loud or unusual noise or are disruptive to the performance of official duties or delivery of services may be denied, ceased or interrupted by DMS or Capitol Police. **The maximum decibel level is 100dB.** All noise complaints will be verified for compliance. DMS reserves the right to lower the volume as working capitol needs require.
- Objects, displays and equipment are prohibited on the top porches of the Historic Capitol.
- All courtyard displays and equipment are prohibited from blocking the Historic Capitol handicap entrance on the left side of the Old Capitol Steps. **Historic Capitol doors should never be propped open or blocked at any time.**
- Displays on the front steps of the Historic Capitol and the Capitol Courtyard may not be large and obtrusive enough to detract in any way from the historical significance of the Historic Capitol and may not block the entrances.
- No banners or signage may hang from the Historic Capitol or its fixtures.
- No banners or signage may hang from the exterior of the new Capitol or its fixtures.
- Displays may be freestanding, placed on tables, or affixed on columns with rope, twine or similar materials. No adhesive materials may be used. All items must be removed following the event. Housekeeping will discard any items not removed.
- The DMS and Capitol Police may deny the use of exhibits, poster, signs, displays and any other items that may be potentially harmful, offensive or threatening in nature.

## FOOD AND BEVERAGE CONSUMPTION

Food and beverages (including alcohol, with advance permission) may be served in the courtyard, Waller Park, and on the 22<sup>nd</sup> floor of the Capitol.

## PARKING

Visitor parking is available in designated areas only. For additional information, and to view the “Capitol Center Map,” please visit the [DMS Visitor Parking website](#). Parking is also available through the City of Tallahassee at Kleman Plaza and the Donald L. Tucker Civic Center (Civic Center) for a nominal fee. For information regarding parking at Kleman Plaza please call (850) 561-3066. For Civic Center parking information please call (850) 487-1691.

## LOADING, UNLOADING AND DELIVERIES

Passenger bus loading and unloading for all event locations shall take place along Duval Street between the Capitol and the Florida Supreme Court. Bus parking is available at the Civic Center.

Deliveries for events in the Capitol Courtyard and the Historic Capitol shall take place at the South Monroe Street entrance. Access may be obtained by calling Capitol Police at (850) 488-1790 approximately ten minutes prior to arrival.

Deliveries of bulk items such as displays, tables and chairs for events in the Plaza Level Rotunda shall take place at the service drive off Jefferson Street (north loading zone). The service drive opens at 7:00 a.m. and closes at 5:30 p.m. unless arrangement are made in advance with the DMS coordinator and the Capitol Police. Small, hand-held items may come through the Plaza Level security checkpoint.

Deliveries for events in Waller Park shall take place along Duval Street, which is the space in front of the Capitol that faces the Florida Supreme Court. If items require transport with a cart, access is available from the service drive. No vehicular access is permitted in Waller Park.

## UTILITIES

The event requestor is required to furnish all additional utilities and/or equipment, including electricity, propane, sound equipment, lighting, extension cords, podium, microphone, tables, chairs and all other related items that are required for the requested event.

## COOKING

The reservation application requires notification of cooking at the Capitol. All reservation requests must include the identification of charcoal, wood or propane for planning purposes and maintained in the designated cooking area. Please see the attached map identifying the designated cooking area in the Courtyard. Cooking with propane is permitted in the designated cooking area only, which is located outside the Capitol Courtyard and must be reserved through DMS.

**A protective material (1/2” minimum plywood sheathing) must be placed under the cooking apparatus.**

Off-site disposal of grease and cooking oil is required. All grease or cooking oil spills must be thoroughly pressure cleaned at the event requestor’s expense and performed at a time that does not interfere with other events or official state business.

## **PRESERVATION OF PROPERTY**

Throughout the event, the event requestor is responsible for protecting the existing brick paver system from vehicles driven in the area. Any costs incurred by DMS to restore pavers or the paved surface to its original condition will be required of the event requestor.

