Capitol Square Review & Advisory Board

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

hioStatehouse.org	Today's Date:	

APPLICATION FOR PERMIT TO USE STATEHOUSE & CAPITOL SQUARE FACILITIES FOR AGENCIES 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: State agencies and all other official agencies of the Sound Equipment: Use of sound projection equipment shall be in compliance executive and judicial branches of State of Ohio government (i.e., various with local noise ordinances and used in a manner so as to not interfere with the cabinet agencies, Legislative Service Commission, Ohio Court of Appeals) are proceedings of the state or other activities being conducted on Capitol Square. exempt from the special events application permit fee associated with events in Outside Vendor: A 20% facility fee will be assessed to all outside rental service conjunction with official business. providers. Final payment must be received 15 days after the event. Official Business: IF SUCH EVENTS ARE HELD MONDAY THROUGH Signs, Banners, Flags: The use of stickers or labels, cellophane pressure FRIDAY BETWEEN 8 A.M.AND 4 P.M.: sensitive tape, screws, nails, sticks, poles, or any other mounting technique for IF SUCH EVENTS ARE FOR OFFICIAL BUSINESS then: displaying signs, banners, or flags which adversely affects the structural, safety or 1. No application permit fee. decorative condition of the Capitol Square buildings or any permanent structure 2. Equipment fees will apply. on the premises is prohibited. 3. Labor and Highway Patrol security fees will apply. Supplemental Accommodation: Supplemental accommodations such as, but not Permit for Application must be signed by the director or authorizing authority limited to: electricity, water, litter control, and outdoor facilities may be provided of Ohio government entity. by CSRAB. These items will be charged to the permit holder. Additional Fees: All equipment and staffing fees may apply if the event is Food/Beverage: No food or beverages, or merchandise shall be sold or after hours of 4 p.m. If any event is not defined as official business of the State dispensed on Capitol Square Grounds without the express written consent of of Ohio all fees apply. Payment is due five business days prior to event taking 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 **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 **Liability:** Each party agrees to be responsible for any personal injury or property check made payable to Treasurer, State of Ohio. damage caused solely by its negligent acts or omissions as determined by a court Prescribed Activities: The permit holder shall not permit any act inconsistent of competent jurisdiction. In no event shall either party be liable to the other with or in violation of local, state, or federal laws or CSRAB administrative party for indirect, consequential, incidental, special, or punative damages, or lost revenue. Security/Maintenance: CSRAB or OSHP security or CSRAB maintenance personnel will be used as agreed upon by CSRAB and permit applicant. 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. **Signature of PERMIT APPLICANT with title Print name of PERMIT APPLICANT** I have read the above permit and agree to adhere to all Capitol Square policies and procedures. Signature of AUTHORIZING AUTHORITY Print name of AUTHORIZING AUTHORITY FOR OFFICIAL BUSINESS □ APPROVED CSRAB REPRESENTATIVE DATE This application must accompany the following before being reviewed: C.S.R.A.B. USE ONLY: □ DENIED Signed Agreement of Compliance, Registration Form and

15-day Waiver if applicable.

EP #: