



Usage of the Capitol Square Complex for Weddings: **General Rules**

The Capitol Buildings or Grounds are available for use by the public for the purpose of governmental business, public meetings for free discussion of public questions, or for activities of a broad public purpose, provided the authorized procedure has been followed and appropriate approvals have been received, if such use:

- 1) Does not interfere with the primary use of the Capitol Buildings or Grounds;
 - 2) Is appropriate to the physical context of the Capitol Buildings or Grounds;
 - 3) Does not unduly burden the managing authority;
 - 4) Is not a hazard to the safety of the public or state employees;
 - 5) Does not expose the State to the likelihood of expenses and/or damages which cannot be recovered.
- Capitol Buildings and Grounds shall be available for use any day of the week between the hours of 7 a.m. and 12 a.m.
 - CSRAB reserves the right to limit the use of Capitol Buildings or Grounds, at any time, due to unforeseen operational circumstances. Every reasonable effort will be made to alleviate the effects of any such limitation.
 - The permit holder shall maintain the Capitol Buildings or Grounds in a responsible manner during the term of the permit, keeping them clean and free of debris. The permit holder will be responsible for any actual costs or damages incurred by the Board as a result of the use of the Capitol Buildings or Grounds.
 - No helium balloons, bubbles or fresh flower petals are permitted inside or outside the Capitol Buildings.
 - No glitter or confetti is permitted inside or outside the Capitol Buildings.
 - No smoking shall be permitted within the Capitol Buildings. Smoking is permitted outside away from entrances.
 - No fires or grills are permitted inside or outside the Capitol Buildings. Candles must be contained within glass containers.
 - The wedding permit holder must have all deliveries scheduled the day of the wedding. No equipment or personal items are permitted to be stored overnight. CSRAB has the discretion to dispose of all materials left behind at the permit holder's expense.
 - The issuance of a permit by CSRAB for use of Capitol Buildings or Grounds shall not imply endorsement or approval by the State of Ohio of the actions, objectives or views of the permit holder.



Additional Rules and Guidelines **for Wedding Ceremonies and Receptions**

The primary purpose of the Capitol Square Review and Advisory Board is to preserve the state's historical, archeological and natural heritage through education, research, collection and exhibition. Allowing the use of space for special events affords the opportunity to expand the educational outreach efforts and provide a much needed space for wedding ceremonies and receptions.

Use of space:

The use of facilities administered by CSRAB is subject to the following limitations:

- Regular operational needs and scheduled official government activities shall have first priority
- Use of the Statehouse facilities shall be regulated by administrative policies established by the CSRAB
- The wedding ceremony must be conducted by an officiator licensed by the State of Ohio
- A copy of the official Ohio wedding license must be submitted to the CSRAB office at least two days prior to the ceremony or reception date
- The availability of dates will be predetermined by CSRAB. The Statehouse will be available for wedding ceremonies and receptions on Friday, Saturday and Sundays
- The maximum capacity for a wedding ceremony or reception will be up to 275 guests.
- Space may be reserved with a 10% deposit at the signing of a contract
- Venues available for wedding ceremonies include: The Capitol Atrium, Atrium Porches, Rotunda, State Room, Ladies' Gallery or Museum Gallery. Your choice of two spaces. Additional fees may apply for use of additional spaces.
- Venues available for wedding receptions include: The Capitol Atrium, Rotunda, Museum Gallery, or North and South Atrium Porches. Your choice of two spaces. Additional fees may apply for use of additional spaces.
- All CSRAB rules apply and must be adhered to. Rules are available at www.ohiostatehouse.org.
- **Cancellation policy:**
 - One hundred eighty days prior to event day, the total fee deposit will be refunded.
 - One hundred fifty days prior to event day, 75% of the fee deposit will be refunded.
 - One hundred twenty days prior to event day, 50% of the fee deposit will be refunded.
 - Ninety days prior to event day, 25% of the fee deposit will be refunded.
 - Eighty-nine days or less prior to event day, no refund.