## **CLEANUP**

All garbage must be placed in the dumpster located in the service drive or removed from the property immediately following the event. The DMS Facility Manager and DMS Coordinator will inspect the reserved area before and after the event for damage and cleanliness. The event requestor will be responsible for the cleanup of the area used, including the disposal of garbage, food debris and related items prior to leaving the site. Any costs incurred by DMS to restore the area to its original condition will be required of the event requestor.

## **SPECIAL REQUIREMENTS FOR THE 22<sup>ND</sup> FLOOR**

Use of the 22nd floor is subject to the fees listed below. The 22nd floor reservation time includes set up and clean up. Additional hours may be reserved if availability permits. As events complete the review process, Event Requestors and event coordinators, will receive a confirmation email. The confirmation email includes an invoice for the 22<sup>nd</sup> floor event, and a copy of these Guidelines. The event requestor and on-site coordinator is required to confirm email receipt and compliance with these guidelines.

**The refundable deposit is \$500 per event.** For after-hour events, Capitol Police Security required payment for the CP Officers is \$35.00 per hour, per officer and is payable and due to the Capitol Police Officer at event conclusion.

**The event requestor will forfeit their deposit for failure to remove equipment or perform housekeeping duties, as required, immediately following the event. To receive the refundable deposit in full, the event requestor must complete the following:**

- **Have paid the refundable deposit in full**
- **Remove all food items, equipment and trash from the site**
- **Have the space cleaned per the DMS cleaning checklist**
- **Return all furniture, tables, chairs, etc. to original locations**
- **Incur no damage to the site or access areas**
- **Return key to the facility manager's office (LL12)**
- **Have all rental equipment, i.e. tables, chairs, dishes, linens, silver removed immediately following the event.**

**Failure to comply with the above equipment and housekeeping items may result in a reduction or loss of the deposit; and may negatively impact future event requests.**

## **22<sup>nd</sup> FLOOR EQUIPMENT**

DMS will provide the following equipment with the payment of deposit and rental fees:

- (11) – 6 foot and (11) – 8-foot rectangular tables, total of 22 (no tablecloths or linens)
- 100 chairs
- 1 Podium (with built in microphone)
- 6-foot audio visual screen
- U.S. and State of Florida flags
- Vacuum cleaner
- Minimal cleaning supplies, trash can liners, toilet tissue and paper towels

**Please do not remove these items from the 22<sup>nd</sup> Floor.**

Please see the facility manager in LL12 for a key to access the kitchen and storage areas. The key must be returned to the facility manager at the conclusion of the event.

Two off-duty Capitol Police officers must be present from set-up through clean-up of each after-hour event. If the rental period (including clean up) exceeds the initial agreement, officers must be compensated in full. Each officer is paid \$35.00 per hour with a three-hour minimum, which is due and payable to each officer at the time of the event. The event requestor is responsible for scheduling security prior to the event by calling (850) 488-1790.

For the safety and security of our guests and building, access for after-hours events is only allowed to the 22<sup>nd</sup> floor via the Plaza Level.

**DMS does not provide vendor recommendations (i.e. caterers, janitorial, etc.).** Please check the local yellow pages or online resources.

When submitting a reservation application, you are representing that you are aware of CDC Guidelines concerning social distancing practices, as well as all relevant ordinances and executive orders, and that you understand their potential relevance to your event.

For your convenience, you will find below the URLs for the CDC Covid-19 Guidelines, and Executive Order #2020-139: Phase 2: Safe. Smart. Step-by-Step. Plan for Florida's Recovery.

