



State of Minnesota
Plant Management Division

www.admin.state.mn.us/pmd

**Rules of Conduct for Users of Public Space
Minnesota Capitol Complex Facilities**

Making a request for use of public space

- The application process and forms can be obtained by contacting the Plant Management Division at 651.201.2300, 50 Sherburne Avenue, G-10, St. Paul, MN 55155. Office hours are Monday – Friday, 7:00 am – 4:30 pm excluding State holidays. You can also obtain the forms on line at http://www.admin.state.mn.us/pmd/4-3_public_event_permits.htm
- Requests must be submitted to the Plant Management Division, Department of Administration no less than seven business days prior to the event. Some requests require consultation with Public Safety (Capitol Security), City of St. Paul, Capitol Area Architectural and Planning Board and the Minnesota Historical Society.
- No Public Event permit is considered approved until Applicant receives a signed approved application from the Plant Management Division. No announcement, promotion or advertising of the event is allowed prior to the approved permit being received by Applicant.

Parking

- Public parking is very limited during the normal business day. You may refer to the map that comes with your application packet indicating State owned public metered spaces. Please share this information with your event participants.
- No parking in State contract lots.
- No unauthorized parking on any State property.
- No parking in private lots surrounding State facilities without authorization from the lot owners.
- Street parking, both signed and metered, is controlled by the City of St. Paul.

Things You Need to Know in Planning Your Event

- Posters, signs, placards and banners are not to be attached, leaned against or supported by any State property. They may not impede normal business operations or create safety concerns. These items may not be used to offer any item for sale or to solicit contributions and they may not contain any form of advertising. It is prohibited to offer any items for sale, solicit fares, alms or contributions; or to display any form of advertising.
- No standing or climbing on any parts of furniture, buildings, memorials, monuments or structures.
- No relocating, dragging or sliding of any materials, equipment or furniture on any surfaces.
- No stickers indoors or outdoors.
- No sticks or poles are allowed in the buildings.
- All props and equipment needed for the event must be described in the application.
- No balloons.

- No candles, open fires, flames or smoke are to be used as props for events.
 - Sound amplification is permitted. However, loud and noisy events which disrupt State business are prohibited.
 - A maximum noise level of 85 decibels will be strictly enforced. These levels are measured at the exterior doors of facilities, inside the Capitol at the Chamber doors and at the first floor information desk.
 - No music is allowed in the Capitol during a time period that approximates the last six weeks of the legislative session (this date changes according to anticipated deadlines).
 - No use of bull horns inside the buildings.
 - Arrangements for electrical needs must be scheduled as part of the application process. All cords must be secured (to floors only) to ensure the safety of pedestrians and only 3M #471 tape is to be used.
 - No duct, gaffers or masking tape is allowed.
 - Portable bathrooms are recommended for exterior events.
 - Safety and security are concerns that each Applicant needs to consider for its participants. Additional security may be provided by Public Safety (Capitol Security, 651.296.6741) on a fee basis. Some local jurisdictions may also require safety and security as part of their permit process.
- Some things to be considered by Applicant:
- Type of event
 - Number of participants
 - Number of trained monitors
 - Issue of event; anticipated counter-protestors
 - Location of event
 - Date and time of event

For the Applicant's information

- Marches may need additional security and other local City approvals if City property is involved.
- City permit required for food. (St. Paul Community Service 651.266.5485)
- Tents and stages may require city inspection.
- No drinking of intoxicating liquors is allowed in any place open to the public within the City of St. Paul (Code of Ordinances section 245.01).
- Sleeping or lying down is prohibited at all times on any paved or improved areas including, but not limited to, streets, roads, sidewalks, steps, curbs, gutters, doorways, alcoves, floors, benches and walls. Sleeping or lying down is prohibited on any unimproved (grassy) area of the Capitol Complex from one half-hour after sunset to one half-hour before sunrise.

Additional *Need to Know* Items Concerning Building Events

- In the rotunda, exits are not to be blocked and the star is not to be straddled, stood upon or walked on (stanchions are not to be moved). Events are normally no more than two hours, not including set-up and take-down time.
- Displays are allowed in the North Corridor and the Great Hall of the Capitol. Displays are to be in the center of the Corridor/Hall and are not to block or impede access to the adjoining rooms. During the legislative session no active attended displays are to be

placed in the North Corridor; only static displays are allowed. The normal duration of displays is two weeks or less. All displays are to be set-up, maintained and removed in a timely non-disruptive manner and every precaution must be taken to protect the space from any damage.

- Food in the Capitol: The Café (Rathskellar) is leased to a vendor and is usually open only during the legislative session. No dinners or sit-down meals are to be served in public space; the only food allowed at Capitol events is finger food in the Great Hall (or when the Legislature is not in session in the North Corridor). **NOTE:** Food, flowers and beverages with red or purple dyes are not allowed.
- All stairs and lobbies will remain open for public safety and are not to be used for events or lobbying efforts.

General Applicant Conduct

- Applicant will be responsible to have a designated person(s) to manage the event during set-up, take-down and clean-up during the entire event. **NOTE:** For Capitol events, the designated person(s) should check in at the first floor Capitol information desk upon arrival.
- Applicant is responsible to leave the used space in the same condition as it was found. Applicant is responsible for removal of all materials and debris connected with the event.
- Applicant is responsible to comply with all Federal, State and City laws, rules and ordinances.

Things to Remember

These Rules are necessary to allow public use while preserving the State Capitol Complex buildings and grounds in an appropriate manner that is expected by the citizens of the State of Minnesota.

Statement of Responsibility for Users of Public Space
Minnesota Capitol Complex Facilities

The Applicant and the sponsoring organization will be responsible for abiding by these Rules of Conduct and will also be responsible for reimbursement of labor and material costs incurred by the State of Minnesota for repairs, resurfacing and cleaning which directly relates to damage to the Capitol Complex Facilities as a result of this event.

Applicant Name (please print)

Name of Organization

Applicant Signature

Date

Date of Event