STATE OF ALABAMA
Department of Finance
Office of the Director

www.finance.alabama.gov

Kay Ivey
Governor

Bill Poole
Director of Finance

Alabama State Capitol Building and Grounds Events Policy

Effective July 5, 2024

in conjunction with the Alabama Law Enforcement Agency

Section 1 – Introduction

The Capitol is an architecturally and historically significant facility located in downtown Montgomery. It is a working building containing offices for the Governor, other constitutional officers, and administration staff and cabinet members. The building is listed in the National Register of Historic Places as designated by Congress. These policies govern the casual, temporary presence of members of the public in or about the Alabama Capitol building and grounds, and are intended to regulate the time, place, and manner of non-governmental events for the purposes of ensuring security of property and persons and to minimize disruption of governmental operations occurring in and around the Capitol.

The Division of Facilities Management of the Department of Finance is authorized to manage the Capitol and to protect against unreasonable disruptions of state employees in the performance of their official duties. Under this authority, the Department of Finance sets forth these guidelines to govern the temporary use of the public areas of the State Capitol building and grounds. In addition, the Alabama Law Enforcement Agency (ALEA) is the law enforcement entity responsible for security of the Capitol building and grounds. The Department of Finance and ALEA retain the right to suspend or modify public use of the Capitol and modify any of the following guidelines on a case-by-case basis as deemed necessary. At no time will enforcement of the procedures be influenced or affected by age, sex, race, national origin, handicap, or religion.

The Alabama State Capitol Building and its grounds may be used for non-governmental activities if such use is not destructive to the fabric of the Capitol, does not interfere with the official business of the state which is conducted in the building, and is civic, cultural, or educational in nature and consistent with the dignity and historical ambiance of the Capitol. This temporary use of the public areas of the Capitol is conditioned upon acceptance and compliance with these guidelines and any instructions given by the Department of Finance or law enforcement personnel. A person who refuses to adhere to these conditions is subject to immediate removal from the Capitol and criminal penalties provided by law and may result in the denial of future applications to use the Capitol.

Section 2 – Definitions

1. Capitol – The Alabama State Capitol. Unless otherwise specified, the use of the term "Capitol" will be taken to include the public spaces inside the building and the grounds. The use of the public spaces in the interior of the Capitol is controlled by sections 3.1 and 3.2. These spaces are shown on the map in Appendix A. The use of the Capitol grounds is controlled by sections 3.1 and 3.3. The use of the Capitol front steps is controlled by sections 3.1, 3.3, and 3.4. The exterior spaces available to be reserved are shown in Appendices B and C.

2. Event – Any performance, ceremony, meeting, presentation, rally, reception, or speech held in the public areas of the Capitol. A rally is defined as a gathering of people for actively promoting a cause. Exhibits are approved and managed by the Alabama Historical Commission.

3. Permittee – The individual who obtains a permit. If the individual obtains a permit on behalf of an organization or group, that organization or group shares all the responsibilities of the individual.

4. State Sponsor – The Governor, Lieutenant Governor, Secretary of State, Attorney General, Treasurer, Auditor, Commissioner of Agriculture and Industries, and current State Legislators may sponsor events at the Capitol.

Section 3 – Use of the Capitol

3.1 General Guidelines

1. Any person, group, or organization desiring to use the Capitol for a non-governmental function must obtain either a Front Steps Capitol Use Permit or—for the other public areas of the Capitol—a Sponsored Capitol Use Permit. Permit applications are found on the Alabama Department of Finance's website.

2. Permit applications must be submitted at least ten business days in advance of the event. Event request more than 180 days in advance shall be denied. All events, except those held on the front steps, require a state sponsor. The sponsor must use his or her state email to request the event. A signed Capitol Security Awareness Statement must also be submitted, Appendix D. Capitol use permits are non-transferable. The name of the person making the request, and responsible for the event, must sign the request form and be included on correspondence regarding the request.

3. A state agency, department, or official desiring to use a public area of the Capitol for official governmental functions is requested to notify the Capitol Events office in sufficient time to ensure availability of the space and to prioritize the event accordingly.

4. An application containing false or inaccurate information may result in the immediate termination of an event and may result in immediate expulsion of all attendees from the public areas of the Capitol.

5. Official public business by the agencies of the state and branches of state government shall take precedence over any other requested use of public areas of the Capitol.

6. Priority is given on a first-come, first-served basis, taking into consideration governmental activities and scheduled guided tours. The Department of Finance may determine priority in the temporary use of the public areas of the Capitol.

