



## Office of State Buildings

### State Capitol Event Request Form

#### Policies and Requirements for Outdoor Events at the Louisiana State Capitol, State Capitol Steps, Formal Gardens, and Veterans Memorial Park

For its part, the Office of State Buildings does not object to the holding of events as long as the criteria and rules are followed.

- (1) The organizer shall complete the Event Request Form and submit the completed form to Office of State Buildings (OSB) via fax or email at least **ten (10) business days in advance** before the date of the event. If the organizer seeks a variance to any of the requirements, a request for such variance and the reasons therefore shall be submitted to OSB at least 30 days prior to the date of the event. Failure to provide the required advance notice will result in the organizer's event request being rejected.
- (2) The Event Request Form is created in PDF Format. The submitted form shall be "typed" in lieu of handwritten.
- (3) The organizer provides insurance against any and all liabilities which may arise from the event and specifically holds harmless the state of Louisiana from any such claim. Proof of insurance must be received by this office prior to approval being granted.
- (4) The organizer may not block any public thoroughfare without prior approval.
- (5) No tent set-up is allowed at the State Capitol Grounds, any state buildings or Welcome Center Grounds without prior approval. All approved tents can only be set up by OSB's approval and designated location. The tents shall be sandbagged and weighted from preventing the hard surfaces on the grounds to be damaged. No stakes can be driven into the ground.
- (6) The organizer will provide portable toilets if more than 300 people are anticipated to attend and the length of time is longer than 3 hours. Proof of compliance must be received by this office prior to approval being granted. The approved portable toilets can only be placed at OSB's designated location at the Capitol Grounds and the portable toilets must be removed the same day or no later than the next day.
- (7) The organizer shall limit their State Capitol Event to the Louisiana State Capitol, Louisiana State Capitol Steps, Formal Gardens, and Veterans Memorial Park.
- (8) The organizer must provide post clean-up of the area(s) used. All trash from the Event must be disposed properly immediately after the event.
- (9) The organizer is responsible for fixing or repairing of any and all damage to the state buildings or grounds. The state reserves the right to specify the means of repair and all work will be done to complete satisfactions of the state.
- (10) The organizer shall pay the cost of all direct and indirect services provided by the state, including additional security personnel or janitorial personnel, if deemed necessary by the state.
- (11) All vehicles and or trailers used for set-up for the event must remain on the roads and sidewalks and cannot drive or park on lawn areas due to the underground irrigation/utilities systems. Note that any utilization of generators must be approved in advance and the location must be approved.

- (12) No trailer is allowed to be parked at and/or pass through the State Capitol Front Lot without prior approval. No trailer is allowed to be parked anywhere without prior approval.
- (13) The state does not provide tables, chairs, waste receptacles, electrical or water for any event request.
- (14) Tables, chairs, displays, etc. cannot be placed in areas that will impede foot traffic on the sidewalks or front steps of the State Capitol. Tables, chairs, displays, etc. must be removed immediately after the event.
- (15) The state will provide, upon request for the State Capitol Steps, a podium (with microphone and speakers built-in) and/or an electrical panel. The podium will be setup 30 minutes before the scheduled event takes place unless the requestor has specified the podium setup time on the “Description of Event and Purpose in Detail” of the event request form.
- (16) No banners or demonstration signs are allowed to be hung from or at the State Capitol Building. Banners and signs must be hand-held during the event.  
No yard sign stakes are allowed on the State Capitol Grounds.
- (17) No cooking and/or food preparation will be permitted at the State Capitol Grounds. No alcohol is permitted to be served at the Capitol Park and the only beverage allowed to be served is bottled water. No food vendor and/or merchant is permitted to provide food at the event.
- (18) Any request to block and reserve the State Capitol Front Parking Lot shall be included in “The Description of Event and Purpose in Detail” on Page 2 of the Event Request Form.  
Note that when the Legislature is in session, no parking spaces at the State Capitol Front Lot can be blocked or reserved for participants. No temporary parking will be allowed for unloading and loading of equipment during the event.
- (19) No approval will be provided to the organizer between mid-December and Inauguration Day during a Governor’s Election Year.
- (20) The permit application process will take approximately ten (10) days from the date the request is received by Office of State Buildings.
- (21) The issued permit is in PDF Form and will be sent to the organizer via email and the organizer shall carry a copy of the issued permit during the event.
- (22) Please submit the completed Event Request Form to email address: [OSBEventRequest@la.gov](mailto:OSBEventRequest@la.gov) or fax it to 225-219-4810. If you have any questions or need additional information, please contact the Office of State Buildings at 225-219-4800.





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**State Capitol Event Request Form**

**Description of Event and Purpose in Detail**

A large, empty rectangular box with a black border, intended for the detailed description of the event and its purpose.

**Requestor's Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_