

<p>LEGISLATIVE ADMINISTRATION COMMITTEE</p> <p>POLICIES & GUIDELINES</p>	Approved: 3/29/2017
	Effective: 3/29/2017
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Subject: Oregon State Capitol Building Use	Updated: 1/26/2022

POLICY: In that the Oregon State Capitol is held in trust for all Oregon citizens by the Legislative Assembly, it is the intent to encourage optimum use, consistent with the need to recover normal costs, while maintaining the Capitol's historical integrity and dignity. In accordance with guidelines established by the Legislative Administration Committee, space in the Capitol may be used for any lawful purpose, recognizing that the Legislative Assembly has first priority.

Guidelines are included for the following:

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SUMMARY OF BUILDING USE POLICY

1. No signs, banners or placards are allowed inside the Capitol unless resting on an easel or as part of a table display. On the Capitol steps, **plaza**, banners, placards, signs, or other materials may not be attached to the building, **plaza**, steps, or surrounding area.
2. Events may not impede foot traffic within the Capitol.
3. Event sound levels may not hinder day-to-day business within the Capitol.
4. Sound amplification within the galleria, rotunda and House and Senate lobbies may only be used at a volume that does not disrupt the work of employees in the building. During legislative sessions, performances may only begin when sessions have adjourned. On the Capitol steps **plaza**, sound amplification must be at a volume that does not disrupt the work of employees in the Capitol Mall area.
5. The Capitol is smoke-free. Smoking is not allowed inside the Capitol, on the *steps plaza*, on Capitol grounds, within any Capitol courtyard, in the underground parking structure or within 10 feet of any entrance, exit, window that opens or ventilation intake that serves an enclosed area.

6. Animals are generally prohibited in the Capitol, with the exception of service animals.
7. Sales activities and solicitations are generally prohibited within the Capitol.
8. The Capitol Mall Patrol of the State Police may act on behalf of the Legislative Administrator and *have* **has** authority to independently direct and modify activities within the Capitol and on the Capitol *steps plaza* at any time.

I. RENTING/RESERVING SPACE IN THE CAPITOL AND THE CAPITOL *STEPS PLAZA*

GUIDELINES:

1. Legislative entities have room use priority. In the event a room that has been reserved by a group is required for use by the legislature, every effort shall be made to find an alternative room for that group in the Capitol.
2. The number of occupants in a room may not exceed the posted capacity permitted by the Oregon State Fire Marshal.
3. Alcoholic beverages are prohibited, except on approval of the Legislative Administrator or a designee in specified areas of the Capitol. User must comply with the Alcohol Risk Control Policy. Contact the Building Use Coordinator (503-986-1384 or capitol.events@oregonlegislature.gov) for use agreement information.
4. Food may not be served in hearing rooms A, B, C, D, E, F, **G, H, 30, 40, 60 and 70** *H-170, and H-174. Hearing rooms C, and D are exceptions during the interim.* A continental breakfast and boxed meals only are allowed in rooms **51E, 50, 357, 350, 343, 167-C, D, G, B, E, F 162, 158** *is an exception during the interim.* Beverages are allowed in all hearing rooms. User is responsible for cleanup.
5. Users of Capitol space may not charge admission or deny access to citizens who want to attend the event in the Capitol.
6. Events held in the Capitol may not exceed the capacity limits. Signs, banners, and placards are not allowed unless resting on an easel or part of a table display. Helium balloons are prohibited inside the Rotunda. A person may not distribute a flier, brochure, newsletter, etc. except (a) in or immediately adjacent to the room the person rents. *or (b) by leaving the flier, brochure, newsletter, etc. by the newspaper stands on the ground floor.* A public bulletin board is available for use *near the Cafe on the ground floor.* Sound levels may not hinder day-to-day business. Events may not impede foot traffic. No open flames are allowed.
7. Users must keep the rooms clean and in the same order as the room was originally found. Any costs to Legislative Administration as a result of the activity will be billed to the user. A fee will be assessed for any damage to the property that occurs as a result of the event and will be charged to the user. Sponsors may incur significant additional costs for services such as extra custodial, maintenance service and/or security. Users must be willing to pay for support services as outlined in the fee schedule (Appendix A) for costs associated with the event. Legislative Administration reserves the right to require a security deposit or to demand that rent be paid in advance.
8. No adhesives of any kind may be used on any surfaces. A small sign noting the name of the organization, meeting time, and agenda may be placed on an easel or placed in the clip under the room number outside of the door.

9. Weekend and after hour meetings will not be scheduled without the approval of the Legislative Administrator. All costs to Legislative Administration as a result of the meeting or event will be billed to the user as outlined in Appendix A.
10. Legislative Administration requests that a copy of the user's agenda or program be submitted to the Visitor Services information *kiosk* **desk**.
11. The Capitol is smoke free. Smoking is not allowed within 10 feet of building entrances, exits, windows and air intake vent.
12. Capitol Mall Patrol of State Police may act on behalf of Legislative Administration and has authority to independently direct and modify activities at any time. Legislative Administration reserves the right to modify all contracts and use agreements at its sole discretion.
13. Requests for extra equipment and reasonable accommodations may be made through the Building Use Coordinator (503-986-1384 or capitol.events@oregonlegislature.gov).
14. Legislative Administration Committee supports the *Americans with Disabilities Act*. Requests for reasonable accommodations may be made through *the Building Use Coordinator (503-986-1384) employee.services@oregonlegislature.gov or calling (503) 986-1373*.
15. It is a violation of **the** building use policy to reserve space and not use it. The Legislative Administrator may require a deposit in advance and may charge, including withholding all or a portion of a deposit, for costs incurred if a reservation is not cancelled without at least 24-hours written notice.
16. The Legislative Administrator may deny a reservation to any individual or group that has violated a building use policy.
17. To ensure use of Capitol space by the greatest possible number of persons, the Legislative Administrator may cancel an individual or group's reservation of space if the individual or group has used the space within thirty calendar days before the reservation and an individual or group that has not used the space within thirty calendar days before the reservation reserves the space.
18. Completion of a use agreement is required to reserve Capitol space and recommended for public gatherings in public areas likely to draw the attendance or participation of 25 or more people inside the building and more than 75 people on the Capitol steps. The use agreement process is essential to balancing the conduct of government business, public access and expression, and the stewardship of the historic Capitol. The use agreement enables groups to reserve access to specific locations and amenities for specific times, so that the departments can schedule and manage the many activities and visitors that come to the capitol buildings. The use agreement is available from the Building Use Coordinator (503-986-1384 or capitol.events@oregonlegislature.gov). The form must be completed and approved by the **BUC Building Use Coordinator** no later than 2 full working days prior to the event. A completed and approved form means that the space is available on the day(s) requested, the resources requested and agreed to will be available, and the request conforms to and the user agrees to abide by the Building Use Policies. Use agreements are granted on a content-neutral basis.
19. Legislative Administration Committee reserves the right to require insurance coverage based on safety issues.

GALLERIA/ROTUNDA/SENATE & HOUSE LOBBY AREAS
ADDITIONAL GUIDELINES:

1. All events will be open to the public, without charge for admittance.
2. The Galleria/Rotunda/Senate & House Lobby will not be used for the purpose of mass meetings that could affect access and business operations with the exception of performances and receptions.
3. The Legislative Administrator may authorize an event in the Rotunda if the Legislative Administrator considers the event to be of historical significance. In addition, the Administrator may allow a limited number of private events in the Rotunda if the event meets the following requirements.
 - a. There will be no more than four such events in any year. No more than one event shall occur during a calendar quarter.
 - b. The event cannot charge admission unless sponsored by the Oregon State Capitol Foundation.
 - c. The event may be scheduled from 5:30 pm to 8:00 pm, Monday through Friday. No events will be scheduled during legislative session.
 - d. User will be billed any after hour costs including heating, cooling, cleaning, security and administrative costs associated with the event. In addition, the user will be responsible for any damage as a result of the event. A deposit is required. (See Appendix A Fee Schedule).
 - e. Seating may not exceed 150 people. Total attendance may not exceed 300 people.
 - f. Food and beverages will not be served in the Rotunda and no alcohol service is allowed.
 - g. Open flames and helium balloons are prohibited.
 - h. Displays in the Rotunda are prohibited except those erected by Legislative Administration employees.
4. Sound amplification may only be used at a volume that does not disrupt the work of employees in the building. During Legislative sessions, performances may begin only when sessions have adjourned.
5. Musical presentations are permitted to the extent that they do not interrupt official business.
6. No exhibits are allowed in the Senate & House Lobby areas.

OREGON STATE CAPITOL STEPS PLAZA
ADDITIONAL GUIDELINES:

1. **Consumption of alcoholic beverages** *are* **is** not permitted.
2. Overnight use of the steps is prohibited, and activities on the steps may be conducted only between 7:00 am and 11:00 pm. **Outside those hours, an exception is made when legislative hearings or floor sessions are taking place.** *or during hours between 11:00 pm and 7:00 am when legislative hearings or floor sessions are taking place.*
3. Activity must comply with the laws regarding public access and safety.
4. If sound amplification is used, it must be at a volume that does not disrupt the work of employees in the Capitol Mall area. Electrical outlets are available for equipment.
5. Banners, placards, signs, or other materials may not be attached to the building, **steps plaza** or surrounding area. For safety reasons, displays on the front **steps plaza** must be attended at all times, and banners, placards and signs are not allowed inside the building except as allowed under Section I (6) of this policy.

6. Candles, open-flame heaters, fires, or open flames may not be used on the Capitol *steps plaza* or grounds for any purpose. This guideline does not prohibit use of barbeque equipment for food preparation for events in the Capitol or Capitol grounds if the event organizer obtains express permission from the Legislative Administrator and the barbeque equipment is located in a specific area identified by the Legislative Administrator.
7. To the extent possible, the area will be left in a neat and clean condition. Any costs to Legislative Administration as a result of this function will be billed to the users.
8. Cancellations or changes in scheduling must be made by contacting the Building Use Coordinator (503-986-1384 or capitol.events@oregonlegislature.gov).
9. Legislative Administration will refuse a use agreement for the Capitol *steps plaza* if it determines the activity is contrary to any applicable law or policies of the state or disrupts the operations of the building or the working of state government, including but not limited to policies addressing sound amplification and restrictions on banners, placards, signs and other material.

II. USE OF SENATE AND HOUSE CHAMBERS

PURPOSE: When use is permitted, it is the intent of this policy to preserve, protect and maintain the historical integrity and dignity of the House and Senate Chambers and adjacent areas, encouraging adherence to mandated safety practices.

GUIDELINES: The Legislative Assembly restricts the use of the Senate and House Chambers and adjacent areas. All requests must be approved by the Secretary of the Senate or Chief Clerk of the House in consultation with the Senate President and Speaker of the House. In the event of approved usage of the Senate and/or House Chambers, the following guidelines apply:

1. The number of occupants shall not exceed the capacity of 402 persons per Chamber, including floor areas inside the bar, side aisles and galleries.
2. The area will be left in a neat and clean condition. All costs to Legislative Administration as a result of the meeting or event will be billed to the user.
3. Nothing may be placed in or on desks – no exceptions.
4. Banners, placards, signs or other materials may not be attached to the desks or to the walls of the Chambers by any means. No exhibits are allowed inside the Chambers.
5. No food or beverage is permitted inside the Chambers or the Chamber galleries or side aisles.
6. Furniture and equipment are to remain in place.
7. Chamber users are not to disturb the microphones, sound systems, voting machines or computers in the Chamber. A fee will be assessed for any damages to the Chamber and/or contents. Arrangements for use of the microphones and sound system should be made when applying for use of the Chamber.
8. Sound amplification may only be used at a volume that does not disrupt the work of employees in the building.
9. Activities scheduled in the Chambers shall be canceled in the event of a Special Session of the Legislative Assembly or any other convening of the legislature.

10. Oregon State Police Capitol Mall Patrol or Legislative Administration personnel must be on duty to monitor use at times when the Chief Clerk of the House or the Secretary of the Senate is not available.
11. Oregon State Police Capitol Mall Patrol may act on behalf of the Legislative Assembly, with authority to direct and modify activities at any time.

III. ALCOHOL RISK CONTROL POLICY

POLICY: The Legislative Administration Committee (LAC) will permit alcohol use in the Oregon State Capitol upon approval, in writing, of the Legislative Administrator. The following guidelines govern the conditions under which alcoholic beverages may be served in the building. LAC cautions against the excessive use of alcoholic beverages and, in the matters referred to in the following guidelines, expects all persons serving or consuming alcoholic beverages to take responsibility for adherence to all applicable laws and regulations, including the regulations of the Oregon Liquor Control Commission (OLCC).

GUIDELINES:

1. Applicants shall:
 - a. Hire a vendor licensed to serve alcoholic beverages. The OLCC “Special Dispenser” and “Caterer Dispenser” licensees are equally qualified to cater events in terms of providing educated, responsible, and experienced servers. (These two types of licensees and their employees are required, under ORS 471.542, to have successfully completed a “Server Education” course.)
 - b. Require the vendor to have General Liability Insurance and a Liquor Liability Endorsement with minimum coverage limits of \$1,000,000, plus Workers’ Compensation; to add a contract clause which requires the vendor to indemnify and hold harmless LAC, its members, employees and agents for any claim made due to the vendor’s negligence; to name LAC, its members, employees, agents and the State of Oregon as “additional insured.”
 - c. Provide a variety and consistent supply of food (for alcohol absorption).
 - d. Limit serving time to not more than 90 minutes, halting service at least 30 minutes before the end of reception. Provide non-alcoholic beverages during that time period.
 - e. Limit alcohol consumption to the immediate premises.
 - f. Prohibit open, self-service bar.
2. The vendor must comply with the following standards:
 - a. Require and verify that all alcohol servers actually hold service permits and have passed the “Server Education” requirement.
 - b. Provide enough servers so that patron behavior can be observed along with serving and mixing of drinks.
 - c. Have specific plans for dealing with alcohol over-service and age identification.
3. Prior to the event, the applicant must provide LAC with the following documentation as part of the pre-approval process:
 - a. Certificate bearing proof of both requisite insurance coverage **and**;
 - b. Copies of “Server Education Permits” for all servers.

- c. Copy of vender's plans for dealing with over-service and age identification.

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IV. CAPITOL PRESERVATION ADVISORY COMMITTEE POLICY

POLICY: Pursuant to its authority under ORS 173.710 and 276.002, the Legislative Administration Committee (LAC), acting through its Legislative Administrator, maintains all of the spaces of the Oregon State Capitol as a public trust and recognizes the importance of preserving the character defining historical aspects of the Capitol interior and exterior as part of the cultural heritage of all Oregonians. Therefore, a committee of specialists, the Capitol Preservation Advisory Committee (CPAC), shall be appointed to make recommendations and establish a process for managing public areas in the Capitol. Committee members shall be appointed by the Legislative Administrator from nominees recognized for their individual contributions to the arts, architecture, historic preservation and related fields.

CPAC shall support a continuation of the stated philosophy of the State Capitol Reconstruction Commission in its 1939 report to the Governor:

“In the opinion of the Commission the architects achieved a beauty and dignity in their design of the Rotunda, the corridors and the lobbies of the Capitol that can be preserved only by keeping them free from all attempts at further decoration or display. Accordingly, the Commission recommends that the necessary steps be taken to maintain these public spaces above the ground floor in their present appearance designed by the architects.”

GUIDELINES: The Legislative Administrator assigns responsibility for Capitol maintenance, renovation and improvement to Facility Services who shall establish procedures to ensure that all projects undertaken at the Capitol do not adversely impact the building’s historical integrity. Procedures established under this policy shall apply to all units of Legislative Administration, legislative offices, statutory committee offices and all other tenants of the Capitol.

1. Role of Facility Services:

- a. The Facility Services manager shall chair CPAC and report all recommendations to the Legislative Administrator.
- b. Facility Services shall adopt operational procedures and guidelines that assure the ability of CPAC to carry out its authority under this policy.
- c. Facility Services shall establish procedures and standards for the maintenance and keeping of historical and artistic artifacts placed in the Capitol.
- d. The standards for rehabilitating and renovating the designated historical spaces within the Capitol shall not be less than those established by the United States Secretary of Interior for renovations of historic sites.

2. Role of CPAC:

- a. Identify the historically significant public reception assembly, ceremonial and circulation spaces to be preserved as originally designed.
- b. Identify the offices, workrooms, service areas and secondary circulation corridors that may be modified to meet changing functional requirements.
- c. Set forth guidelines for the protection of historic finish work, permanent fixtures and decorative features of the designated historical spaces.
- d. Provide advice and guidance regarding the impact of facility renovations, memorial plaques, and improvements in all designated historical spaces.
- e. Provide advice regarding the acquisition, disposition, placement and display of historical properties.

- f. Provide advice regarding the appropriateness, placement and display of temporary exhibits and plaques within the Capitol's designated historical spaces.

V. OREGON STATE CAPITOL EXHIBITS POLICY

POLICY: The Galleria, the adjacent historical cases, and the rock and mineral case in the west hall of the original Capitol structure were designed primarily to fill an educational role. *Works of excellence and quality in the fields of history, science, and art shall be shown in those areas* Exhibits are selected **based on criteria established by Legislative Administration through the Capitol History Gateway (CHG) Project, or other programs facilitated through Legislative Administration's Visitor Services Department.** *that will appeal to the diverse interests of Capitol visitors. In order to ensure diversity and an educational character, the Galleria has been designated for group rather than individual exhibits.*

A CPAC Exhibits Subcommittee shall be appointed to review and select all items submitted for showing in the Capitol. The subcommittee shall meet biannually or when the accumulation of proposals necessitates subcommittee action.

GALLERIA EXHIBITION GUIDELINES:

1. **Selection:** Potential exhibitors are required to **apply and meet the exhibit criteria and requirements outlined in the application. The 60-day application period opens annually in November. A review panel scores applications based on the criteria and requirements and selects up to five submissions, subject to exhibit space availability. View requirements and scoring criteria at Oregoncapitol.com under the exhibit program tab. Contact the Capitol's exhibit coordinator at capitol.events@oregonlegislature.gov or 503-986-1388.** *submit a detailed proposal, including a completed proposal form for presentation to the subcommittee. Proposed material should be submitted at least one year prior to desired exhibit opening. Contact the Building Use Coordinator (503-986-1384) for information.*
2. **Condition of work:** **Selected exhibit** *All items selected for showing must be ready for installation and displayed within a designated space as noted in the exhibit requirements outlined in the application. Exhibition pieces must be secured to prevent damage or accidents. (i.e. painted surfaces completely dry; three-dimensional items framed and/or glassed). Each item should be accompanied with interpretive text, which should include artist, medium, date of completion, price/nfs and other pertinent information.*
3. **Exhibit schedules:** Items may be shown for whatever length of time is agreed upon *by the exhibitor and the subcommittee* but shall not normally exceed sixty (60) days.
4. **Installation/Removal:** The exhibitor is responsible for the installation and removal of the exhibit. *Modular art display panels are provided by Legislative Administration; however, display stands for 3-dimensional items will need to be provided by the exhibitor* **Legislative Administration does not provide exhibit fixtures or furniture, except for the items listed in the exhibit application.**
5. **Insurance:** Legislative Administration will insure exhibit items under the State of Oregon Risk Management Policy, to a maximum of \$5000 per item up to a total of \$50,000 per total exhibit. The value of an item *which exceeds* **exceeding** \$5,000 in value must be agreed to and documented in the Exhibits on Loan Agreement. Any value exceeding the \$50,000 limit shall be covered by the exhibitor.
6. **Security:** Oregon State Police Capitol Mall Patrol will provide normal security coverage of exhibit areas including routine patrols.
7. **Sales:** *All sales of exhibited works shall be handled through the Oregon State Capitol Gift Shop. The Gift Shop shall retain twenty (20%) percent of the price of the sale. Artist's portion of the sale shall be mailed to the artist within thirty (30) days of sale.*

8. **Publicity: Visitor Services facilitates exhibit marketing at the Capitol.** *The exhibitor shall be responsible for any publicity related to the exhibit. Publicity relating to Capitol Galleria exhibits must be approved by Visitor Services at least thirty (30) days prior to release.*
9. **Right of Rejection:** *The CPAC Exhibits Subcommittee and Legislative Administration reserve the right to reject specific pieces from the exhibit due to overcrowding, improper presentation of display materials, or violation of law. Because of problems with 3-dimensional art breakage in the past, the subcommittee reserves the right to refuse exhibition of pieces which appear to not be secured well enough to prevent damage or accidents.*

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VI. HEARING ROOM PROTOCOL

1. Video cameras are allowed on either side of the dais during committee proceedings.
2. Video cameras are allowed on the dais, behind legislators, or in front of the audience for limited taping only with the permission of the committee chair.
3. Cameras must be positioned at a reasonable distance from the witness desk so as not to block members' and staff members' views of the witness.
4. In-house cameras may not be blocked with portable camera positions.
5. Cameras and reporters are not allowed to block exit or aisle ways.
6. Lights and flash are not allowed in the hearing rooms.
7. Activities of news organizations may not interfere with, interrupt, or impede the committee process.

VII. FURNITURE AND WALL USE

1. Section VII of this policy applies to the Capitol wings.
2. For purposes of this policy, the term “furniture” includes all property-tagged items owned by Legislative Administration to Legislative Assembly. *See Appendix A for a list of Furniture items.*
3. Furniture with a Legislative Administration property tag is owned by Legislative Administration and will remain the possession of Legislative Administration. Legislative Administration will maintain and repair property-tagged items owned by Legislative Administration and Legislative Assembly.
4. Facility Services will inspect all office furniture locations to verify compliance with building codes and ADA requirements and may direct relocation of furniture as necessary. Removal, substitution, or rearrangement may be made to comply with ADA or to make a necessary accommodation.
5. In order to reduce disruption to legislative work, risk to the building, and cost, Facility Services will consolidate and schedule furniture rearrangements and removals. Facility Services will coordinate the move of items weighing more than 50 lbs.
6. All costs associated with a furniture move, storage, rearrangement, return, and reinstallation will be charged to the office requesting the move when the move is made, including the cost of hiring a professional moving company to perform the work. Additional or ongoing fees will be charged biennially at the beginning of each regular legislative session. A furniture item may not be removed and then replaced with a different item of the same type. For example, a legislator desk may not be removed and then replaced with a different desk.
7. Legislative Assembly offices in the wings, which include legislator personal and staff office areas, office of the Senate President, majority and minority offices, and *the office of the Chief Clerk of the House Speaker of the House* may rearrange furniture upon moving into an office and not be billed for the rearrangement. In addition, Legislative Assembly offices in the House wing may rearrange furniture within their office one time each biennium and not be billed for the rearrangement. Subsequently, costs for any rearrangements of items in excess of 50lbs or removal of items will be billed as described in

section 6.

8. No physical modifications, holes, cuts, refinishes or other changes will be made to furniture other than those coordinated by Facility Services.
9. Facility Services will move items as necessary to perform work or maintenance on the furniture or building at no cost to the office involved.
10. Additional items may be added if they do not violate ADA or building codes, or cause damage.
11. Area rugs that include fringe may be damaged by, and cause damage to, a vacuum cleaner. Facilities requests that area rugs with fringe not be used.

WALL USE

1. Items displayed in the Capitol should reflect the Capitol's status as belonging to all Oregonians and be appropriately inclusive and welcoming to all Oregonians.
2. For the purpose of this policy, "public areas" include all hallways and hall walls, floor lobby areas and walls, conference rooms, hearing rooms, restrooms, and elevators.
3. Only artwork owned by Legislative Administration will be displayed in public areas of the wings.
4. Items hung in Legislative Assembly areas located in the wings must be framed, mounted, or otherwise prepared for display. Tack boards are provided in legislator staff areas for the temporary posting of items.
5. To protect the Capitol wings for future generations, no item will be affixed to a building surface, including but not limited to, a door frame, a window frame, the ceiling, wainscot, wood paneling, and furniture using a nail, screw, tape or any adhesive material.
6. In order to ensure that items are mounted in a secure manner that also minimizes damage, Facility Services will coordinate all display installations.
 - a. If a wall includes a picture rail, items on that wall must be hung from the picture rail by Facility Services.
 - b. If a wall does not contain a picture rail, Facility Services may securely hang an item in a manner than avoids unnecessary damage to the wall.
7. Broadcast televisions will not be hung in the outer office areas. Any televisions must be placed on furnishings in these areas.

VIII. SALES AND SOLICITATIONS IN THE OREGON STATE CAPITOL

POLICY: Sales activities and solicitations are prohibited within the Oregon State Capitol. Prohibited sales activities and solicitations include but are not limited to: hawking; peddling; vending; selling goods, wares, merchandise, foods, beverages or services; soliciting donations; panhandling; placing posters on wall spaces designated for state business; and distributing handbills, except as required by laws protecting rights of free speech. (See exception below.) Gathering signatures is prohibited in and adjacent to employee work areas.

Employees of Legislative Administration shall not engage in any sales or solicitation activities within the Capitol. A bulletin board shall be made available. *on the ground floor of the Capitol* for posting information about items for sale.

GUIDELINES:

1. The Sales and Solicitations Policy shall not apply to: Capitol spaces occupied by the Governor, the Secretary of State, the Treasurer, including staff or employees of those offices, unless this policy is endorsed by the Governor, Secretary of State and State Treasurer.
2. Solicitations made by state employees as part of annual United Fund, Cancer Crusade, Governor's Food Drive, or other charitable fund raising approved by legislative leadership.
3. Vendors who call upon the Facility Services section of Legislative Administration.
4. Individuals involved in sales activity or solicitation that call upon an office in response to that office's express invitation.
5. Merchandise sales made through the Capitol Gift Shop and to food service sales made through the Capitol *Coffee Shop* **restaurant** and approved vending machines.
6. Sales on the *steps of the Capitol plaza* which are allowed with a use agreement, available through the Building Use Coordinator (503-986-1384 or capitol.events@oregonlegislature.gov).

EXCEPTION: After being advised by a legislative leadership office or by a legislative agency director, and after determining that a specific sales or solicitation activity may be of significant benefit or relevance to the occupants of the Capitol in conducting their official business or may be in the general public interest, the Legislative Administrator may permit a specific sales or solicitation activity to occur.

Requester shall specify organization affiliation, time, place, and type of activity being proposed.

IX. APPLIANCES

1. Due to increased fire hazard, additional energy consumption, and disruption to HVAC system controllers, no personal space heaters will be used.
2. Televisions and personal fans may be used if they are U.L. listed.
3. Personal lamps may be used provided they are LED or fluorescent and U.L. listed.
4. All other appliances must be U.L. listed, ENERGY STAR rated, and must be approved by Facility Services. Requests will be processed by Facility Services.

X. MISCELLANEOUS BUILDING, STEPS AND GROUNDS POLICIES

1. **Animals:** Animals are generally prohibited in the Capitol, with the exception of service animals. The Legislative Administrator may approve the presence of an animal in association with a specific event. A service animal is any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.
2. **Smoke-free Capitol:** No one may smoke, aerosolize or vaporize an inhalant or use a smoking instrument, as defined in ORS 433.835, inside the Capitol, on the steps, on Capitol grounds, within any Capitol courtyard, in the underground parking structure or within 10 feet of any entrance, exit, window that opens

or ventilation intake that serves an enclosed area.

3. Drones: A drone may not be operated in the Capitol, on the steps or on Capitol grounds without the written authorization of the Legislative Administrator. As used in this policy, “drone” means an unmanned aircraft that is guided by remote control.

XI. CAPITOL PARKING POLICY

AUTHORITY: The Legislative Administration Committee has exclusive authority to designate and regulate parking in the areas identified under ORS 276.002(4).

DELEGATION TO LEGISLATIVE ADMINISTRATOR AND DEPARTMENT OF STATE POLICE: The Legislative Administrator has the authority to implement the policies set forth herein. The Department of State Police has the authority to enforce the parking regulations set forth herein.

POWERS AND DUTIES OF THE LEGISLATIVE ADMINISTRATOR:

The Legislative Administrator:

1. May but is not required to issue to any person permits at no charge to park in the areas set forth in ORS 276.002(4).
2. Shall number each parking permit and specify the date of issuance, the date on which the permit expires, and the time of day during which the permit is valid.
3. Shall maintain a record of valid parking permit holders. The record must include the name of the permit holder, the date on which the permit was issued, the permit number and the date on which the permit expires.
4. May make the records of issued permits available to Oregon State Police to assist with enforcement efforts.
5. May invalidate a parking permit reported to the Legislative Administrator as damaged, lost or stolen and issue a replacement parking permit with a new number.
6. Shall inform the Department of State Police of any parking permits invalidated.

VALIDITY OF PARKING PERMITS:

1. A parking permit is valid until midnight of the date of expiration shown on the permit or shown in any record kept by the Legislative Administrator, unless the permit or the record specify a different time of expiration.
2. A parking permit that has been altered or otherwise falsified is invalid. The Legislative Administrator or a designee or an officer of the Department of State Police may seize a parking permit that, in the judgment of the Administrator, designee or officer, has been altered or otherwise falsified.
3. A person who holds a parking permit issued by the Legislative Administrator shall report any damage to or loss or theft of the parking permit to the Legislative Administrator as soon as possible.

EXCEPTIONS TO PARKING PERMIT REQUIREMENT:

1. The Legislative Administrator may allow a person without a parking permit to park a vehicle in an area

subject to the parking regulations set forth herein for the purpose of loading or unloading a passenger in a zone that the Legislative Administrator specifically designates for that purpose. A person may not park in the passenger loading/unloading zone for more than 15 minutes.

2. The Legislative Administrator may allow a vehicle licensed and marked as a commercial delivery service vehicle to park in an area subject to the parking regulations set forth herein for the purpose of making a delivery. A person making a delivery may not park in an area subject to the parking regulations set forth herein for more than one hour.
3. The Legislative Administrator shall allow a marked emergency vehicle to park in an area subject to the parking regulations set forth herein for the time necessary to complete emergency operations.

NOTICES:

1. The Legislative Administrator shall post notices in plain view that identify the areas subject to the parking regulations set forth herein.
2. The Legislative Administrator shall identify spaces or zones within the areas subject to the parking regulations that may be used exclusively for passenger loading and unloading.
3. Each posted notice shall state in substance that:
 - a. The identified area is subject to parking regulations prescribed by the Legislative Administration Committee under ORS 276.002(4);
 - b. Vehicles may park only in one designated space;
 - c. A person who violates the parking regulations may be subject to a fine or to having the person's vehicle towed under ORS 98.810 to 98.812; and
 - d. Vehicles must display a legible parking permit issued by the Legislative Administration Office visibly on the front dash or rear-view mirror.

PARKING REGULATIONS:

1. A vehicle owner will be considered in violation and may be subject to a citation with a \$40.00 fine for "Unlawful Parking in a Restricted Area" when the vehicle is parked in an area specified in ORS 276.002(4) where the area has been marked as "Restricted", and any of the following apply:
 - a. The vehicle is parked within the restricted area and there is no valid parking permit issued by the Legislative Administrator's Office; or
 - b. The parking permit is displayed in such a way that its validity cannot be reasonably verified from the exterior of the vehicle, whether or not the permit is later determined to be valid; or
 - c. The vehicle is parked in the restricted area at a time of day not authorized by the permit displayed; or
 - d. The vehicle, with or without a valid parking permit, is parked in a designated passenger loading/unloading area for purposes other than passenger loading / unloading; or
 - e. The vehicle, with or without a valid parking permit, is parked in a designated passenger loading/unloading area for any purpose in excess of 15 minutes.
2. A vehicle owner will be considered in violation and may be subject to a citation with a \$20.00 fine for "Parking Prohibited Method" when the vehicle is parked in an area specified in ORS 276.002(4) where the area has been marked "Restricted", and in such a manner as to obstruct adjacent parking spaces or the

safe operation of other vehicles.

3. The Legislative Administrator's Office reserved the option to cause a vehicle parked unlawfully under ORS 276.002(4) to be towed at the owner's expense under ORS 98.810-98.812 where there have been repeated offenses by the same vehicle/owner or operator, or when necessary to ensure the safety and security of the Capitol and its occupants.
4. Exemptions to Parking Prohibitions:
 - a. Marked emergency vehicles for operational circumstances.
 - b. Government-licensed and marked commercial delivery service vehicles, authorized by the Legislative Administrator's Office, only for the necessary time to complete deliveries – one hour maximum.

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XII. CAPITOL BUILDING USE FEE SCHEDULE – APPENDIX A

1. Room Rentals:

<u>ROOM:</u>	<u>CAPACITY:</u>	<u>HALF DAY:</u>	<u>FULL DAY:</u>
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Rental of the following hearing rooms includes standard equipment.

Hearing Rooms A and F,	106	\$100.00	\$150.00
Hearing Rooms B, C, D, E	80	\$80.00	\$135.00
Hearing Rooms 170 G and 174 H	40	\$70.00	\$102.00
Hearing Rooms 30 and 70	65	\$80.00	\$135.00
Room 50	78	\$80.00	\$135.00
Rooms 40 and 60	90	\$80.00	\$135.00
Rooms 343, 357	35	\$55.00	\$80.00
Room H-278 and H-470	23	\$45.00	\$65.00

The following rooms are rented without standard equipment.

Room 158	22	\$30.00	\$40.00
Room 162	22	\$30.00	\$40.00
Room 51E	10	\$30.00	\$40.00
Room 167 C F	10	\$30.00	\$40.00
Room 167 D E	10	\$30.00	\$40.00
Room 167 G B	20	\$30.00	\$40.00
Room 350	50	\$50.00	\$70.00
Galleria (includes max. 60 chairs)	200	\$100.00	\$150.00
Senate/House Lobby	300	\$100.00	\$150.00
Rotunda (\$200 refundable damage deposit required)	1000	\$300.00	\$300.00
House/Senate Chambers (\$200 refundable damage deposit required)	200-400	\$250.00	\$375

2. Equipment Rental:

<u>EQUIPMENT:</u>	<u>HALF DAY:</u>	<u>FULL DAY:</u>
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6 ft. folding tables	\$7.00	\$7.00
<i>Flip chart/pens/stand</i>	\$7.00	\$7.00
Podium	\$4.00	\$4.00
Podium with microphone system	\$25.00	\$25.00
Easel	\$4.00	\$4.00

3. Specialty Services:

See *Legislative Media Policies*

4. Charges for Extraordinary Services Required by Staff

Custodial (per person, per hour)	\$25.00 \$42.00 per hour
Security (per staff person, per hour)	\$40.00 per hour

Maintenance (per staff person, per hour)
Heating/Cooling
Event Coordinator

~~\$35.00~~ **\$61.00** per hour
~~\$60.00~~ **\$72.00** per hour
\$56.00 per hour

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XIII. EXEMPTIONS TO RENTAL PAYMENT (including reduced fee):