7. For non-governmental functions, individuals and organizations are limited to one event per 30 days from the date of the event. No event shall be scheduled for more than three consecutive days. No individual or organization may reserve Capitol locations for more than ten days in a calendar year. This prohibition does not apply to a state agency, department, or official desiring to use a public area of the Capitol for official governmental functions.

8. No more than one event will be scheduled for the same time on the same day at the same location.

9. In case of natural disaster, unforeseen emergencies, or threats endangering public safety or health, ALEA or the Department of Finance reserves the right to cancel (prior to or during) events for any reason.

10. Requests to hold an event may be denied or limited if an individual or group caused damage, violated the law, or canceled a reserved event without notifying the Department of Finance as soon as practical in the past.

11. Individuals or organizations using the Capitol shall indemnify and hold harmless the State of Alabama, its departments, agents, and employees, from and against 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.

12. Permittees are responsible for returning the areas used in conducting events to their original condition. Permittees and organizations are liable for any vandalism, damage, breakage, loss, defacement, or other destruction to the Capitol caused by the event and any such activity is grounds for immediate removal. Cost will be assessed to permittees and related organizations for damages incurred, including cleanup, restoration, or replacement cost. The cost to repair will include the cost for the services of specialists in relevant historical skills as determined by the Department of Finance.

13. Posting, hanging, or affixing signs, banners, flags, announcements, documents, or decorations on any surface of the Capitol is prohibited. All event items, materials, equipment, and trash are to be removed upon conclusion of the event. All areas must be returned to their pre-event condition.
14. Private security personnel, with or without firearms, are prohibited.
15. Firearms are not allowed within 1,000 feet of the Capitol, including in vehicles. This prohibition does not apply to active-duty law enforcement and military personnel.
16. The following are prohibited:
    a. the use of drones
    b. any type of weapon
    c. bicycles, skateboards, hoverboards, rollerblades, and other similar devices
    d. anything which is vulgar, licentious, lewd, or obscene as determined by the Department of Finance personnel
    e. the sale of food, drinks, goods, wares, or any other objects or services
    f. charging for admission to any event
    g. fundraising, begging, panhandling, or soliciting
    h. weddings (except on the front steps)
    i. ceremonies or parties for graduations, promotion, birthdays, weddings, or retirements (except for work functions of Capitol tenants)
    j. regular meetings of private groups, clubs, or associations
    k. fireworks or other pyrotechnics
    l. the serving, selling, or distribution of alcohol
    m. any other item or material with the potential to damage the Capitol, that detracts from the Capitol's aesthetics, or that the Department of Finance determines to be inappropriate for the historical setting of the Capitol
17. Historical events of the YMCA and the United Way are allowed. Other long-standing events of nonprofit organizations with a special connection to the Capitol or state employees may be allowed on a case-by-case basis.
18. Every effort must be made to avoid placing cords and wires in walking areas. In the event this is not possible, all exposed cords or wires shall be securely covered in the walking areas by the permittee. The use of duct tape is not allowed; gaffer tape is allowed.
19. Damaging, disturbing, or defacing any Capitol property, including but not limited to, monuments, markers, statues, flags, or trees is punishable by law. Permittees and any other responsible party may be held liable for cleanup, restoration, or replacement cost.
20. The Capitol cannot be reserved for photography or filming. Photography is allowed by visitors to the extent it does not interfere with the experience of other visitors.
21. No event or individual shall block, impede, or obstruct the flow of vehicular or pedestrian traffic in or around the Capitol or parking areas. Vehicles blocking, impeding, or obstructing traffic will be removed from the property at the owner's expense.
22. Free parking for cars, trucks, and busses is available at Paterson Field on the north side of Madison Avenue, four blocks from the Capitol. Handicapped street parking may be found near most of the intersections around the Capitol.
23. The bus loading zone for the Capitol is across Union Street from the east entrance of the Capitol. Busses may not park in the loading zone. Busses should move to Paterson Field except for loading and unloading.
24. Vehicles may not be parked in front of the Capitol front steps without prior approval.

