

**STATEHOUSE BUILDING AND GROUNDS  
EVENINGS & WEEKENDS  
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»

CELL Telephone: «Telephone W» Alternate Telephone: «Telephone H»

User Address: «Address 1», «Address 2»

Record/Use Agreement #: «ID» check # enclosed: \_\_\_\_\_

\*To ensure this unconfirmed event will be scheduled for you, return this Use Agreement and payment 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 must be scheduled with IDOA through the Conference Center. Event reservations are confirmed only after this Use Agreement is signed by both User and IDOA.

**2024/25 Events occurring at the Statehouse between 5:00 pm and 7:30 am weekdays and on Saturdays & Sundays are subject to a fee of \$1,450.00; legal holidays use fee is \$2,175.00. Checks should be made payable to the Indiana Department of Administration (IDOA). No reservations will be held without payment of this fee.** Payment may be made in full or a two-payment schedule is available: \$625.00 payment due within two weeks of Use Agreement being issued and remaining balance due 30 days from the partial payment due date.

Failure to remit the balance due by the thirty (30) day period from signing of the Use Agreement will result in the event reservation being cancelled, and the \$625.00 payment will be forfeited. All refunds will be assessed a \$250.00 administrative fee. IDOA will give a full refund less the administrative fee based on the original reservation date 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. Access to the building for private events is the North Entrance into the parking lot.

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

- a) Provide diagram for set-up no less than 30 days prior; remove all personal items immediately, and all **equipment shall be carried, not dragged.**
- b) Require all participants to observe these guidelines and all applicable fire, occupancy and building codes;
- c) 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.

#### STATEHOUSE BUILDING AND GROUNDS EVENING & WEEKEND USE POLICY AND AGREEMENT

Return To: Tracy L. Jones, Director, Conference & State Information Centers  
402 West Washington Street, IGCS Room 140, Indianapolis, IN 46204  
(317) 233-3116

Rev. 2022.06.06  
Policies within supersede all previous versions

tjones@idoa.in.gov

#### IV. HOURS

Special Events may be scheduled after regular business hours (starting at 5 pm, Monday through Friday) and weekends. These events cannot impede or interfere with the operational use of the building. Private Events/Weddings will be scheduled evenings and on the weekends during established 4-hour blocks of use time.

#### V. GENERAL RULES OF USE

##### ACCESSIBILITY

- Because of limited resources and security issues, the entrances which are 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.
- Special events must remove all personal items by the end of the specified 4-hour use time.

##### DAMAGES; INSURANCE

- User is liable for all damages, expenses and losses - 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 or 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.**
- **Candles must be in a protective votive or vase.**
- No nails, pins, rope, cable, putty or tape may be used to apply decorations to the building. User is responsible for removing all materials used as decoration.
- **This is a working Office Building. Users must work around and not move or displace displays, office furniture and equipment, or 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 Statehouse 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 or unapproved decor 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.
- Policies within this agreement are enforced by the ISP Capitol Police, contracted security provider and the IDOA Event staff.

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**EQUIPMENT**

- Certain equipment is available for use at no cost to User. (Equipment that is available is listed on page 5 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.
- Seated Table & Chair combinations are not permitted for food functions- standing receptions are permitted.

**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 devices 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 in a standing reception environment only.
- Caterer will not have access to electrical outlets or running water. We can create a makeshift back of house.

**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, is permitted during your private event reservation.
- We expect the historical nature of the building to be honored.
- Reception/party is not allowed.
- Other forms of entertainment will not be permitted.

**NOTICES / DISPLAYS**

- Signs, flags, banners or decorations may be erected, but may not be 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. Maximum size is 2' x 2'.
- 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, these must be posted on bulletin boards only.

**PARKING for Paid Events**

- The Statehouse parking lot is open to your event guests, free of charge, **for the extent of your paid 4-hour reservation.** User or users' guests must not park in 24/7 reserved spots.
- Bicycles, motorcycles, mopeds, motor scooters, or other vehicles must be parked in areas designated for the parking of such vehicles.
- Limos, Carriages, and Party Buses will pass through the parking gate.

**SECURITY**

A Capitol Police Officer will be on duty during all events. IDOA may determine additional security is needed for certain events. If deemed necessary, additional charges for security would apply.

**SMOKING**

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

## STATEHOUSE BUILDING AND GROUNDS EVENING &amp; WEEKEND USE POLICY AND AGREEMENT

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**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: \_\_\_\_\_

*This area left blank.*

**EVENINGS & WEEKENDS  
USE AGREEMENT ADDENDUM**

**Please fill this form out completely Our scheduling and set-up team rely on this information to create your event.**

User: «User» Contact Person: «Contact Person»

To ensure 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» Telephone Cell: «Telephone W»

Telephone Work: «Telephone W» Home: «Telephone H» Fax: «Fax»

User Address: «Address 1», «Address 2» Email: «EMail»

Building is requested for Rehearsal/set-up (as available) Date: \_\_\_\_\_ Time: \_\_\_\_\_

Building is requested for Special Event/Wedding: \_\_\_\_\_ Event/Ceremony Time: \_\_\_\_\_

Area of the building / grounds assigned: «Area Assigned»

Rehearsal will be confirmed 45 days prior to your wedding.

Type of Music planned: \_\_\_\_\_

Events hosted during public hours may host music 12-1pm only

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 Statehouse, 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: \_\_\_\_\_

**Event Planner** to be used: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Information on File: Yes  No

**Caterer** to be used: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Certificate of Insurance on File: Yes  No

Equipment requested:

- |   |   |
|---|---|
| _____ Backdrop (Black, White, Gold, Blue, Silver) | _____ Table Linens (Black or White) as available            |
| _____ Black chairs (400 available)                | _____ Stage (8- 6'x8' sections, 15" rise) w/ step           |
| _____ 8' Tables (25 available)                    | <input type="checkbox"/> Ramp to make riser accessible      |
| _____ 6' Tables (8 available)                     | <input type="checkbox"/> Podium w/ Microphone (2 available) |
| _____ 5' Tables (6 available)                     | _____ Lapel (2) or Wireless Handheld Mic (2)                |
| _____ 24 Rd. Cocktail Tables (30" w x 42"h0       | <input type="checkbox"/> U.S. Flag                          |
| _____ 1- Stage Table (4'w x 2'd)                  | <input type="checkbox"/> Indiana Flag                       |
| _____ 1- Monitor 75" (HDMI compatible)            | <input type="checkbox"/> 7' screen                          |

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

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Entrance:  Dock  West

Items: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Entrance:  Dock  West

Items: \_\_\_\_\_

**MODIFICATIONS (This could include modifications to a request or extra notes to Event Crew):**

*(Staff Use)*

Record/Use Agreement # «ID»

Private Event Guest  
Parking Lot & Entrance

North  
Atrium  
11am - 3 pm  
Event  
Location

**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»

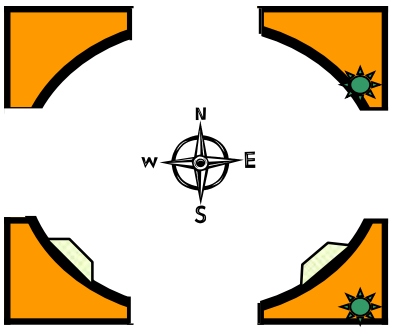
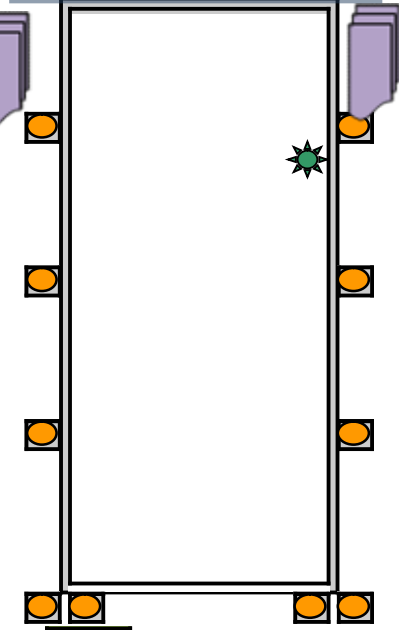
**Rehearsal times:** Are confirmed 45 days prior to your ceremony date. Plan to be flexible regarding the time available.

**Electrical Outlets:**  
Are very Limited ~ the outlets found at the Information Desk are not available for your use.

**Changing Rooms:** Changing rooms are not available.  
We have available only a holding/waiting area.

**Private Evening & Weekend Events**  
**Invitation Information:**  
 Indiana Statehouse  
 200 West Washington Street  
 Parking is accessed from Ohio Street.  
 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.



South  
Atrium  
3:30 -  
7:30pm  
Event  
Location

Staircase

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