STATEHOUSE BUILDING AND GROUNDS
USE POLICY AND AGREEMENT

User: *«User»* Contact Person: *«Contact_Person»*

Type of Event: *«Type_of_Event»* Number of People Expected: *«M__Expected»*

Date of Event: *«Date_of_Event»* Time: *«Times»* Email: *«EMail»*

W Telephone: *«Telephone_W»* H Telephone: *«Telephone_H»* Record/Use Agreement #: *«ID»*

User Address: *«Address_1», «Address_2»* check # enclosed: _____

To assure this unconfirmed event will be scheduled for you, return this Use Agreement by: *«UA_Due_Back»*

All meetings, demonstrations, public and private gatherings, and other events that will take place in the buildings or grounds of the Statehouse and its surrounding grounds during normal business hours must have the prior written approval of the Indiana Department of Administration (IDOA).

I. RESERVATIONS

All events occurring at the State House between 5:00 pm and 8:00 am, and on Saturdays, Sundays, and legal holidays, are subject to a fee of **$750.00. A deposit of $250.00 is required by «UA_Due_Back» with the balance of $500.00 due thirty (30) days from the date of «UA_Due_Back». The entire fee of $750.00 can be paid at the time of signing the Use Agreement and will ensure the event reservation confirmed. Checks should be made payable to the Indiana Department of Administration. No reservations will be held without payment of this fee.**

Failure to remit the balance of $500.00 by the thirty (30) day period from signing of the Use Agreement, the event reservation will be cancelled and the $250.00 deposit will be forfeited. If an event is cancelled within the thirty (30) day period, the $250.00 deposit will be refunded. IDOA will give a full refund if the event is cancelled six (6) months or more in advance, a 50% refund if cancelled between three (3) and six (6) months in advance, and no refund if cancelled with less than three (3) months notice or if the user is a no-show.

II. RESTRICTIONS ON USE

This Use Agreement is granted subject to the plans for use described above discussed and/or submitted by User to IDOA prior to signing the Use Agreement. Any use that is not consistent with the plans or described use is impermissible**.**

IDOA reserves the right to refuse use of the building and grounds for any event that may compromise IDOA's ability to maintain adequate security or adequately protect the public's health, safety and welfare.

The building and grounds shall not be used for any unlawful purpose or for soliciting support for products, services, items for purchase, or support for an ideological or political methodology being offered to the general public.

An event may not interfere with normal government operations or with normal public access to the building or grounds. Entrances and exits must not be blocked. No more than 25 chairs can be in the Rotunda during business hours.

Wedding groups, in particular, must be aware that birds cannot be encouraged to nest around the Statehouse. Therefore, birdseed, rice, or other items that will attract birds cannot be allowed.

User must confine the event to the specified area. **Use will be confined to the 2nd floor (main level) of the building**. User must:

a) Provide information for the set-up before and cleaning up after the function; removing all personal items immediately **all equipment shall be carried; not dragged** to help preserve the marble floors;

b) require all participants to observe these guidelines and all applicable fire, occupancy and building codes;

c) provide all services and facilities that the event may require (with the exception of rest rooms and electrical); and

d) be responsible for any and all damage either caused by participants and/or observers of the event or occurring as a direct result of the event.

Additional restrictions may apply during the months that the Legislature is in session.

III. PRIORITY

Events sponsored by elected officials and agencies of the State of Indiana have scheduling priority and all other events are considered on a case-by-case basis. IDOA reserves the right to cancel or reschedule any event conflicting with state programming at least six (6) months prior to the scheduled event date.

IDOA limits the use of the building and grounds by non-state agencies.

IV. HOURS

Events or displays may be scheduled during regular business hours (8:00 AM – 5:00 PM, Monday through Friday). These events or displays cannot impede or interfere with the operational use of the building. Public areas are available for use on weekends. Hours of use on a weekend will be determined on a case by case basis. Weekend events must finished by 9 pm.

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402 West Washington Street, IGCS Room 140, Indianapolis, IN 46204
(317) 233-3116 Fax (317) 233-0011 tjones@idoa.in.gov

V. GENERAL RULES OF USE

ACCESSIBILITY

- Because of limited resources and security issues, the entrances which are handicapped-accessible are not typically open during non-business hours. If you anticipate needing access through these entrances during non-business hours (evenings and weekends), you will need to advise the Conference Center in advance so that prior arrangements may be made.