25. Vehicles may not be driven on the lawn, marble terraces, or sidewalks of the Capitol.
26. Vehicle access to the Avenue of Flags by the South Lawn is discretionary and must be approved in advance. The Avenue of Flags is a posted fire zone and must always remain available to emergency or law enforcement vehicles. Busses, cooking rigs, large trucks, or trailers are not allowed in the Avenue of Flags driveway. Approved vehicles may park on the right side of the Avenue of Flags driveway. The left side of the driveway must remain clear. No parking is allowed in front of the south entrance steps.
27. Onsite cooking must be approved in advance. It is normally placed in the parking area on Washington Avenue next to the South Lawn. Onsite cooking is not allowed on the lawn, the Avenue of Flags, or the sidewalks on the Capitol grounds. Exceptions may be made for small gas burners. Grease, coals, or other cooking debris must be discarded off site by the permittee.
28. Climbing upon the statues, memorials, trees, or other Capitol features is not allowed.
29. Use of the South Lawn flagpole for flying special flags must be approved in advance. Only the United States flag and the Alabama state flag are allowed on the Capitol dome.
30. Modifying or changing the exterior lighting surrounding the Capitol and its dome as part of the recognition of a special event or occasion is not allowed.
31. No public event may discriminate based on race, national origin, religion, sex, age, or disability.
32. The Department of Finance strongly discourages the advertising of any event prior to issuance of a permit. Early advertising, whether on social media or any other source, may result in creating confusion if a permit is not granted for the date and location requested.
33. The Department of Finance reserves the right to require insurance coverage based on safety and liability issues.
34. Violations of the Capitol Use Policy, a capitol use permit, or any related instructions may be grounds for future denial of permits for individuals and organizations involved.

3.2 Use of the Capitol: The Interior

In addition to the 3.1 General Guidelines above, the following rules apply to the temporary use of the interior public areas of the Capitol. In the event of any conflict between the General Guidelines and the following guidelines, this section will control.

1. Public areas available for use (see Appendix A for a map):

    - Capitol Auditorium – This theater is located near the Union Street entrance of the Capitol, with seating for 214 guests, a stage, sound system, and dual projection screens. Food and drinks are not allowed in the auditorium or the upper lobby, except for bottled water.
    - Old House Chamber – This space is normally only reserved for formal affairs of state. Use of this location must first be approved through the public affairs officer for the Alabama House of Representatives. Food and drinks are not allowed.
    - Old Supreme Court Library and First Floor East Lobby – The lobby can be set up for small receptions for exhibits in the library. Food and drinks are allowed.
    - Tunnel – This Tunnel runs under Union Street connecting the Capitol building to the Alabama State House. Food and drinks are allowed in this area for luncheons or receptions. Maximum capacity is approximately 120 guests. Furniture may not be moved without approval. Cooking is not allowed in the Tunnel.

- Upper Rotunda – Used occasionally for musical performances. Such use is limited to the noon hour on business days.

2. The Capitol interior is not available for events on weekends, evenings, or designated state holidays as declared by the Governor. Public areas of the interior may be reserved between 8:00 a.m. and 5:00 p.m. Any setup and breakdown time needed must be included in this reservation. The available dates and hours for Capitol use may be modified for any reason including budgetary, staffing, safety, or weather considerations.

3. Entrances to the Capitol building are monitored by ALEA. Access to the indoor public areas of the Capitol is conditioned upon consent to search and inspection of all persons and belongings. Except for active military and law enforcement, no firearms may be brought in the building.

4. The following are prohibited:
    a. smoking or vaping in the building and within 25 feet of doorways
    b. balloons
    c. campaigning, campaign meetings, or the distribution of campaign materials
    d. sticks or poles, including selfie sticks, flag poles, and placards
    e. hand-held signs
    f. open flames, including candles
    g. stickers or adhesives of any kind
    h. artificial noisemakers (musical instruments must be approved in advance)

5. Moving of Capitol furnishings (paintings, tables, chairs, podiums, etc.) is not permitted without prior written approval from the Department of Finance.

6. Animals are not allowed in the interior public areas of the Capitol building without approval from the Department of Finance. Exceptions for service animals will be in accordance with federal and state law.

7. The use of audiovisual equipment must be pre-approved by the Department of Finance. No device intended for the artificial amplification of sound shall be allowed within the Capitol building unless preapproved by the Department of Finance and operated only at the sound level allowed by the Department of Finance.

8. Individuals or organizations using the Department of Finance equipment will be responsible for any damage to or loss of these items.

3.3 Use of the Capitol Grounds

In addition to the 3.1 General Guidelines above, the following rules apply to the temporary uses of the Capitol exterior and grounds. In the event of any conflict between the General Guidelines and the following guidelines, this section will control.

1. The primary areas available for use are the South Lawn and the Alabama Bicentennial Park Lawn. Other areas of the Capitol exterior and grounds may be reserved under special circumstances.

    a. South Lawn. This outdoor space faces Washington Avenue and includes the lawn inside the Avenue of Flags. The portico facing the South Lawn and the portico steps may not be used for events. Access to both sides of the portico steps and the handrails must be kept open. See Appendix B for a map.

    b. Alabama Bicentennial Park Lawn. This space includes the lawn between the sidewalk containing the bronze-relief sculptures and North Bainbridge Street. The lawn faces

the front of the Capitol and is adjacent to the Lurleen Wallace Office Building and the Attorney General's Building in the 500 block of Dexter Avenue. The porticos and steps of these buildings may not be used for events. See Appendix C for a map.

2. The Capitol grounds are not available for events on Sundays, evenings, or designated state holidays as declared by the Governor. Commemorative events may also be allowed on commemorative holidays. Areas on the grounds may be reserved between 8:00 a.m. and 5:00 p.m. Any setup and breakdown time needed must be included in this reservation. The available dates and hours for Capitol use may be modified for any reason including budgetary, staffing, safety, or weather considerations.

3. The Department of Finance does not provide chairs, tables, electrical cords, lecterns, sound systems, setup assistance, or cleanup service related to a permittee's use of the Capitol.

4. The permittee must leave the Capitol grounds in orderly condition. Any trash, equipment, or other items used by the event attendees must be removed.

5. Picketing, marching, or other repetitive actions are only allowed on the paved areas of the grounds.

6. Bad weather backup space inside the building is not provided. Outdoor events may be canceled or rescheduled for another date.

7. The use of any type of equipment or structures must be approved in advance. These items must be properly secured using weighted methods. No stakes may be used. Ropes used to secure event equipment may not be attached to flood lights, flagpoles, statues, handrails, or trees. Usage of any equipment is subject to review and revision at any time in the interest of safety.

8. Inflatables are only allowed on the South Lawn. The type, appearance, and placement of inflatable must be approved in advance.

9. Electrical power is not provided. An event may provide electrical generators at their own expense. The permittee will be responsible for any damage occurring because of the use of electrical generators.

10. Firing of non-projectile salutes by honor guards or military reenactors must be approved in advance by ALEA.

11. Advanced approval by the Department of Finance is required for the use of open flames.

12. Sound or noise which is audible to a person of normal hearing ability more than 250 feet from the point of origin is prohibited in outdoor public areas. Any speaker or other sound amplification device used must be pointed away from the Capitol building.

13. Balloons may not be released on the Capitol grounds.

14. Campaigning, campaign meetings, or the distribution of campaign materials is prohibited.

15. Camping or sleeping on the Capitol grounds is not allowed.

16. The use of the Capitol lawn may be prohibited or limited during periods when the grass is sensitive to damage.

17. The permittee must supply one portable toilet per every hundred guests attending an event. At least one portable toilet must be accessible to people with disabilities. Events for two hours or less may be excluded from providing toilets on a case-by-case basis. Events not adhering to this rule will be cancelled. Proof that the appropriate number of porta toilets has been secured for the event must be provided 24 hours prior to the event.

18. Porta toilets are to be placed in a location designated by the Department of Finance at the time of delivery. The permittee will be responsible for any damage or clean-up related to the use of porta toilets from the time of delivery to pick up.

3.4 Use of the Capitol Front Steps

In addition to 3.1 General Guidelines and 3.3 Use of the Capitol Grounds above, the following rules apply to the temporary use of the front steps. Any conflict between the General Guidelines or Use of the Capitol Grounds and the following guidelines, this section will control.

1. The front steps face Dexter Avenue and consist of the hard surface between the top landing and down to the Bainbridge and Dexter Avenue sidewalk. See Appendix B for a map.

2. A state sponsor is not required to reserve this space. A capitol use permit is still required.

3. The Capitol front steps may be reserved for events any day of the week. The front steps may be reserved for up to four hours in a single day provided such reservation is between the hours of 8:00 a.m. and 5:00 p.m. Any setup and breakdown time needed must be included in this reservation. The available dates and hours for Capitol use may be modified for any reason including budgetary, staffing, safety, or weather considerations.

4. Weddings and campaign activities are allowed, however there is no guarantee of exclusive use of the area.

5. The front portico and front portico steps may not be used for private events.

6. Open flames, including lighted candles, and duct tape may not be used.

7. An electrical supply box is located on the south side of the front steps with two GFI outlets. There is no guarantee this box will be functional. The box may be accessed and used only by events having a Capitol permit and such use must be on the request to ensure the box is accessible during the event.

