

Procedures For  
the Use of

THE  
MICHIGAN  
STATE CAPITOL



Approved by the **MSCC**  
Effective February 2, 2024

*Michigan*  
STATE CAPITOL COMMISSION



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# **Administration of the Michigan State Capitol**

The operation, maintenance, restoration, and improvement of the Michigan State Capitol Historic Site, which includes the Capitol Building and Capitol Grounds & Exterior are regulated under the Michigan State Capitol Historic Site Act, 2013 PA 240, MCL 4.1941 *et seq.*

While the Michigan State Capitol Commission (MSCC) is directed to operate and manage the Michigan State Capitol Historic Site, the Michigan Senate, the Michigan House of Representatives, and the Governor allocate use of space and manage events in areas under their jurisdictions.

# I. Definitions

The words and terms below, when used in this document, shall have the following meanings, unless the context clearly indicates otherwise.

- A. **CAPITOL:** Means the Michigan State Capitol Historic Site, which includes the Capitol Building and Capitol Grounds & Exterior
- B. **CAPITOL BUILDING:** Means the Michigan State Capitol Building, including Heritage Hall, the maintenance garage, and all other indoor facilities and structures within the Michigan State Capitol Historic Site. “Capitol Building” does not include the grounds of the Michigan State Capitol Building bounded by Ottawa street on the north, Allegan street on the south, Capitol avenue on the east, and Walnut street on the west, as described in section 4(2) of the Michigan State Capitol Historic Site Act, 2013 PA 240, MCL 4.1944.
- C. **CAPITOL GROUNDS & EXTERIOR:** Means both of the following:
  - 1. The grounds of the Michigan State Capitol, bounded by Ottawa street on the north, Allegan Street on the south, Capitol avenue on the east, and Walnut street on the west.
  - 2. The exterior of the Capitol Building, including the exterior walls and surfaces, the ground and first floor entrances, porches, and staircases.
- D. **CAPITOL SECURITY:** Means the enforcement members of the Michigan State Police, Sergeants at Arms of the Michigan Senate, and Sergeants at Arms of the Michigan House of Representatives.

- E. **EVENT:** Mean any performance, ceremony, presentation, meeting, rally, or reception held in or at the Capitol.
- F. **EXHIBIT:** Means any display, including but not limited to public service and educational presentations; historical displays; and any display of artwork, including but not limited to paintings, sculptures, arts and crafts, and photographs.
- G. **EXPLOSIVE:** Means that term as it is defined in section 15 of the Michigan Vehicle Code, 1949 PA 300, MCL 257.15.
- H. **FIREARM:** Means that term as it is defined in section 1(1)(c) of 1927 PA 372, MCL 28.421(1)(c).
- I. **GOVERNMENT FUNCTION:** Means an exhibit or event sponsored by an agent or agency of federal, state, or local government.
- J. **MSCC:** Means the Michigan State Capitol Commission, established in section 5 of the Michigan State Capitol Historic Site Act, 2013 PA 240, MCL 4.1945.
- K. **MICHIGAN STATE CAPITOL HISTORIC SITE:** Means that term as it is described in section 4 of the Michigan State Capitol Historic Site Act, 2013 PA 240, MCL 4.1944.
- L. **PARTISAN POLITICAL EVENT:** Means an event held for the primary purpose of advancing or advocating the political candidacies of a particular party or group; and advancing, advocating or opposing initiatives and / or referendums.
- M. **PUBLIC FUNCTION:** Means an exhibit or event that serves a public interest and promotes the well-being, welfare, security, safety, and education of all residents of the state.
- N. **RALLY:** Means gathering of people for the purpose of actively promoting a candidate or a cause.

## II. Conditions Governing the Capitol, Generally

The following conditions apply to the **Michigan State Capitol Historic Site, which includes the Capitol Building and the Capitol Grounds & Exterior.** For conditions specific to the Capitol Building and Capitol Grounds & Exterior, see Sections III and IV.

- A. **Discrimination:** No event or exhibit may discriminate on the basis of any protected class under the Elliott-Larsen Civil Rights Act 1976 PA 453, MCL 37.2102 *et seq.*
- B. **Interference:** Public use of the Capitol shall not interfere with any legislative session or the conduct of public business by agencies of the State which normally occupy and use the Capitol and shall not affect the safety and well-being of the individuals conducting the work of these agencies.
- C. **Emergencies:** In case of fire, bomb threat, utility malfunction, a threat to the structural integrity of the Capitol, or an event that interferes with the safe conduct of business in or at the Capitol or other unforeseen emergency or threat endangering public safety or health, the MSCC Executive Director or his or her designee, or in the absence of both of these individuals Capitol Security, may delay or postpone any scheduled event until the emergency or threat is over.
- D. **User Responsibility:** Individuals or organizations are responsible for returning the areas used in conducting their events or exhibits to their original condition. Individuals or organizations are responsible for any vandalism, damage, breakage, loss, or other destruction to the Capitol caused by

that individual or organization. Costs will be assessed to individuals or organizations for damages incurred. The cost of the repair will include the costs for the services of specialists in relevant historical restoration skills as determined by the MSCC Executive Director.

- E. **Indemnification:** Individuals or organizations using the Capitol shall indemnify and hold harmless the State of Michigan, its departments, agents, and employees, from and against any and all suits, damages, claims, or other liabilities due to personal injury or death, damage to or loss of property to the State or to others, or for any other injury or damage arising out of or resulting from the use of the Capitol.
- F. **Alcohol:** Alcoholic beverages shall not be served or consumed in public areas of the Capitol.
- G. **Food and Beverages:** Food and non-alcoholic beverages may be served at a scheduled event or exhibit if all of the following criteria are met:
  - 1. The applicant specifies in writing, prior to the event or exhibit, the type of food and beverages to be served and the desired service area.
  - 2. Food and beverages shall be provided by a state licensed caterer; otherwise, individuals or organizations shall obtain a temporary food stand license as provided by law.
  - 3. The applicant assumes responsibility for the preparation, service, and consumption of all food and beverages provided during the event or exhibit.
  - 4. The food and beverage service will not cause physical damage to the Capitol.



- H. **Posting Signs:** Posting or affixing signs, announcements, or other documents on any exterior or interior wall, ceiling, floor, door, window, or other surface in or on the Capitol not designed for that purpose, is prohibited. Stickers, labels, tape, or any other adhesive material that might leave a residue or otherwise damage interior or exterior surfaces of the Capitol, including porches, stairs, statuary, monuments, light wells, fences, and trees are also prohibited. Likewise, tacks, nails, staples, or other attachments may not be used.
- I. **Damaging Materials:** No item or material with the potential to damage the Capitol may be used. All items or materials must be removed promptly after an exhibit or event.
- J. **Leaning Items:** No item may be leaned against exterior or interior walls, pillars, portraits, furnishings, staircases, or other feature of the Capitol.
- K. **Equipment Available:** The Capitol Facilities Office has limited equipment for use at exhibits or events. Arrangements may be made for the Capitol Facilities Office to provide such equipment upon payment of reasonable charges; otherwise it shall be provided by the individuals or organization sponsoring the event or exhibit. If equipment is required, the Capitol Facilities Office should be contacted to discuss what is available, how it is intended to be used, and to place a reservation. Requests for equipment should be made at least one week in advance of the event or exhibit. Individuals or organizations using such equipment will be responsible for any damage to or loss of that equipment.

- L. **Exhibits:** Exhibits are allowed at the Capitol subject to the following conditions:
1. **Security and Loss:** The State of Michigan is not responsible for damage to or loss or theft of exhibits during the period of their installation, display or removal. No special security can be provided for exhibits by Capitol Security; all special security required for an exhibit must be provided by the exhibit's sponsor.
  2. **Costs:** Exhibitors must bear all costs of assembling, mounting, displaying, and removing exhibits and of cleaning up and restoring the exhibit space to its original condition under the supervision of the Capitol Facilities Office.
  3. **Manner of Display:** All displays must be free-standing. Exhibits may not hang from walls or ceilings or be affixed to doors, windows, railings, or other Capitol Building surfaces (except for standing on the floor). Exhibits on the Capitol Grounds & Exterior may not hang or be affixed to trees, shrubbery, or other plantings, statuary, monuments, fences, light fixtures, light wells, or the exterior surfaces of the Capitol Building.
  4. **Disclaimer:** Exhibits must contain a disclaimer stating that the display is not owned, maintained, promoted, supported by, or associated with the State of Michigan.
- **Scheduling:** Exhibits may be scheduled for display for up to 7 calendar days during a calendar year (January 1 through December 31). Exhibits on the Capitol Grounds & Exterior must be removed by the time and for the reasons set forth in Section IV.

Events inside the Capitol Building or on the Capitol Grounds & Exterior may be scheduled no more than 3 times during a calendar year (January 1 through December 31).

- **Layout Required:** Requests for exhibit space must include a clear layout, scale drawing, or sketch of the proposed exhibit, preferably as it will be displayed. The dimensions of the space required should be indicated, as well as the manner in which the exhibit will be mounted or displayed.
- M. **Sound Equipment:** Sound amplifying equipment (such as megaphones, bullhorns, or any other device used to amplify sound) is prohibited unless previous written authorization from the Capitol Facilities Office has been granted.
- N. **Unmanned Aircraft:** No person shall operate any unmanned aircraft in the airspace above property governed above, on, or in the Michigan Capitol Historic Site except under special circumstances when the MSCC may authorize limited flights conducted in accordance with Federal Aviation Administration regulations.
- O. **Removing Property:** A person shall not remove state property from the Capitol except as permitted in the normal course of business unless the removal has been previously authorized in writing by the MSCC Executive Director.
- P. **Identification:** Proper identification of all employees and any other visitor may be demanded at any time after normal working hours. If the Capitol Building is closed during an emergency, access may be denied for the duration of the emergency. Employees or other persons may be required to sign a registration sheet after normal working hours or when the Capitol Building is closed.

- Q. **Obstructive Devices:** Any device which may be used to affix a person or persons to any object or surface in the interior or exterior of the Capitol Building is prohibited. Likewise, any device which may be used to block ingress, egress, or obstruct passage to any part of the Capitol Building, except those devices used by Capitol Facilities staff in the normal conduct of business, is prohibited.
- R. **Naming Prohibited:** The naming of rooms, corridors, architectural features, furnishings, trees, and other objects and elements is prohibited.
- S. **Soliciting and Sales:** Unless authorized by the MSCC Executive Director, no individual or organization shall solicit or sell any commercial product.
- T. **Picketing and Distributing Literature:** Picketing and the distribution of literature shall not impede or interfere with State business or public access to and use of the Capitol. It is recommended, but not required, that individuals and organizations desiring to distribute literature on the Capitol Grounds & Exterior advise the MSCC Executive Director of the date and time of this activity. Individuals distributing literature shall remove all discarded items from the Capitol at the conclusion of their activity.
- U. **Penalties:** A person who refuses to adhere to the policies and procedures for the use of the Michigan State Capitol is subject, in addition to criminal penalties provided by law, to immediate removal from the Capitol by the MSCC Executive Director, or his or her designee, or Capitol Security. Nothing contained herein shall be construed as limiting prosecution under any existing or future law.

### **III. Conditions Governing the Capitol Building**

The following conditions apply to the Michigan State Capitol Building.

#### **A. SECURITY**

In accordance with the Michigan State Capitol Commission's authority under the Michigan State Capitol Historic Site Act, 2013 PA 240, MCL 4.1941 to 4.1949, to operate and manage the Michigan State Capitol Historic Site, and in carrying out its authority by providing for the safety of visitors to the Capitol Building and for those who work within the Capitol Building, the Michigan State Capitol Commission adopts the following procedure:

1. Except as otherwise provided in this procedure, weapons are not permitted within the Capitol Building. Weapons include the following:
  - a. Firearms.
  - b. Explosives.
  - c. Other items as determined by Capitol Security to pose a potential security threat.
2. The prohibition contained in section 2 does not apply to any of the following:
  - a. A member of Capitol Security.
  - b. A law enforcement officer of an authorized law enforcement agency in Michigan who is licensed under the Michigan Commission on Law Enforcement Standards Act, 1965 PA 203, MCL 28.601 to

