



# Michigan State Capitol

## Heritage Hall

Frequently asked questions for event hosts, informational vendors,  
and caterers

### **Arrival & Security**

The operating hours of the Michigan State Capitol and Heritage Hall are 8:00AM-5:00PM, Monday-Friday. Michigan State Police will be at all entrances of the Capitol and Heritage Hall. Once the doors are open, you will have to pass through security. Please account for this in your arrival time it may delay your entrance into the building.

### **Parking**

You must find a parking spot on the street or use the public parking ramps. The parking spots on Capitol Square have a 2–3-hour parking maximum. If you have a lot of items to unload, you may want to consider reserving a space for the day with the city of Lansing. City of Lansing Parking: (517) 483-4240. The closest parking ramps for event attendees are the North Capitol Ramp or North Grand Ramp.

### **Carts**

We have carts available to transport items from your vehicle to the event space if arrangements are made prior to the event with the Capitol Facilities Office. All ground floor entrances are equipped with at least one automatic door which is activated by the wave of your hand or a push plate. At no time, are the carts to be rammed into doors to force them open or to hold them open.

### **Surfaces**

Nothing may be set, placed, or leaned on any item other than the floor or tables set up specifically for the purpose. No tape or sticky tack is allowed on moveable or structural surfaces. The set furniture in Heritage Hall may not be used for catering, displays or vendor information. They are not to be moved from their set places.

### **Informational Vendors**

If scheduled, informational vendors are allowed outside of the Capitol and in Heritage Hall. You may pass out information about your business, company, non-profit, etc., however, no sale of goods is allowed.

### **Electric**

If you require electric for your event, vendor table or catering equipment, you must notify the event host so this can be arranged with the Capitol Event Coordinators.