8. Ten feet of clearance near the handrails must remain open to provide access to the Capitol's front door.

9. The North Bainbridge Street sidewalk is under the jurisdiction of and must be reserved through the City of Montgomery.

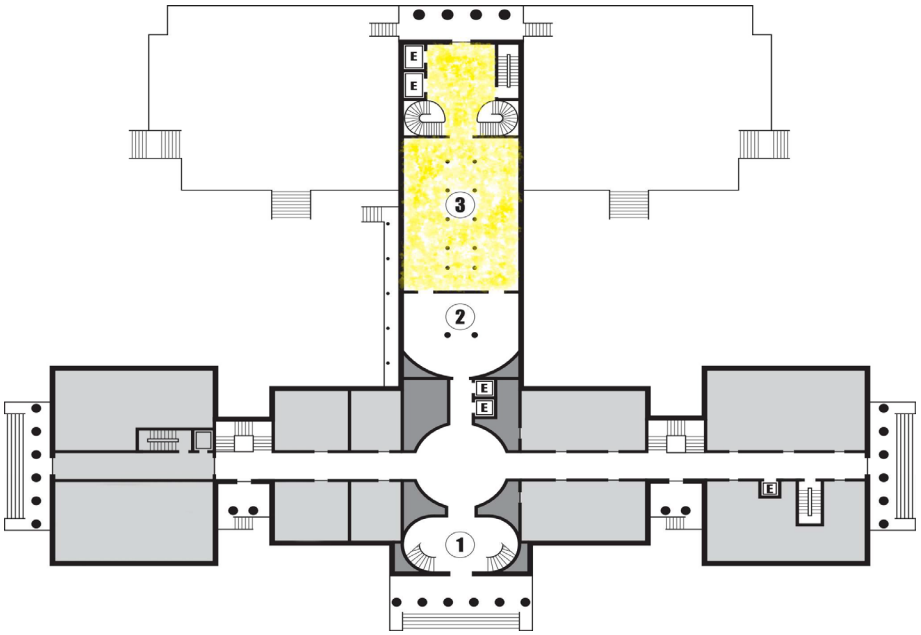
10. No tents, stages, risers, or similar equipment are allowed on the steps.

This policy is effective July 5, 2024.