- 28.615, and who is on-duty and authorized to carry a firearm as part of his or her employment.
- c. A security employee employed by the State of Michigan and granted limited arrest powers under section 6c of 1935 PA 59, MCL 28.6c, and who is on-duty and authorized to carry a firearm as part of his or her employment.
  - d. A motor carrier officer appointed under section 6d of 1935 PA 59, MCL 28.6d, and who is on-duty and authorized to carry a firearm as part of his or her employment.
  - e. A federal law enforcement officer authorized to carry firearms
3. The following individuals may carry a concealed pistol or a concealed electro-muscular disruption device within the Capitol Building if the individual is in possession of a valid concealed pistol license under 1927 PA 372, MCL 28.421 to 28.435, and is otherwise in compliance with law:
- a. An individual who is employed by a private security vendor that contracts services with the State of Michigan for the purpose of providing executive protection to state officials and who is on-duty and who is authorized to carry firearms by his or her employer.

- b. An individual who is employed by the Michigan Supreme Court or the Michigan Court of Appeals and who is on-duty and who is authorized to carry firearms by his or her employer.
- c. A currently serving member of the Michigan Senate or House of Representatives

4. The Executive Director of the Michigan State Capitol Commission shall arrange for the posting of a notice at all entrances to the Capitol Building that states: "No weapons are permitted within the Capitol Building. All individuals entering the Capitol Building are subject to the policies and procedures of the Michigan State Capitol Commission."

**B. Hours of Operation:** Visiting hours for the public are from 8:00 a.m. to 5:00 p.m. Monday through Friday. The Capitol Building is closed on weekends and holidays. When either house of the legislature, legislative committee, or public commission is in session prior to 8:00 a.m. or after 5:00 p.m., or on Saturday, Sunday, or a holiday, the Capitol Building shall be open to the public 30 minutes before commencement of the session and closed 30 minutes after adjournment of the Senate, House of Representatives, legislative committee, or public commission. Upon approval of the MSCC Executive Director, events sponsored by state agencies and entities may be held in public areas prior to 8:00 a.m. or after 5:00 p.m. on workdays, or on Saturday, Sunday, or a holiday.

- C. **Emergencies:** In case of fire, bomb threat, utility malfunction, a threat to the structural integrity of the Capitol Building, an event that interferes with the safe conduct of business in the Capitol Building, or other unforeseen emergency or threat endangering public safety or health, the MSCC Executive Director, or his or her designee, or in the absence of both of these individuals Capitol Security, may restrict access to the Capitol Building at any time and require that entrances be used from within only as a means of egress. Until the emergency is over, a person shall not enter or attempt to enter through an entrance which is closed pursuant to these conditions.
- D. **Smoking:** Michigan state law prohibits smoking in public buildings, 1978 PA 368, MCL 333.12603, *et seq.* Furthermore, the Capitol Building is a historic structure with highly decorated walls, ceilings, and original works of art. Therefore, smoking, vaping, or carrying lighted tobacco products is not permitted inside the Capitol Building.
- E. **Alcohol:** Alcoholic beverages shall not be served or consumed in any public area of the Capitol Building.
- F. **Blocking Entrances:** An event or exhibit shall not obstruct entrances or block traffic flow through the Capitol Building.
- G. **Moving Items:** Moving the Capitol Building's furnishing (such as furniture, lighting, and paintings) by the organizers, conductors, or participants at an event or exhibit is not permitted.
- H. **Dragging Items:** Tables, displays, chairs, or other items shall not be dragged or rolled across the floor.



