STATE CAPITOL

Free Speech Event Application Form

If completing electronically, please save this form to your computer before typing. Once complete, click "save" again.

CONTACT

Contact Name: _____

(Name of person responsible for supervising the event during setup, breakdown, clean up, and duration of event)

Phone Number(s): _____

Email: _____

Address: _____
(street, city st, zip)

_____

Secondary Contact: _____

(In the event primary contact cannot be reached)

Phone Number(s): _____

Email: _____

EVENT

Event Name: _____
(i.e. Rally for a Good Cause)

Requested Date: _____

Anticipated Number of People: _____

Event Start Time: _____

Event End Time: _____

	Space	Standard Setup
Capitol	☐ Hall of Governors	No equipment provided, rentals available
	☐ Rotunda	No equipment provided, rentals available
Capitol Hill Complex	☐ South Steps	No equipment provided, rentals available

SETUP & EQUIPMENT

Please select the equipment needed for your event. Equipment rentals vary according to availability and room size and are available for indoor use only. Please be sure to submit the corresponding layout diagram for your event, indicating Equipment requests and placement. Individual room diagrams may be downloaded from http:utahstatecapitol.utah.gov/index.php/ scheduling/roominformation.
All diagrams should be emailed to capitolscheduling@utah.gov or faxed to 801.538.3221, no later than 1 week prior to the event. Please coordinate your setup and breakdown times with the Capitol Preservation Board office.

Equipment			
Equipment Name	**Charge Per Item**	**Quantity Available**	**Quantity Requested**
4X8 Riser	$25.00	4	
Table Pedestal Round 42" & 20"	$10.00	10	
Extension Cord	$5.00	8	
Flag Set (State & Federal)	No Charge	2	
Garbage Can	No Charge	8	
Gold Chiavari Chair	$5.00	160	
Gold Easel	$10.00	8	
Grand Piano (available in Rotunda only)	$200.00	1	
Indoor Podium w/ Mic	$35.00	2	
Indoor Podium w/o Mic	$25.00	1	
Microphone Stand	$15.00	2	
Outdoor Podium w/ Mic	$35.00	1	
P.A. System (during business hours only)	$250.00	1	
Polycom Phone	$10.00	2	
Power Strip	$5.00	6	
6' Rectangle Banquet Table	$7.00	32	
6' Round Table	$7.00	50	
Stanchions (set of two)	$10.00	20	
Upright Piano	$50.00	2	
White Folding Chair	$1.50	600	
		Total:	$ 0.00

PAYMENT

Payments for equipment must be made before the requested equipment will be set up.

•Phone: Please contact the CPB office at 801.410.0011 with payment information.
•In Person: Payments may be submitted in person between 8:00 am and 5:00 pm Monday through Friday to the CPB office.

_____ **Initial**

INSURANCE TILE REPLACEMENT PROJECT AND RENTAL OF THE ROTUNDA: There is currently an on-going insurance project to replace the floor tile in the Capitol. In renting the Rotunda, you acknowledge the following:

- With your rental of the Rotunda, visible construction on upper Capitol levels is not considered a disruption to your event, as the space you are renting applies to the center of the 2nd floor.
- Construction sites are subject to change. The CPB will keep you as up-to-date as possible, but cannot make any guarantees as to the location and progress of this project on other floors.
- Last minute refunds of any amount will not be made to an event based on change to construction relocation. Full refunds of deposits (excluding the $10.00 administrative fee) may still be received as long as written notification of cancellation is received by the CPB at least 30 days before the scheduled event.

_____ **Initial**

RULES

As Sponsor / Event Host, I Acknowledge:

- No event may disrupt or interfere with any "Official State of Utah business".
- Levels of audible sound generated by a group or an individual, indoors or in the North Plaza, shall not exceed 85 decibels. Other outdoor spaces must follow the city noise ordinances.
- Consumption, distribution, or open storage of alcohol is prohibited.
- Open flames, flammable fluids, candles with flames, burning incense, smoke, fog machines, disseminating dust, powder, glitter or confetti, and explosives are prohibited.
- A gelled alcohol food warming fuel used for food preparation or warming (catering sterno) is allowed.
- Balloons are not allowed inside the Capitol building.
- No weighted loads of any kind are to be rolled across the glass floor of the Rotunda.
- All events held in CPB-managed spaces must use a caterer from the "Approved Catering List", found on the CPB website.
- No adhesive material, wire, nails, or fasteners of any kind may be used inside of any building on the Capitol Hill Complex, including but not limited to hand railings, doors, pillars, bannisters, etc.
- Signs, posters, decorations, displays, or other media shall be in compliance with the state law regarding pornographic and harmful materials.
- No posting or affixing of placards, banners, or signs to any part of any building or on the grounds.

_____ **Initial**

I understand, that among the other requirements of the Rules, I:

- am responsible for damages incurred as a result of the event and will pay to have the area used restored if damage occurs;
- will indemnify and hold harmless the State of Utah for damage or loss to the State arising out of the conduct of such use or activities on the Capitol Hill Complex;
- understand the reservation is not transferable. The purpose, time and place and other conditions of the reservation may not be changed without advance written consent of the CPB office. The CPB office may revoke the reservation for violation of law, violation of facility rules, or if the safety or health of persons is threatened;
- may cancel the event and receive full refund of fees and deposit (with the exception of the $10 administrative fee) if written notice is received by the CPB office not less than 30 days prior to the scheduled event. Failure to timely cancel will result in forfeiture of any deposit and fees;
- understand all changes to the event set-up on the diagram must be submitted no later than 48 hours prior to the event. If changes are made at least 48 hours in advance, a new event diagram must be submitted.

A complete list of the above-summarized rules can be found at *utahstatecapitol.utah.gov* under: Capitol Hill Complex Facility Use, Fee Schedule, and Commercial Solicitations Rules as relating to the venue.

_____ **Initial**

SIGNATURE

By signing this document, I state that I have read and understand all the rules and regulations that apply to my rental of space at the Utah State Capitol Complex.
(The Capitol Preservation Board will not accept any unsigned applications)

Signature of Applicant: _____ Date: _____

Name (please print): _____

Capitol Preservation Board Office
350 North State Street
120 State Capitol
Salt Lake City, Utah 84114
Phone: 801-410-0011
Fax: 801-538-3221
Email: capitolscheduling@utah.gov