ANIMALS

- No animals are allowed in the building except for service animals aiding those with disabilities (see IC 35-46-3-11.5) and law enforcement animals as defined in IC 35-46-3-4.5.

CHILDREN / YOUTH

- Groups of five or more persons under the age of eighteen must be accompanied by an adult who shall be responsible for their actions while they are present.

CLEAN UP

- After an event, User must leave the building and grounds clean, clear of debris and trash, and in good condition. Trash is to be bagged and removed from the building and grounds. *NOTE: The User must supply all cleaning supplies and equipment; nothing is supplied by the State of Indiana.*
- Clean up and removal of equipment must be completed prior to 8:00 a.m. on the business day following the event.
- Friday Evening, Saturday and Sunday events must have clean up done prior to 9:00 p.m. on the day of the event.

DAMAGES; INSURANCE

- User is liable for all damages, expense and loss - including theft and property loss - caused by any person who attends, participates in, or provides goods and services connected with User's utilization of the building. Such costs will be assessed and charged to User. Replacement value may be used by IDOA to determine the damage cost charged.
- By signing the Use Agreement, User agrees to defend and hold harmless IDOA and the State of Indiana and its agents, officers and employees from all claims and suits, including court costs and attorney's fees, and other expenses caused by any act or omission of the user and/or his or her subcontractors, if any.
- Upon request, User shall provide IDOA with a Certificate of Insurance of other acceptable proof of financial responsibility for damages that may arise out of the Event.

DECORATIONS / SET-UP

- User must furnish the decorations and may begin decorating and/or setting up upon a schedule as approved by IDOA. IDOA may limit or adjust set-up times so as not to interfere with public use. All decorations and set-up plans must have prior approval by IDOA. **Helium balloons will not be allowed. Flames are not allowed**.
- No nails, pins or tape may be used to apply decorations to the building. User is responsible for removing all materials used as decoration.
- **Users must work around – and not move or displace – displays, office furniture and equipment, incidental items**.

DECORUM

- User agrees that loud, rude or riotous noise and/or disorderly conduct will not be tolerated. Climbing or walking upon any statue, fixture, building or any structure not intended for such purpose is also prohibited. No one may gamble or play games of chance, regardless of the proposed use of the proceeds.
- Camping or sleeping in the building or on the grounds is not permitted. Flower beds, trees, shrubbery, grass, plants, paving or concrete must not be removed or materially altered. User must agree to stay off grassy areas, flower beds and other decorative landscaping.

DELIVERIES

- Deliveries of supplies and equipment may be made only at locations designated as loading areas by IDOA and at times approved by IDOA. *NOTE: Many companies charge a premium for weekend deliveries to the State House because they cannot deliver before 5:00 p.m. on Friday, and they must pick up on Saturday or Sunday.*

ENFORCEMENT

- IDOA will dispose of any unauthorized or improperly posted material found in the building or on the grounds, and may charge the person or organization responsible for damage for the cost of repair. IDOA may use any of its statutory powers to enforce these guidelines.

EQUIPMENT

- Certain equipment is available for use at no cost to User. (Equipment that can be made available is listed on the back page of this Agreement.) All other equipment and supplies must be obtained by User at User's expense. IDOA will not assume liability for such items delivered or stored on the premises. All equipment and materials brought in must be removed immediately following an event, and must be approved by IDOA in advance upon signing the Use Agreement.

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FIREARMS

- No one may carry, either openly or concealed, firearms or other dangerous weapons, unless authorized by law.

FLORAL / PLANTS

– All floral arrangements and plant matter brought into the building must be clean and pest free.

FOOD AND BEVERAGE

– Food and beverage service for events shall be provided by the on-site foodservice provider or by another properly licensed caterer. Personal food or beverage may not be brought into the building or onto the grounds for an event. Food and drink will be allowed only in areas designated by the Use Agreement.
– The caterer selected must provide a copy of its liability insurance to IDOA. The user is responsible for selecting the caterer and making all catering arrangements. User must notify IDOA of the caterer selected.
– The use of alcohol will not be allowed on the premises. Licensed caterers may use food-warming devises that require open flame, and fire extinguishers must be provided. Full-service meals (including seated dining) are not allowed; finger-food or appetizers may be served.

