



Dear Utah Educator,

As part of the Capitol Preservation Board, the Visitors Center Program ensures a safe, positive, and educational experience. As tour numbers increase each year, please help preserve the building and its treasured artifacts for future generations. ***Please, join us as Capitol Stewards!***

To ensure the Capitol remains in its restored historic glory, please prepare your students and chaperones to understand the following guidelines:

- **The Capitol is a working, government facility.** Visitors are expected to keep voices low and behavior respectful to prevent disturbing working employees and Official State of Utah Business being conducted.
- **The Capitol facilitates over 4,500 events annually.** Visitors are asked to respect roped off areas. This includes private events, the Gold Room, the Governor's ceremonial office, the Supreme Court Chamber, and the House and Senate galleries.
- **Respect the Capitol Hill Complex, its historic furniture and artifacts, as well as posted signage.** Please do not climb on, needlessly touch or damage any part of the building. This will protect the 100+-year-old building, its materials, furniture, and artwork as well as the visitors themselves.
- **Refrain from bringing gum, food, or drink on the tour.** Please contact Visitors Services if you need to reserve the student lunch area, or utilize a space for sack lunch storage.
- **Provide at least one chaperone per 10 students** to assist with keeping the group together, quiet and respectful of guidelines outlined above.

Docent led tours of the Capitol are offered on the hour, Monday through Friday, from 9:00 am – 4:00 pm and last approximately one hour. Legislative Session tours please be aware the Legislature sets its own schedule and the Visitors Center tour program does not always know in advance when floor time or committee meetings will be in session.

To schedule a tour, please fill out the Tour Form on our website:

<https://utahstatecapitol.utah.gov/visitors-tours/schedule-a-tour>

To apply for bus funding, please fill out the bus funding form on our website:

<https://utahstatecapitol.utah.gov/visitors-tours/public-education-funding>

If you have any questions, please contact capitol tours@utah.gov, or at (801) 538-1800. We look forward to your visit.

Sincerely,

The Visitors Center Team