Director of Finance

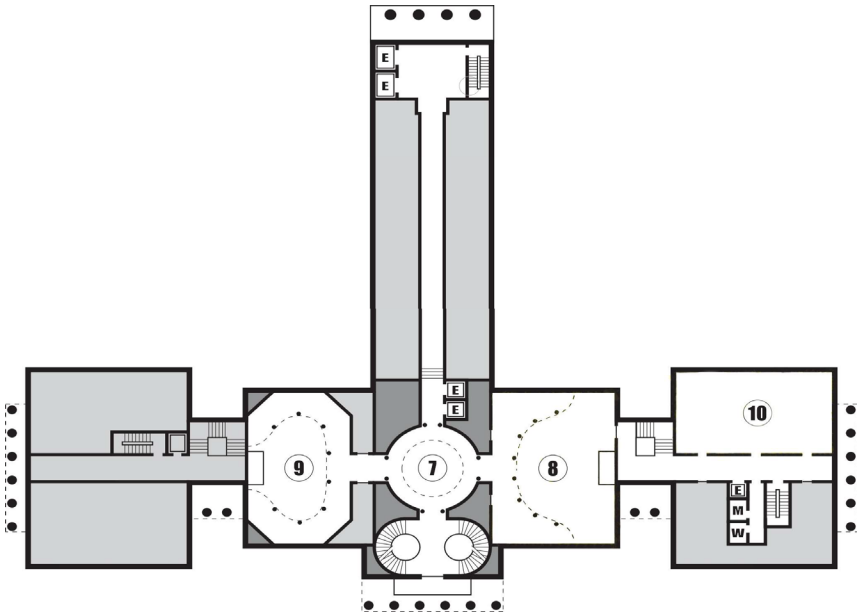
Appendix A

Capitol Interior Diagram



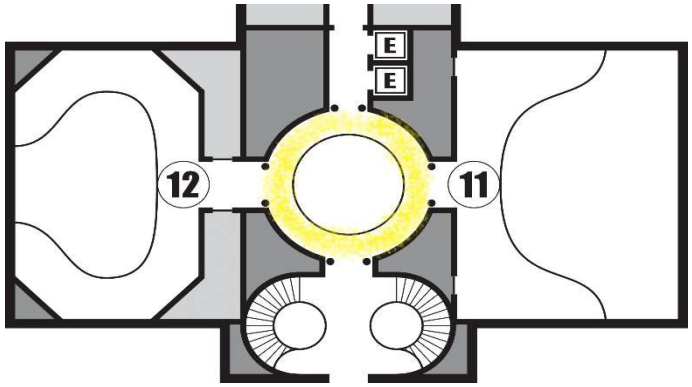
First Floor

1. Entrance Hall
2. Old Supreme Court Chamber
3. **Old Supreme Court Library and First Floor East Lobby**



Second Floor

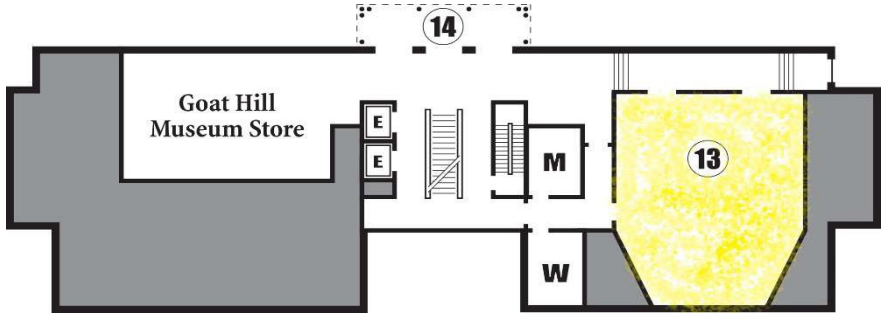
7. Lower Rotunda
8. Old House Chamber
9. Old Senate Chamber
10. Old Archives Chamber Room