INSURANCE / LIABILITY

– User must agree to indemnify, defend and hold harmless IDOA and the State of Indiana and its agents, officers and employees from all claims and suits, including court costs and attorney's fees, and other expenses caused by any act or omission of the user and/or his or her subcontractors, if any.

MUSIC

– Music, either by electronic transmittal or by performing artists, will not be permitted during working hours. Exceptions may be made for music during the noon hour on a case by case basis. We expect the historical nature of the building to be honored. Dancing or other forms of entertainment will not be allowed.

NOTICES / DISPLAYS

– Displays, signs, flags, banners or decorations may not be erected, attached or mounted inside or on the building or grounds. Signs and posters may be hand-held, but may not be attached to sticks or like objects.
– Notices or other written material may not be posted in any of the common areas except on bulletin boards provided for the particular posting. Handbills, literature, promotional materials or devices which advertise, promote, or identify a commercial enterprise may not be distributed.
– In posting approved materials, User may not use stickers, labels, cellophane tape, or other attachments that will leave a glue, paste, or oil residue behind upon removal. Screws, nails or other mounting techniques which might adversely affect the structural or decorative integrity of any part of the building or grounds are prohibited.

PARKING

– During times that the State House parking lot is open to the public and parking places are available, User is welcome to use that area in which to park. User will not be permitted to keep the public from using the lot. At all other times, User can park on the street or in the parking garages, at the same fee paid by the public.
– Bicycles, motorcycles, mopeds, motor scooters, or other vehicles must be parked in areas designated for the parking of such vehicles.

SECURITY

– A Capitol Police Officer will be on duty during all events. IDOA may determine additional security is needed for certain events. User may be responsible for the costs for such additional security. User would be responsible for expense.

SMOKING

– Smoking is not permitted inside the building or on State Property.

By signing this document, User agrees to comply with and be bound by the terms of this Agreement.

USER	**DEPARTMENT OF ADMINISTRATION**
«Contact Person»	*Tracy Jones, Director, StateHouse Events/Tours ,Conf Centers & SIC*
Printed or Typed Name	Printed or Typed Name
Date:	**Date:**

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SAMPLE

USE AGREEMENT ADDENDUM

Please fill this form out completely. Our scheduling and set-up people have to have this information.

Often, people call this office to ask about event details. If you have written information about your event, please attach a copy.

User: *«User»* Contact Person: *«Contact_Person»*

To assure this unconfirmed event will be scheduled for you, return this Use Agreement by: *«UA_Due_Back»*

Date of Use: *«Date_of_Event»* Time: *«Times»* # People: *«M_Expected»*

Type of Event: *«Type_of_Event»* Topic: *«Topic»*

Telephone Work: *«Telephone_W»* Home: *«Telephone_H»* Fax: *«Fax»*

User Address: *«Address_1», «Address_2»* Email: *«EMail»*

Building is requested for Rehearsal (as available) Date _____ Time: _____

Building is requested for Wedding: 12:30pm - 4:30 pm_____ or 5 pm - 8 pm_____

Area of the building / grounds assigned: *«Area_Assigned»*

If held during working day, are music or performances planned? Describe (if approved, limited to 12:00 - 1:00):

_____ Time of Performance: _____

In order for Capitol Police to assist with traffic congestion during a working day, please note if vehicles will be dropping off participants at the Government Place (West) entrance, and please note the number and type of vehicle(s) to be used.

There will be a drop-off at Government Place: Yes ☐ No ☐

Explain: _____

Caterer to be used: _____

Address: _____

Telephone: _____ Certificate of Insurance on File: Yes ☐ No ☐

Event planner to be used: _____

Address: _____

Telephone: _____ Information on File: Yes ☐ No ☐

Equipment requested:

_____	Backdrop Navy 10' x 20'	_____	Podiums w/o MIC (2 available)
_____	Black chairs (550 available)	_____	Stage (8- 6'x8' sections,15" rise)
_____	8' Tables (25 available)	☐	Ramp to make riser accessible to disabled
_____	6' Table (15 available)	☐	Podium w/ Microphone (1 available)
_____	5' Tables (2 available)	☐	Mult box (media distribution)
_____	12 Cocktail Tables ($5 per table fee)	☐	U.S. Flag
User must provide UL approved extension cords.		☐	Indiana Flag