- I. **Partisan Political Event:** A partisan political event is not permitted in the public areas inside the Capitol Building.
- J. **Government or Public Function:** All events held in the public areas inside the Capitol Building must be related to a government or public function.
- K. **Fees:** In addition to set-up, tear-down, labor, equipment, and power; a basic use fee will be charged to individuals or organizations in the Capitol building.
- L. **Damage Deposit/Insurance Rider:** In order to provide for the repair or restoration of any damage to the Capitol Building arising from an event or exhibit, a damage deposit may be charged and an insurance rider may be required from individuals or organizations for the use of the rotunda and main corridors. If the MSCC Executive Director determines no damage has occurred, the damage deposit will be refunded.
- M. **Signs on Sticks:** Due to the constricted space and crowded conditions which often prevail inside the Capitol Building, hand-carried signs and signs on hand sticks represent a serious safety hazard to visitors and occupants. They are not permitted inside the Capitol Building
- N. **Helium Balloons:** Helium balloons are not permitted inside the Capitol Building because they are very difficult to retrieve.
- O. **Food and Beverages:** Food and beverages shall not be served in the public areas inside the Capitol Building without the approval of the MSCC Executive Director, as described in Section II (G). Food and beverages must be consumed in the area approved for an event or exhibit.
- P. **Animals:** Except as may be required in the course of state business, animals are not permitted in the inside the Capitol

Building. Police dogs required for security purposes and dogs necessary to assist persons with disabilities in the Capitol Building may be used at the discretion of the MSCC Executive Director. The owner or person having the animal under their control shall be responsible for the animal's behavior.

- Q. **Exhibits:** Exhibits intended for the Capitol Building and sponsored by state agencies and entities may be held with the approval of the MSCC Executive Director. Requests will be scheduled on a first-come, first-served basis at times and durations set by the MSCC Executive Director if the following criteria are met:
1. **No Obstruction:** Exhibits do not obstruct entrances, interrupt traffic flow through the Capitol Building, or disrupt legislative sessions or the normal conduct of public business.
  2. **Manner of Display:** Mounted materials (whether items of display or information related to displays) must be secured to tripods, display panels, or other free-standing devices. Such panels, tripods, etc., when provided by the exhibitor, must meet the approval of the MSCC Executive Director.
- R. **Commercial Filming and Photography:** Commercial photographers and film production units working inside the Capitol Building may not obstruct or impede the free movement of traffic or create noise levels that interfere with the normal conduct of business. In addition, they may not move the Capitol Building's furnishings, lean equipment against walls or columns, or pose a threat to the Capitol Building's furnishings, artwork, lighting, walls, flooring, or other surfaces. Before filming in the Capitol

Building, commercial photographers and film production units must schedule in advance as an event with the Capitol Facilities Office. Depending on the nature and complexity of the project, the permission of the MSCC may be required, and a Capitol Facilities staff person may be assigned, to accompany the photographer or film unit at all times. In order to recover the expenses incurred, fees and a damage deposit may be collected.

The requirement to schedule with the Capitol Facilities Office does not apply to visitors, the news media, or to legislative photographers.

## **IV. Conditions Governing the Capitol Grounds & Exterior**

The following conditions apply to the Capitol Grounds & Exterior.

- A. **Hours of Operation:** In order to maintain the security, safety and aesthetic appearance of the Capitol Grounds & Exterior, and to provide for regular maintenance, improvements or alterations, scheduled events or exhibits shall occur between the hours of 6:00 a.m. to 11:00 p.m. on a daily basis and shall at no time block any entrance or exit of the Capitol Building or impede free access to the Capitol Building by its occupants or the public. When either house of the legislature, legislative committee, or public commission is in session prior to 6:00 a.m. or after 11:00 p.m., the Capitol Grounds & Exterior shall be open 30 minutes before commencement of the session and closed 30 minutes after adjournment of the Senate, House of Representatives, legislative committee, or public commission.

- B. Defacing or Damaging:** Defacing or damaging the Capitol Grounds & Exterior, including trees, shrubbery, flowers, lawns, sidewalks, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the Capitol (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature in any manner is not permitted. Likewise, defacing or damaging the exterior walls and surfaces of the Capitol Exterior, including the entrances, porches, and staircases is not permitted.
- C. Stairway Banners:** A banner for a scheduled event may be suspended from the light standards during the event, but not exceeding 12 hours on one day in any given year. The banner (in dimensions specified by the MSCC Executive Director) must be attached to and removed from the standards by Capitol maintenance staff. The banner should be delivered to the Capitol Facilities Office two hours before the start of a scheduled event.
- D. No Climbing:** Stepping or climbing upon statues, monuments, cannons, fences, lighting fixtures, skylights, light wells, trees, or parts of the Capitol Grounds & Exterior not intended for such purposes is not permitted.
- E. Signs and Banners:** Due to the presence of underground utility, electrical, and drainage lines, handheld signs or banners shall not be driven into the ground, nor shall they be supported in or by any tree, monument or other structure affixed to the Capitol Grounds & Exterior.

- F. **Freestanding Signs and Banners:** Excluding disclaimer required under Section II (L) (3), signs and banners supported by freestanding devices may not be left unattended. An individual must be stationed within two feet of a freestanding sign or banner at all times to prevent damage to the Capitol Grounds & Exterior, injury to individuals, and for security reasons.
- G. **Use of the Grounds:** Use of the Capitol Grounds & Exterior by an individual or organization for an event or exhibit is authorized only if the event or exhibit has been scheduled with the Capitol Facilities Office in accordance with the procedures described herein.
- H. **Commercial Activities:** Commercial activities unrelated to the purpose of an exhibit or event, or advertising for services or products unrelated to the purpose of an exhibit or event, are not permitted, except for signage identifying the sponsors or underwriters of an event or exhibit that serves a public function.
- I. **Structures:** In order to maintain the security, safety, and aesthetic appearance of the Capitol Grounds & Exterior and to provide for regular maintenance, improvements, or alterations; structures, whether for shelter or for any other purpose, erected by an organization as part of a scheduled event or exhibit, shall be removed from the Capitol Grounds & Exterior by the time scheduled for the closing of the Grounds & Exterior set forth in Section IV (A).

The size, number and location of structures erected for shelter shall be determined by the MSCC Executive Director based on the physical conditions of the grounds and the expected size and nature of the event or exhibit.

Structures for a scheduled event or exhibit, for purposes other than shelter, shall be limited in number to one, in size to 4 feet x 4 feet x 4 feet, and shall not be capable of habitation. The MSCC Executive Director has been delegated the authority to designate specified areas of the grounds for the location of structures of this kind, which shall apply equally to all such structures.

- J. **Equipment:** Equipment placed on the Capitol grounds in connection with an event or exhibit shall be entirely removed at the conclusion of the event or exhibit, or no later than the time set for closing of the grounds as set forth in Section IV (A).
- K. **Fees:** Other than fees charged for the use of equipment, power, and labor to set up, operate, and remove equipment, no charges will be made to individuals or organizations for use of the Capitol Grounds & Exterior.
- L. **Alcohol:** Alcoholic beverages shall not be dispensed or consumed on the Capitol Grounds & Exterior.
- M. **Camping:** Camping or sleeping overnight on the Capitol Grounds & Exterior is not permitted.
- N. **Vehicles:** Vehicles are not permitted on the Capitol Grounds & Exterior, except in designated parking areas, without permission of the MSCC Executive Director.
- O. **Exhibits and Structures:** In order to maintain free access to the Capitol Building for emergency vehicles and pedestrians, and to preserve unobstructed views of the Capitol Building, exhibits and event structures (whether for shelter or for any other purpose) are not permitted on the

paved walks on the Capitol Grounds & Exterior, except at the discretion of the MSCC Executive Director.

- P. **Flags:** Three flag poles are located on the Capitol roof. The flag pole on the south wing roof is the Senate flagpole and flags shall be flown on the pole as directed by the Michigan Senate. The flagpole on the north wing roof is the House flagpole and flags shall be flown on the pole as directed by the Michigan House of Representatives. The flagpole on the east wing roof is the main Capitol flagpole. Only the flags of the United States of America and State of Michigan shall be flown in accordance with United States code on the main Capitol flagpole, with the following exceptions:

2004 PA 402, MCL 435.341 *et seq.*, the Armed Forces Commemoration Act, requires the flag of each branch of the United States armed forces be flown over the Capitol annually on the anniversary of the founding of the branch. The United States Army flag is flown on June 14; the United States Coast Guard flag is flown on August 14; the United States Air Force flag is flown on September 18; the United States Navy flag is flown on October 13; and the United States Marine Corps flag is flown on November 10.

