



Capitol Square Review & Advisory Board

Phone: 614/752-9777 Fax: 614/752-5209
Ohio Statehouse, 1 Capitol Square, Columbus, Ohio 43215
OhioStatehouse.org

Today's Date: _____

APPLICATION FOR PERMIT TO USE STATEHOUSE & CAPITOL SQUARE FACILITIES FOR ELECTED OFFICIALS ONLY

Capitol Square Review and Advisory Board (CSRAB) exercises supervision and control of Capitol Square pursuant to 105.41 ORC.

CSRAB hereby grants permission to:

Name of group: _____

Permit holder's name, address, phone number and email: _____

To occupy and use Capitol Square subject to the terms and conditions below:

Date of event: _____ Actual Event Start Time: _____ Actual Event End Time: _____

Arrival Time (set-up included): _____ Portion of Capitol Square to be occupied: _____

Approximate number of persons attending: _____ Type of event: _____

**The permit holder agrees that, during the terms of this permit,
all Capitol Square policies and procedures will be adhered to, including the following:**

Administrative Fee: The Office of the Governor, Ohio Senate, Ohio House of Representatives, statewide office holders and all departments and/or divisions of the State of Ohio are exempt from the application permit fee for official business.

Official Business: IF SUCH EVENTS ARE HELD MONDAY THROUGH FRIDAY BETWEEN 8 A.M. AND 4 P.M.:

1. Officeholder must be present for events of official business.
2. Application for Permit must be completed; application permit fee will be waived.
3. No equipment fees.
4. No labor charges.
5. No Ohio State Highway Patrol security fees.

Official business includes the authorized business of the office to carry out the duties of said office or officeholder, i.e., press conference associated with public policy or a legislative issue. The elected official whose name is on the permit must sign the Permit Applicant line of the document. (\$50 admin fee is waived).

For official state business: For members of the General Assembly except for Senate President and Speaker of the House, the second signature line on the permit must be signed by:

For House of Representative: House Clerk, or House Chief of Staff.

For Senate: Senate Clerk, or Senate Chief of Staff.

Additional Fees: All equipment and staffing fees may apply if the event is after 4 p.m. If any event is not ruled as official business of the State of Ohio all fees apply. Payment is due five business days prior to event taking place.

Payment: Full payment for the event must be received five business days prior to the event taking place. Payments may be made by credit card or by check made payable to Treasurer, State of Ohio.

Prescribed Activities: The permit holder shall not permit any act inconsistent with or in violation of local, state, or federal laws or CSRAB administrative rules.

Security/Maintenance: CSRAB or OSHP security or CSRAB maintenance personnel will be used as agreed upon by CSRAB and the permit holder. All service charges will be billed to the permit holder prior to the date of the event. The permit holder is responsible for payment five business days prior to the event taking place.

Sound Equipment: Use of sound projection equipment shall be in compliance with local noise ordinances and used in a manner so as to not interfere with the proceedings of the state or other activities being conducted on Capitol Square.

Outside Vendor: A 20% facility fee will be assessed to all outside rental service providers. Final payment must be received 15 days after the event.

Signs, Banners, Flags: The use of stickers or labels, cellophane pressure sensitive tape, screws, nails, sticks, poles, or any other mounting technique for displaying signs, banners, or flags which adversely affects the structural, safety or decorative condition of the Capitol Square buildings or any permanent structure on the premises is prohibited.

Supplemental Accommodation: Supplemental accommodations such as, but not limited to: electricity, water, litter control, and outdoor facilities may be provided by CSRAB. These items will be charged to the permit holder.

Food/Beverage: No food or beverages, or merchandise shall be sold or dispensed on Capitol Square Grounds without the express written consent of CSRAB. No transient vendors are permitted to use the Capitol Square facilities. Food and beverage dispensing shall be in accordance with all state and federal laws.

Liability: Each party agrees to be responsible for any personal injury or property damage caused solely by its negligent acts or omissions as determined by a court of competent jurisdiction. In no event shall either party be liable to the other party for indirect, consequential, incidental, special, or punitive damages, or lost revenue.

_____ X _____
Print name of PERMIT APPLICANT Signature of PERMIT APPLICANT with title
I have read the above permit and agree to adhere to all Capitol Square policies and procedures.

_____ X _____
Print name of AUTHORIZING AUTHORITY Signature of AUTHORIZING AUTHORITY
FOR OFFICIAL BUSINESS

CSRAB REPRESENTATIVE _____ DATE _____

***This application must accompany the following before being reviewed:
Signed Agreement of Compliance, Registration Form and
15-day Waiver if applicable.***

APPROVED
 DENIED

C.S.R.A.B. USE ONLY:
EP #: _____