Will you be providing other equipment or decorations? Please explain: _____

DELIVERIES ARE TO BE COORDINATED WITH THIS OFFICE! Proposed delivery plans:

Date: _____ Time : _____ Entrance: ☐ North ☐ South ☐ East ☐ West

Items: _____

Date: _____ Time: _____ Entrance: ☐ North ☐ South ☐ East ☐ West

Items: _____

MODIFICATIONS (This could include modifications to a request or extra notes to Facilities Crew):
(Staff Use)

Record/Use Agreement # *«ID»*

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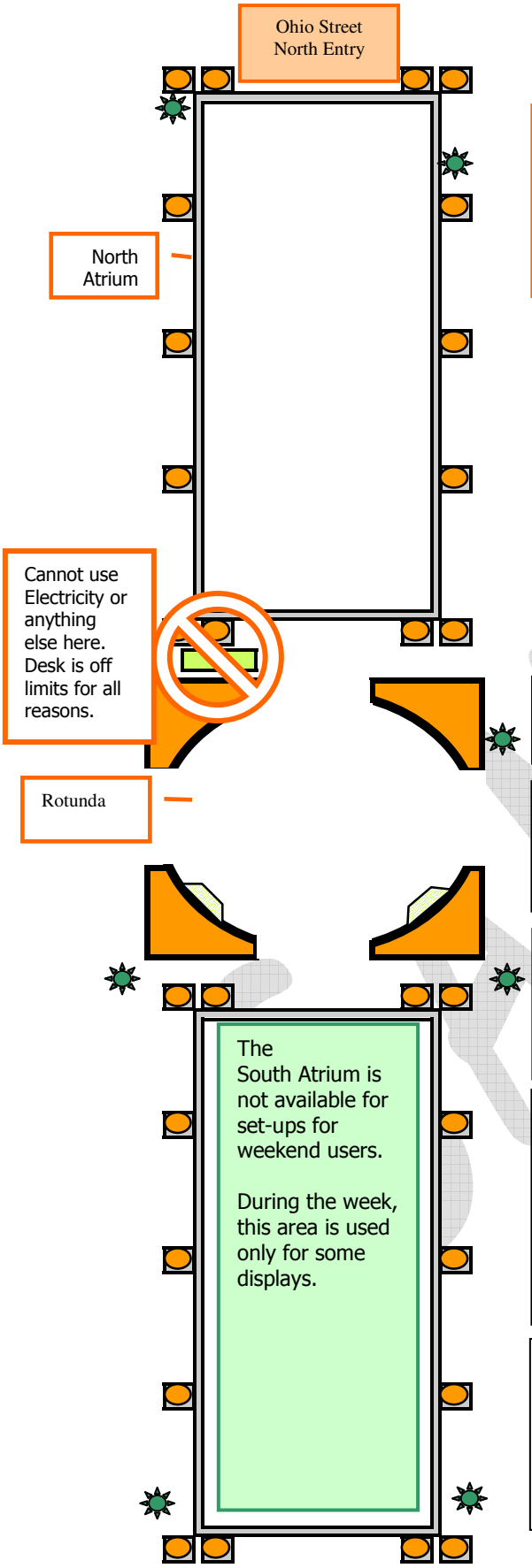

We ask that you submit your proposed floor plan.

Plans are subject to change due to fire code, other events planned on the same day, or other issues.

User: *«User»*

Record/Use Agreement #: «ID»

Type of Event: *«Type_of_Event»*

Date of Event: *«Date_of_Event»*

Event Time: *«Times»*

Area Assigned: *«Area_Assigned»*

Rotunda restrictions: During the working day, no more than 25 chairs can be placed inside the Rotunda.

Electrical Outlets:
The outlets found at the Information Desk are not available for your use.

Changing Rooms: This is not a bridal facility. Changing rooms are not available. You may use the public restrooms for this, but you cannot keep other members of the public from using the facilities.

Evening & Weekend Events; Invitation Information:
Indiana State House
200 West Washington Street
Parking is accessed from Ohio Street. Please direct your guests to the North doors that will be open.

Furniture, Equipment, Displays, Etc: You are **not allowed** to move anything, with the exception of the equipment designated for your use. This is a working building, and many times there are displays that are up during the week and over the weekend.

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