- Q. **Commercial Filming and Photography:** Before filming on the Capitol Grounds & Exterior, commercial photographers and film production units must schedule in advance as an event with the Capitol Facilities Office. Depending on the nature and complexity of the project, the permission of the Michigan State Capitol Commission may be required, and a Capitol Facilities staff person may be assigned to accompany the photographer or film unit at all times. In order to recover

the expenses incurred, fees and a damage deposit may be collected. The requirement to schedule with the Capitol Facilities Office does not apply to visitors, the news media, or to legislative photographers.

## **V. Scheduling Events and Exhibits**

Information on use of the Capitol, Capitol Building, or Capitol Grounds & Exterior for an event or exhibit shall be provided by the agency holding jurisdiction over the space. Requests for use should be addressed to the appropriate office:

- A. Requests regarding the Capitol, Capitol Building, and Capitol Grounds & Exterior, must be addressed to the MSCC Executive Director, Michigan State Capitol, P.O. Box 30014, Lansing, Michigan 48909-7514.
- B. Requests regarding the use of space under the jurisdiction of the Senate must be addressed to the Secretary of the Senate, P.O. Box 30036, Lansing, Michigan 48909-7536.
- C. Requests regarding the use of space under the jurisdiction of the House of Representatives must be addressed to the Business Office, Michigan House of Representatives, P.O. Box 30014, Lansing, Michigan 48909-7514.
- D. Requests regarding the use of space under the jurisdiction of the Executive Branch must be addressed to the Office of the Governor, Michigan State Capitol, Lansing, Michigan 48909. The following procedures shall be followed at the Michigan State Capitol. No event or exhibit may discriminate on the basis of any protected class, under the Elliott-Larsen Civil Rights Act 1976 PA 453, See 37.2102 *et. seq.*



- E. Requests will be scheduled on a first-come, first-served basis. Since the areas available for events and exhibits are limited and the demand is at times high, it is recommended, but not required, that requests be made at least one month in advance. In the case of exhibits, due to the length of time an exhibit may remain on display, additional lead time may be necessary to secure the desired space and date. These factors should be kept in mind when making requests.
- F. Each request shall be in writing and shall contain the following information:
  - 1. Name and description of sponsoring organization or governmental agency.
  - 2. Contact information of the person requesting the event.
  - 3. Description of planned event or exhibit.
  - 4. Date and hours requested for the event or exhibit, and duration of the event or exhibit.
  - 5. Area requested for use.
  - 6. Number of anticipated attendees.
- G. Equipment or services available through the Capitol Facilities Office can be used in connection with an event or exhibit on an “as available” basis, upon payment of reasonable fees and charges. A list of the equipment and the charges is available upon request from the Capitol Facilities Office.
- H. All decisions by the MSCC Executive Director required under these procedures shall be made as promptly as possible, but no later than two state business days after receiving the written request.

- I. In order to schedule an event or exhibit, a sponsor is required to sign an acknowledgment that the sponsor has read, understood, and will abide by the policies and procedures governing the use of the Capitol; that the sponsor is responsible for damages incurred as a result of its event or exhibit; that the sponsor will either restore or pay to have restored the area used for its event or exhibit to the condition that existed prior to its use; and that it will indemnify and hold harmless the State of Michigan for any damage or loss the state incurs arising out of its use of the Capitol Building or the Capitol Grounds & Exterior. Any sponsor that fails to abide by the terms of the agreement will not be permitted to schedule a future event or exhibit until the outstanding obligations have been fully satisfied.

## **VI. Appeals**

If a person or organization is aggrieved by a decision of the MSCC Executive Director, an appeal may be taken to the Michigan State Capitol Commission within three state business days of that decision. The appeal shall be in writing, stating the basis therefore and the relief sought. The MSCC has been delegated the authority to review the decision and shall announce its decision as promptly as possible, but no later than six state business days after the MSCC has received the appeal.





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