CDC COVID-19 event information: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>

#2020-139 Executive Order re: Phase 2: Safe. Smart. Step-by-Step. Plan for Florida's Recovery:

[https://www.flgov.com/wp-content/uploads/orders/2020/EO\\_20-139.pdf](https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-139.pdf)

## **CLEAN UP LIST FOR EVENT SPONSOR/JANITORIAL**

1. Cleaning supplies, garbage bags, paper towels, broom and a dustpan are in the kitchen. Please refrain from using an overabundance of supplies, or not returning cleaning supplies to the kitchen so we can maintain our affordable rates.
2. Sweep and mop the kitchen. The mop and bucket are in the janitor's closet.
3. Vacuum the carpet. The vacuum cleaner is in the storage closet.
4. Wipe down the marble window ledges (as needed).
5. Wipe up all stains/food on the carpet that occurred during the event by blotting the area with a dry cloth, followed by a clean damp cloth. Should a stain remain, please contact DMS at [Reservations@dms.myflorida.com](mailto:Reservations@dms.myflorida.com) or 850-487-1119.
6. Wipe down and clean the sink, kitchen counter tops, shelves and cabinets, inside and outside and walls where food may splatter.
7. Wipe down tables and chairs (as needed).
8. Clean bathrooms.
9. Sweep and mop bathrooms (as needed).
10. **Do not dump ice in sinks and toilets.** Applicable fees will be deducted as the ice creates condensation in the line, prevents proper plumbing fixture drainage and becomes a significant maintenance issue requiring both mechanical and janitorial labor to correct. Ice should be taken outside the Capitol for disposal.
11. Remove all trash, including the four marble cans, and take it to the dumpster in the service drive. Put trash in the trash dumpster, not the recycle bin. Replace liners in all cans after you empty them. Wipe down rolling trashcans inside and out, as needed and wipe down the plastic tops of the marble cans.
12. Do not drag trash bags into elevators or down hallways.
13. Prior to setting up the event, pick up the key from the facility manager's office, located in LL12, and return it immediately following the event. The key opens the kitchen, storage and janitorial closets (near restrooms).

It is the event sponsor's responsibility to ensure the area is properly cleaned.

Event Requestor should **allow a minimum of one hour for setup and cleanup** and returning equipment to the original locations after the event is scheduled to end. Cleanup time must be included for security purposes and indicated on the reservation application.

## **CANCELLATIONS**

Official governmental functions will take precedence over all other requests. This may result in the cancellation, postponement, relocation or disruption of an event.

National security threats may result in cancellation or postponement of an event.



Any violation of the terms and conditions of these guidelines may be cause for cancellation or interruption of an event.

The event requestor shall promptly notify DMS if the event is cancelled so that the space can be available to another organization. To neglect this requirement may result in the denial of future requests.

## **LIABILITY & DAMAGES**

The event requestor is solely responsible for all costs, expenses, damages, liabilities, claims or suits incurred during or resulting from the use of the Capitol Complex. This shall include damage done by the event requestor's caterers, staff, volunteers and all other designees.

Physical activities such as dancing, games, and related activities may require a waiver form signed by each participant. The waivers must be maintained for a one-year period. The event requestor shall be responsible for securing the waivers. Waiver forms are available from DMS.

If determined by DMS, the event requestor will be required to furnish a Certificate of Insurance or other written form of evidence of insurance coverage for liability of personal injury, death and property damage in amounts satisfactory to the state, naming DMS as an additional insured party.

