

SC DEPARTMENT OF ADMINISTRATION – DIVISION OF GENERAL SERVICES  
STATE HOUSE EVENT INFORMATION FORM

EVENT INFORMATION:  
DATE OF EVENT

SEPTEMBER 1<sup>ST</sup> 2015

TIME OF EVENT (Beginning/Ending)

7am - 8am

LOCATION

- North Grounds/Steps  First Floor Lobby/Rotunda  
 South Grounds/Steps  South Grounds-btwn Blatt & Gressette Bldgs  
 East Grounds/Gardens  Other: \_\_\_\_\_

PURPOSE

- Press Conference  Rally  
Please provide topic: \_\_\_\_\_  
 Bridal Portraits  Wedding Ceremony

Other: MEDITATION TO RAISE AWARENESS FOR YOGA REACHES OUT EVENT

NUMBER OF PERSONS ATTENDING

100

EQUIPMENT NEEDS  
(Podium, electrical access)

HEADSET TO MIC THE AVANT

ORGANIZATION:  
NAME

YOGA REACHES OUT SC

STREET ADDRESS

P.O. BOX 5352

CITY, STATE, ZIP

WILMUND, MA. 01778

PHONE

(508) 655 1513

WEB ADDRESS (optional)

WWW.YOGAREACHESOUT.ORG

CONTACT PERSON:  
NAME

KYRA STRASBERG

STREET ADDRESS

119 S. HITSCH AVE.

CITY, STATE, ZIP

COLUMBIA SC 29205

E-MAIL ADDRESS

KYRA.WILLOWOAK@GMAIL.COM

PHONE

(617) 388-5802

FOR GENERAL SERVICES USE ONLY

Comments or limitations: \_\_\_\_\_

Recommended Approval  Yes  No

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Please read the Conditions for Use of South Carolina State House and Grounds attached to this form and sign the last page to indicate your acceptance of the guidelines and restrictions for the use of public areas of the State Capitol.

Return all pages to State House Events Coordinator, SC Department of Administration,  
Division of General Services, 1200 Senate Street, Suite 408, Columbia, SC 29201  
PHONE: 803.737.3880 ♦ FAX: 803.737.0592 ♦ EMAIL: scstatehouseevents@admin.sc.gov



## **CONDITIONS FOR USE OF SOUTH CAROLINA STATE HOUSE AND GROUNDS**

1. The State has no liability for any losses or injuries during your use of the State House and/or grounds.
2. While the Legislature is in session, nothing should be done to interfere with the Legislators' free access to the grounds or to and through the State House; nor should any activity be conducted that would otherwise disturb the Legislators.
3. Nothing should be done to interfere with the public's free access to the grounds or to and through the State House. Since your use is nonexclusive, neither should anything be done to interfere with any scheduled activity in the State House and/or on the grounds. Visibility of and access to any part of the State House grounds, its monuments or areas may not be impeded or restricted in any manner.
4. No food or beverage will be allowed in the public areas inside the State House. The selling, possession, or use of alcoholic beverages on the premises of the State House is prohibited.
5. Provisions for electric, water or any other utility service are to be made through General Services.
6. Use of the auditorium and the lobbies in the State House should be coordinated through General Services. During Legislative session, use of the second floor lobby must be approved by both the Clerk of the House and Clerk of the Senate. Sound equipment is not to be used inside the State House.
7. Use of equipment such as tents, tables, chairs, public address systems, etc. on the State House grounds should be coordinated through General Services and are the responsibility of the user. Setup plans and deliveries are to be approved and scheduled in advance with General Services.
8. All activities on the grounds or in the State House must strictly adhere to the times as scheduled to insure that the activities will not conflict with any other scheduled activities.
9. Precaution must be exercised at all times during use of State House and/or grounds to insure public safety and the protection of the property of the State House.
10. You are responsible for the clean-up and prompt removal of any debris created by your use of the State House and/or grounds. If it becomes necessary for the State to assume responsibility for cleanup, or if requested by the user, the user will be billed for such services.
11. The Bureau of Protective Services is on duty around the clock and can assist if problems arise during activities. However, additional security that may be required for a scheduled activity is to be provided by the user. If additional security personnel are to be brought in, the Bureau of Protective Services must be notified in advance.
12. No vending of any type will be allowed on the State House grounds in connection with a public assembly or otherwise.
13. No cars, trucks or motorcycles will be allowed on the State House grounds.

**CONDITIONS FOR USE OF SOUTH CAROLINA STATE HOUSE AND GROUNDS**

- 14. In the event that there are setup preparations or deliveries approved in the support of an event on the south grounds, access is limited to vehicles whose gross axle weight does not exceed 7,000 lbs for any one axle. Access to the grounds is facilitated by the Bureau of Protective Services and should be coordinated with them in advance.
- 15. No unattended signs or displays may be placed on the grounds. Signs or other props must not be attached to any building, fixture or planting on the grounds. No wires or stakes may be placed into the ground. Any items left following an activity will be removed and discarded.
- 16. The City of Columbia's Bureau of Fire Prevention has determined that the maximum number of persons allowed by code to be in certain areas of the State House is as follows:
  - a) Grade level first floor atrium/foyer area – 400 persons, standing with no seating allowed.
  - b) Mezzanine level second floor atrium/foyer area – 300 persons, standing with no seating allowed.
  - c) First floor auditorium – fixed seating for 60.
 The user is responsible for insuring that size limitations are not exceeded. However, the Bureau of Protective Services will restrict access when there are building capacity concerns.
- 17. In accordance with the International Fire Prevention Code, no person shall use or allow to be used any open flame, burning candle or candles in connection with an activity.
- 18. Contacts:
  - Division of General Services            803-737-3880
  - Bureau of Protective Services        803-734-2422

I have read, understand and agree to abide by the Conditions for Use of South Carolina State House and Grounds, and will be responsible to make the participants involved in this sponsored activity aware of said guidelines and restrictions.

  
\_\_\_\_\_  
Event Organizer's Signature

7/29/15  
\_\_\_\_\_  
Date

YOGA REACHES OUT SC  
\_\_\_\_\_  
Organization

CHAPTER DIRECTOR  
\_\_\_\_\_  
Title