1. Meetings in the Senate and House and of Joint Legislative, Senate and House committees, subcommittees, and task forces.
2. Meetings of other statutory or legislatively mandated committees, commissions, or other groups to which one or more legislative members have been appointed by legislative leadership.
3. Legislative staff meetings.
4. Caucus use of the caucus meeting room to which it is assigned.
5. Other meetings or gatherings for legislative business, as determined by the Senate President and/or Speaker of the House, or the Legislative Administrator.
6. The Legislative Administrator may waive a room rental fee for a user who uses the room only to participate in the Visitor Services Educational Tour/Talk about the legislative process.
7. If members would like to offer a room to a constituent group rent-free, they need to schedule one of the caucus rooms by contacting the leadership offices or contact the Building Use Coordinator to reserve H-278, H-470 **and the Secretary of the Senate to reserve S-313**. All other rooms will have a fee charged.
8. Tenant Room Usage (tenant is defined as the Governor, Secretary of State, Treasurer's offices located in State Capitol): During the **Interim** rooms that are available for tenant use at no charge are 50, 167 **E, F, G**, 343, 350, 357; room availability is first come first serve, except that Legislative Assembly has bumping rights on all the building; all reservations need to have specific meeting title and responsible party name; reservations apply to the tenant offices holding meetings not offices from other buildings; all reservation cancellations need to have written notice to Building Use Coordinator either by hard copy or e-mail at least 24 hours in advance, or normal room rent will be charged; the tenant's office will provide a list of meeting notices each Friday for following week usage; equipment will be charged at standard Facility Services rates; these guidelines are in addition to the *Capitol Room Use Contract*. During the **Session** rooms available to tenants are limited to 167-A **B**.

XIV. ROOM USE AUTHORIZATION:

Room/Area

Senate Chamber/Lobby/**S-313**

House Chamber/Lobby

Galleria/Rotunda/Outside Steps **and Plaza**
Courtyard East and Courtyard West

Rooms: A, B, C, D, E, F, **G, H**, 158, 162, 167-C/D/G
B/E/F, 30, 40, 50, 60, 70, 51E, 343, 350, 170, 174,
357, H-278, H-470

Responsible for Assigning Room/Area

Secretary of the Senate

Chief Clerk of the House

Building Use Coordinator

XV. CAPITOL SECURITY

PURPOSE: It is the intent of this policy to ensure the safety of the public, employees, tenants, and legislators in the Capitol by establishing security checkpoints and defining prohibited items.

GUIDELINES: Firearms and other weapons as defined below are generally prohibited in the Capitol. Security checkpoints will be established in or around the Capitol to ensure no prohibited items are brought into the building. All members of the public, employees, tenants, and legislators will be required to pass through a security checkpoint to enter the building. Oregon State Police and other on duty law enforcement, fire fighters, paramedics or personnel operating under an emergency are exempt from the security checkpoint requirement.

LEGISLATORS, TENANTS, AND STAFF

1. Legislators/Staff/Tenants must enter the Oregon State Capitol through any available security checkpoint entrance. Hand-carried items will be screened via physical inspection or x-ray machine.
2. All Legislators/Staff/Tenants must pass through security screening. Refusal will result in denial of entrance into the Capitol.
3. Any Legislator/Staff/Tenant who does not clear the screening process will be denied access to the building.
4. Occasionally, Legislators/Staff/Tenants may be delayed in entering the Capitol. Security personnel will do what they can to expedite the screening process.
5. It is unlawful to enter the Oregon State Capitol building with a firearm of any kind unless a valid exception described in ORS 166.370 (3) applies. *[Note: a concealed handgun license is not a valid exception, per ORS 166.370 (1)(b).]*
6. Weapons, including electronic defense weapons, facsimile weapons, knives (see below), tasers, pepper spray (see below), caustic chemicals, fireworks, firecrackers, and sparklers are not allowed into the State Capitol. At the discretion of security personnel in accordance with ORS 173.720, any items deemed to be a possible weapon, a security risk or disruptive to governmental activities, or items that pose a risk to public safety, are not allowed into the State Capitol.
7. Knives – Folding knives and multi-tools (i.e. Leatherman tools) with a blade no longer than 3.5 inches will be permitted as long as the knife is a folding style and does not have a blade that projects or swings into position by force of a spring or by centrifugal force. Personal pepper spray, 2oz or less, is also permitted.
8. Persons found in possession of weapons or other prohibited items may be required to surrender the item to security personnel or to immediately remove the item from the Capitol.

PUBLIC (INCLUDING LOBBY AND PRESS)

1. Visitors must enter the Oregon State Capitol through a metal detector. Hand-carried items will be screened through an x-ray machine.
2. All visitors must pass through security screening. Refusal will result in denial of entrance into the Capitol.

3. Any visitor who does not clear the screening process will be denied access to the building.
4. Occasionally, visitors may be delayed in entering the Capitol. Security personnel will do what they can to expedite the screening process.
5. It is unlawful to enter the Oregon State Capitol building with a firearm of any kind unless a valid exception described in ORS 166.370 (3) applies. *[Note: a concealed handgun license is not a valid exception, per ORS 166.370 (1)(b).]*
6. Weapons of any kind, including electronic defense weapons, facsimile weapons, knives (including tactical knives, folding knives, hunting knives, key chain knives, pen knives, pocketknives, and credit card knives), tasers, pepper spray, caustic chemicals, fireworks, firecrackers, and sparklers are not allowed into the State Capitol. At the discretion of security personnel, any items deemed to be a possible weapon, a security risk or disruptive to governmental activities, or items that pose a risk to public safety, are not allowed into the State Capitol.
7. Persons found in possession of weapons or other prohibited items may be required to surrender the item to security personnel or to immediately remove the item from the Capitol.