## **SOLICITATION**

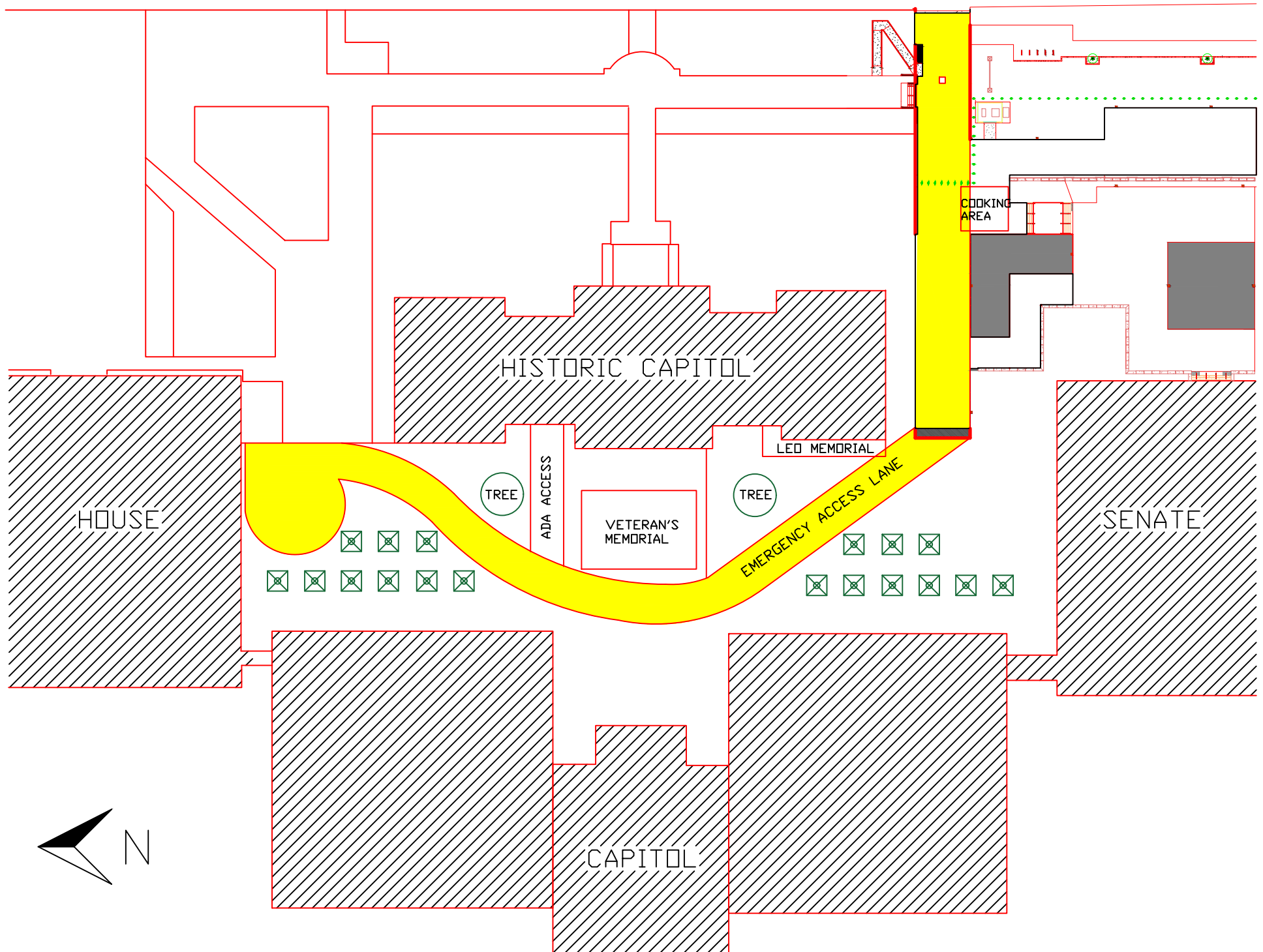
In accordance with 60H-6.007(5), Florida Administrative Code (F.A.C.) *Vendors Prohibited: all person(s) are prohibited from soliciting any individual inside a building or on its grounds, unless such solicitation has been approved under this rule.*

**Additional Questions?** Please contact Reservations at (850)487-1119 or email [Reservations@dms.myflorida.com](mailto:Reservations@dms.myflorida.com).

DMS Reservations Webpage:

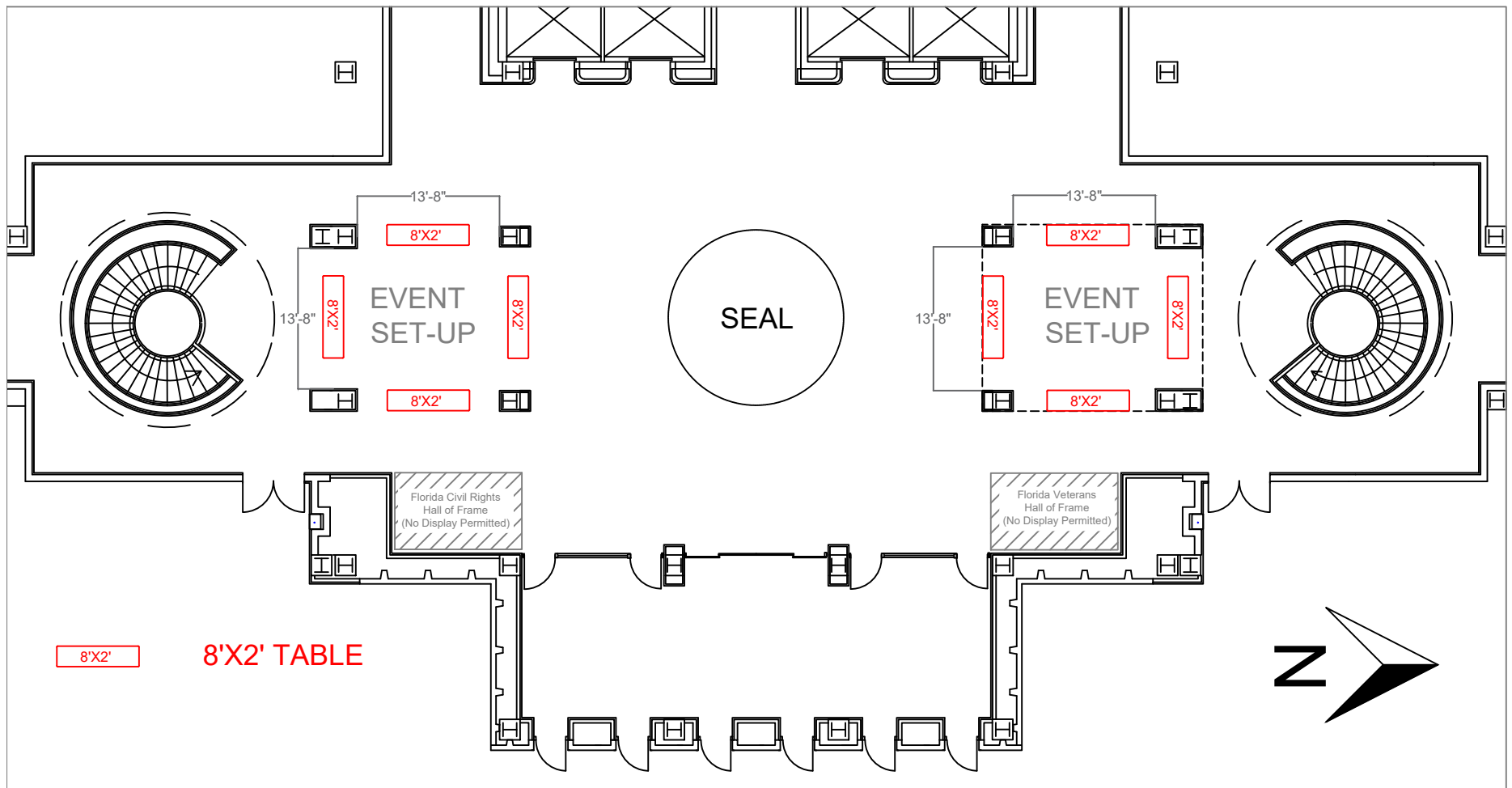
[https://www.dms.myflorida.com/business\\_operations/real\\_estate\\_development\\_and\\_management/bureau\\_of\\_operations\\_and\\_maintenance/capitol\\_complex\\_events](https://www.dms.myflorida.com/business_operations/real_estate_development_and_management/bureau_of_operations_and_maintenance/capitol_complex_events)

# Capitol Courtyard Diagram

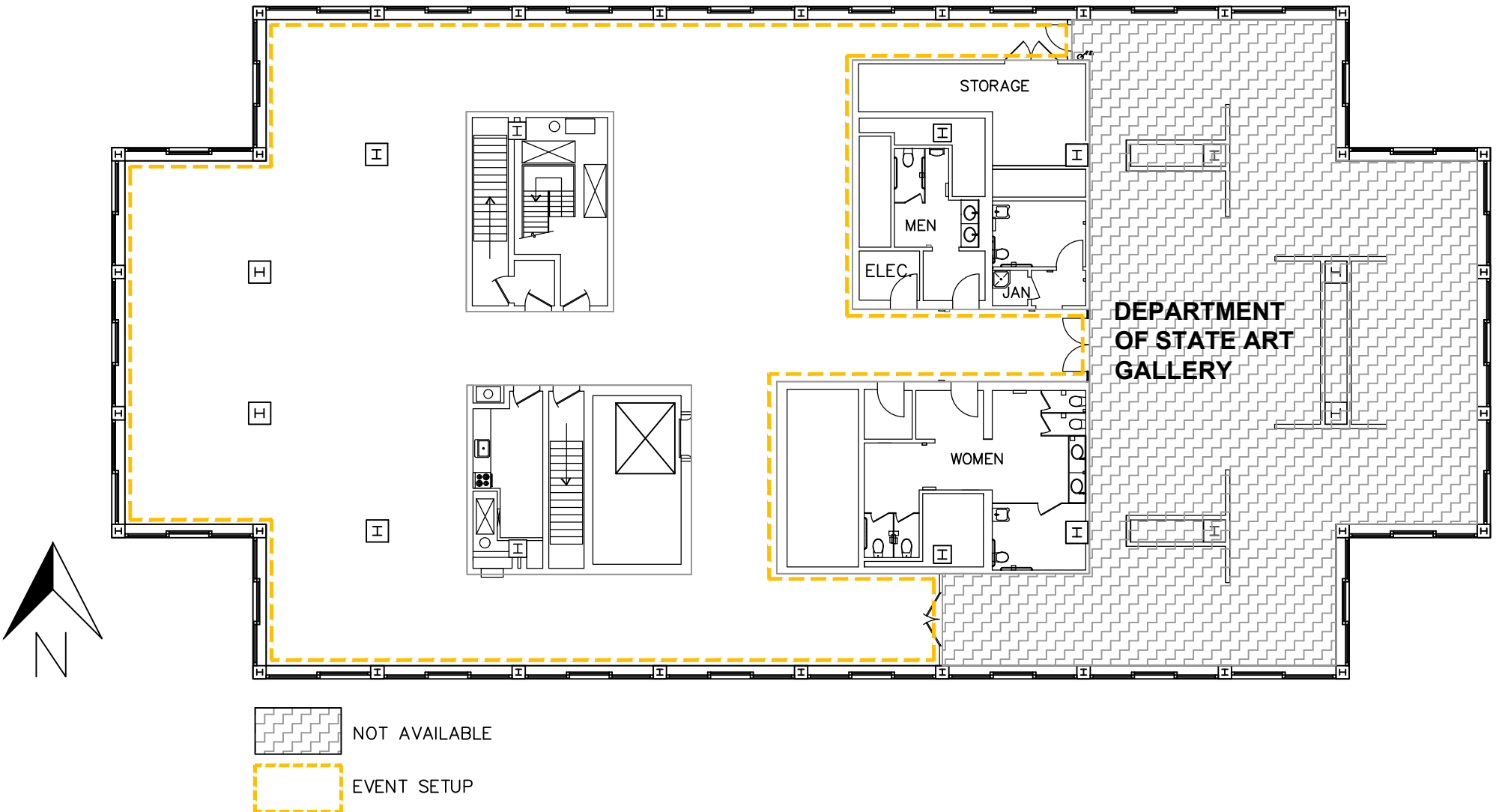


# Plaza Level Rotunda Diagram

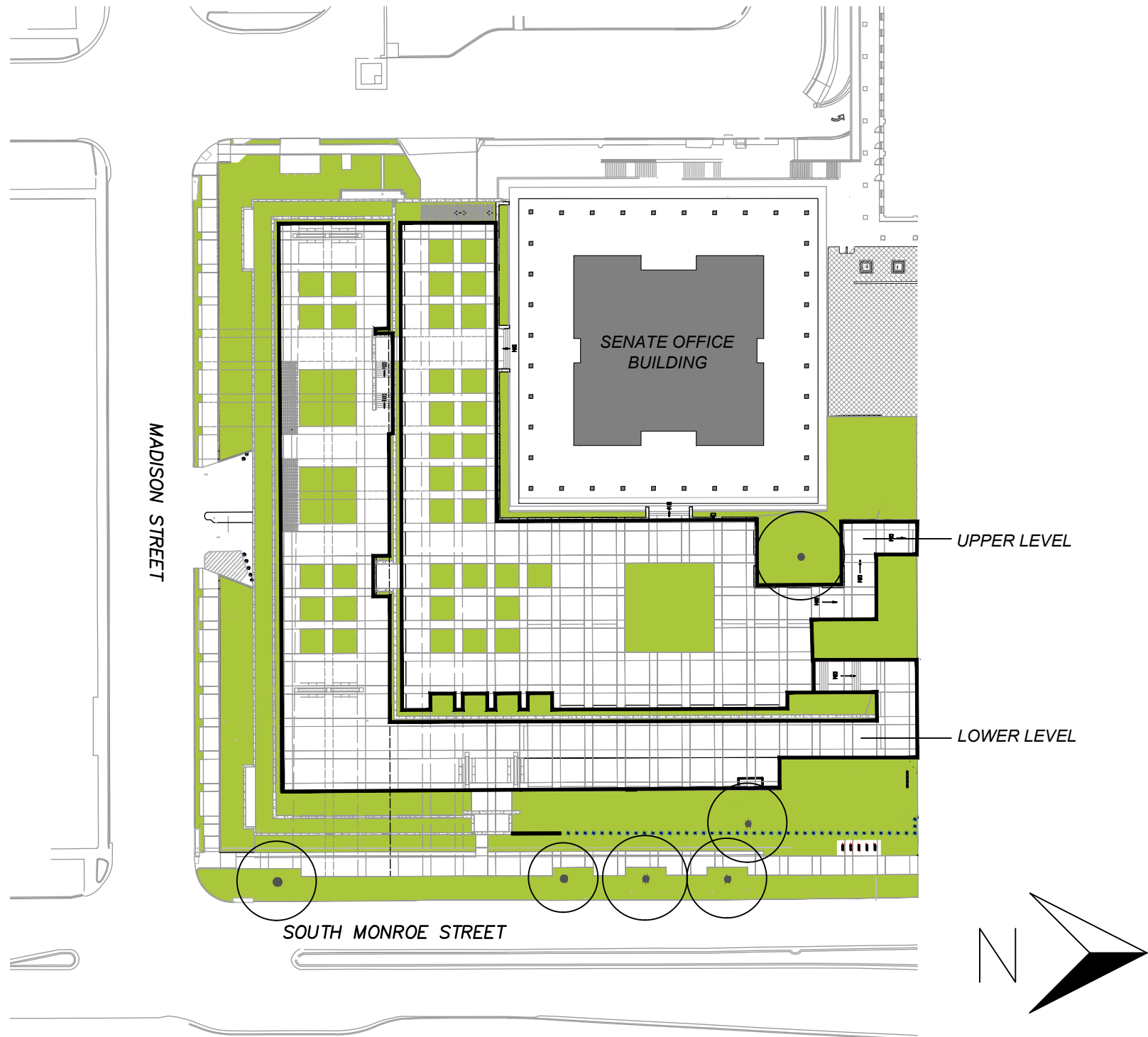
Displays in the Plaza Level Rotunda must be placed between the columns and are limited to 6' in height.



# Capitol 22 Floor Diagram



# South Plaza Diagram



Bus Lane

15 Minute Pick-Up/ Drop-Off

WALLER PARK

DOLPHIN FOUNTAIN

WATER FOUNTAIN

WALLER PARK  
(Setup Area)

WALLER PARK  
(Setup Area)

Capitol Entrance