Third Floor

11. House Chamber Gallery
12. Senate Chamber Gallery

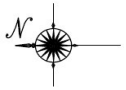
Upper Rotunda



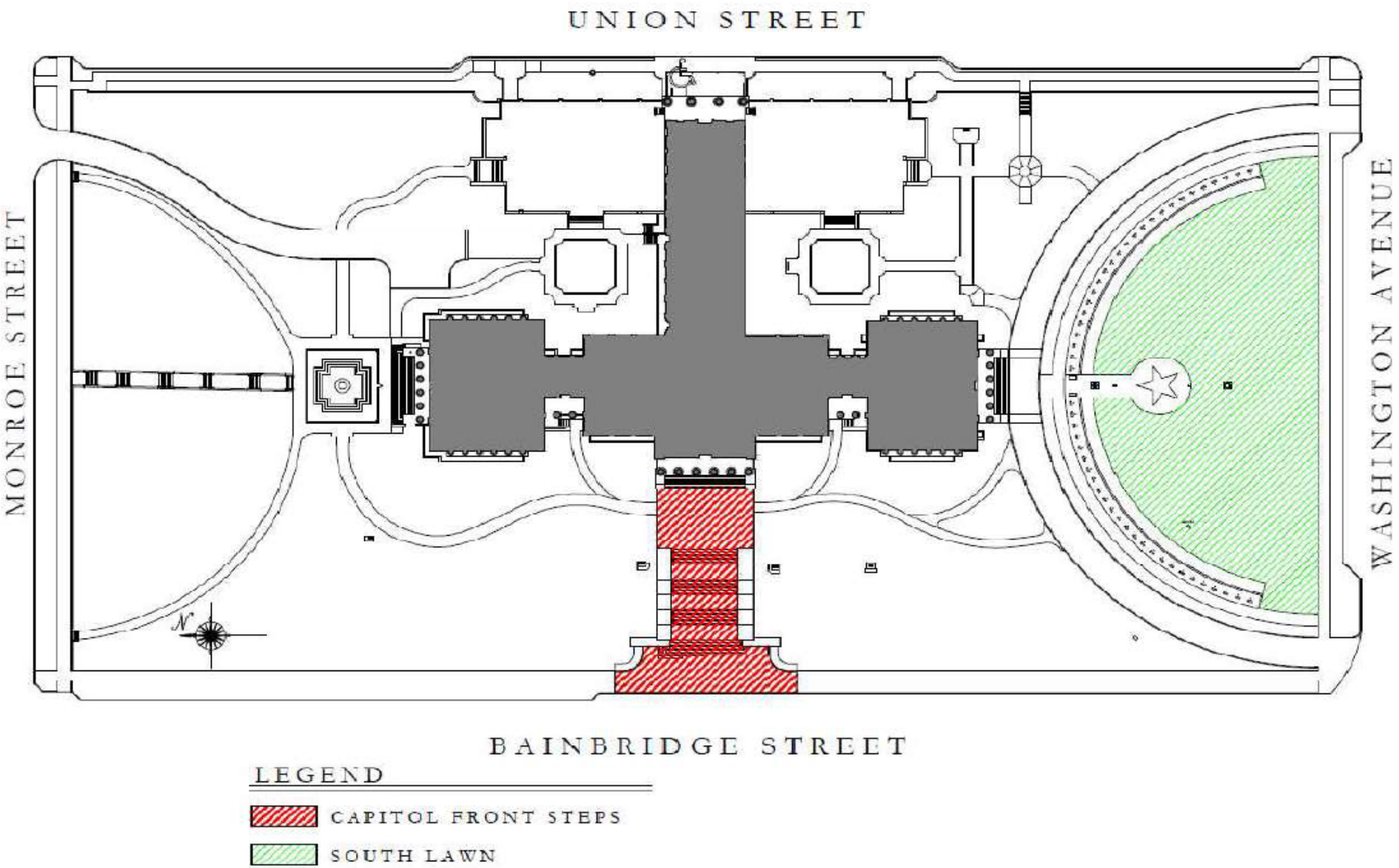
Street Level

13. Capitol Auditorium

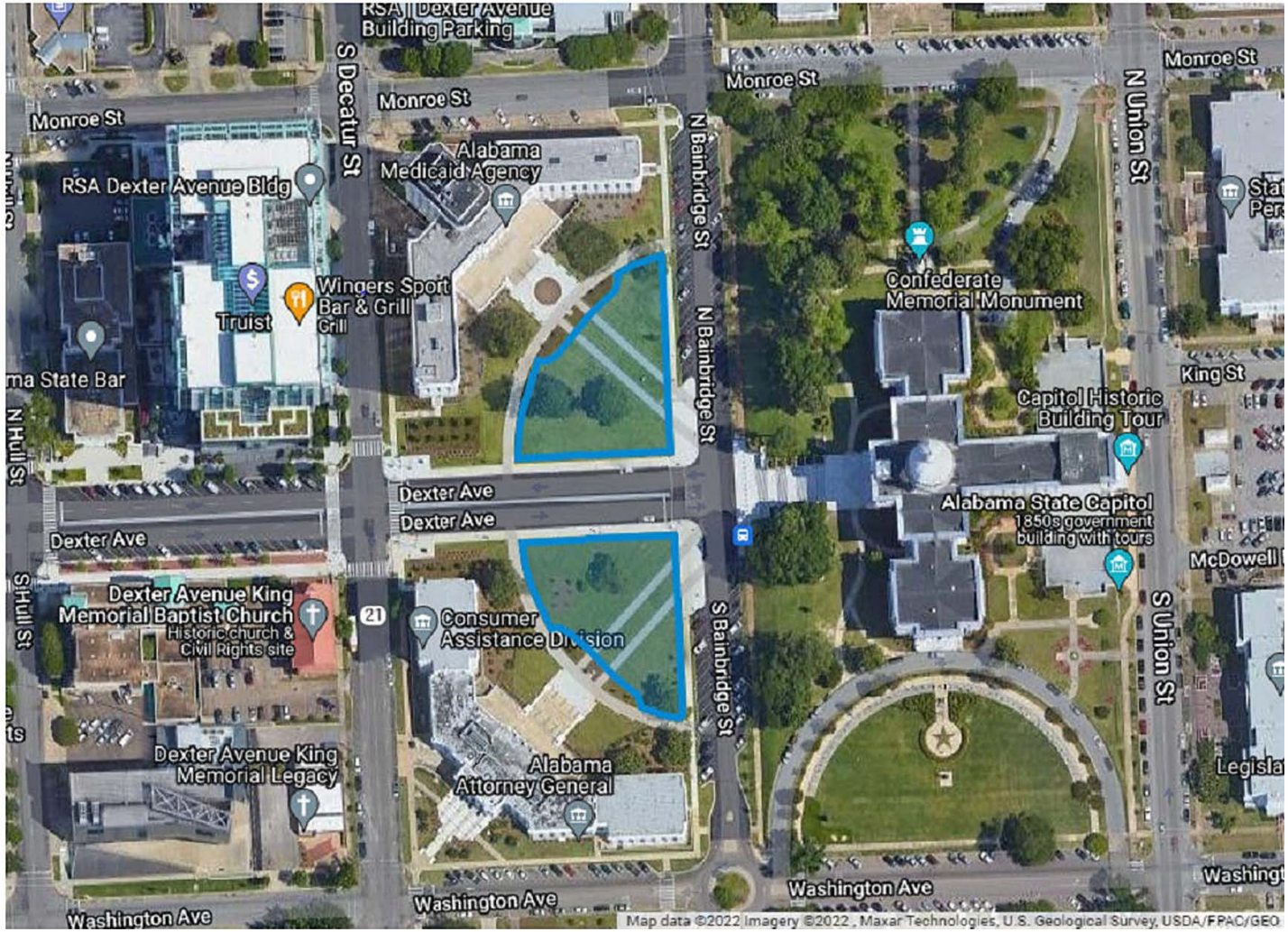
14. Union Street Entrance



Appendix B
Capitol Grounds Diagram



Appendix C



Alabama Bicentennial Park Lawn

(shaded in blue)

Alabama Law Enforcement Agency
Capitol Patrol Unit
301 S. Ripley Street
Montgomery, AL 36104
334-517-2800
334-242-0700 (Emergency)

Security Awareness Statement Regarding Use of State Buildings and Property

Persons or organizations requesting the use of state buildings and property shall review and sign the Security Awareness Statement. This statement is a non-exhaustive list of Alabama laws that may apply to activities around state property. The Department of Finance must receive the signed Security Awareness Statement with a request for an event permit at least ten business days prior to the date of the event. Requesters must comply with the Capitol Use Policy *and* with any restrictions or instructions provided on the event permit or other event approval document. Failure to comply will result in a warning to depart premises and failure to do so could lead to Criminal Trespassing.
See Ala. Code 13A-7-4.

Entrance to State Buildings and Property

- Entrance to state buildings is contingent upon consent to search and metal detector screening.
- Visitors may be required to provide identification or sign in.
- Visitors must comply with requests from security personnel. Visitors who do not comply with security requirements may not enter state buildings.
- Visitors who refuse to leave or comply with security screening may lead to Criminal Trespassing.

See Ala. Code 13A-7-4.

Criminal Use of Noxious Substance
State law prohibits:

- placing a stink device, irritant, or offensive-smelling substance on or in another's land, building, or vehicle.

See Ala. Code 13A-7-27.

Obstructing Governmental Operations
State law prohibits:

- obstructing, impairing, or hindering the administration of law or other government function; or
- preventing a public servant from performing a governmental function.

See Ala. Code 13A-10-2

Inciting to Riot
State law prohibits:

- commanding, soliciting, inciting, or urging another to engage in tumultuous or violent conduct of a kind likely to cause a risk of public terror or alarm.

See Ala. Code 13A-11-4

Unlawful Assembly
State law prohibits:

- assembling with five or more persons with the purpose of performing conduct constituting the crime of riot; or
- being present at an assembly that develops such a purpose.

See Ala. Code 13A-11-5

Failure of Disorderly Persons to Disperse

State law prohibits:

- a person from performing disorderly conduct likely to cause harm, inconvenience, annoyance, or alarm with five or more other persons and
- failing to disperse when ordered by a public servant or officer.

See Ala. Code 13A-11-6

Disorderly Conduct

State law prohibits:

- engaging in fighting or in violent tumultuous or threatening behavior,
- making unreasonable noise,
- using abusive or obscene language or making an obscene gesture in a public place,
- disturbing any lawful assembly or meeting of persons,
- obstructing vehicular or pedestrian traffic or a transportation facility, or
- congregating with other persons in a public place and refusing to comply with a lawful order of law enforcement to disperse.

See Ala. Code 13A-11-7

Loitering

State law prohibits a person from being masked, loitering, remaining, or congregating in a public place.
See Ala. Code 13A-11-9.

Desecration of Venerated Objects

State law prohibits:

- desecrating any public monument or structure
- desecrating the United States or Alabama flag or other veneration object in public

See Ala. Code 13A-11-12

Possession of Firearms by Persons Attending Demonstrations at Public Places

State law prohibits any person from possessing a firearm on his or her person while participating in or attending any demonstration being held in a public place. State law also prohibits any person from possessing a firearm on his or her person or in any vehicle at a point within 1,000 feet of a demonstration being held in a public place.
See Ala. Code 13A-11-59

I have reviewed and understand the information provided in this Security Awareness Statement. I agree to comply with the requirements outlined herein. I will provide this information to other event organizers and attendees.

ORGANIZATION NAME: _____

APPLICANT'S SIGNATURE: _____

DATE: _____