



DEPARTMENT OF ADMINISTRATION Enterprise Policy

DCAMM – Use of State House Grounds – 2023

Division of Capital Asset Management and Maintenance

PHONE: 401-222-6200

Policies and Procedures for Use of State House, State House Grounds and Station Park

Last Revision 3/6/2023

1. Purpose and Applicability

The State House, together with its spacious lawns, is the primary seat of Rhode Island State government. In addition, the State House is one of the finest and most enduring architectural monuments of the American Renaissance. The adjacent Station Park was created from a portion of the State House lawn to serve as a public open space and view corridor between the State House and downtown Providence.

The purpose of these policies and procedures is to provide standards relating to all uses of the State House, the State House grounds, and/or at Station Park, while protecting these valuable public resources.

R.I. Gen. Laws § 37-8-10 requires that fixed hours be set for the opening and closing of the State House and that it is the duty of the Department of Administration (DOA) to maintain good order in the State House and upon the grounds surrounding the State House. It is the responsibility of DOA to both uphold its statutorily imposed responsibility to maintain the State House and to respect the civil and constitutional rights of our visitors. There is a significant government interest in preserving the public safety, security, and fire prevention at the State House. There is also a significant government interest in making ingress and egress to and from the State House open and secure so that members of the public can freely access the State House. Finally, there is a significant government interest in ensuring that normal governmental activities can safely take place.

DOA reserves the right to deny access to any activity that it deems may damage the State House, its adjacent grounds or other State property, pose a potential security risk to the visitors and/or employees of the State House, or otherwise interfere with normal governmental activities in accordance with the provisions below.

2. Procedures for Compliance

A. The following policies apply to all persons utilizing the State House, State House Grounds and/or Station Park for any purpose:

- i. No smoking is allowed.
- ii. Littering or otherwise defacing the property is not allowed.
- iii. Open flames, including but not limited to candles, are prohibited.
- iv. Attendees of the State House during and after regular business hours are required to enter and exit through set checkpoints staffed by security personnel.
- v. The Rhode Island Capitol Police have authority and discretion to stop any activity if security or safety concerns arise. Metal detectors and twenty-four (24) hour surveillance cameras are in place. All persons must comply with screening procedures established by the Rhode Island Capitol Police.
- vi. Members of the public are not allowed to hang anything on the walls or banisters of the State House Rotunda, without prior written permission from DCAMM, including banners of any kind. Handheld signs on sticks are prohibited throughout the State House.
- vii. Blocking the ingress or egress of the State House is prohibited.
- viii. State House doorways, staircases, or corridors cannot be blocked.
- ix. Blocking of pedestrian foot traffic is prohibited.
- x. Vehicle traffic of any kind is prohibited on the State House lawns, plazas and walkways, and Station Park.
- xi. Overnight use is prohibited. All persons must vacate State House grounds by midnight.
- xii. All persons are forbidden from camping/sleeping. The establishment of encampments is prohibited.
- xiii. Pyrotechnics, explosives, air cannons, projectile machines, fireworks, lasers, hazers, foggers, confetti, confetti bombs, smoke bombs, smoke machines, inflatable devices (including but not limited to bounce houses), trampolines, climbing walls and piñatas, spray paint, balloons and ice sculptures are prohibited.
- xiv. The State House and State House Grounds are registered historical places,

subject to the review of the State of Rhode Island Historical Preservation and Heritage Commission (RIHPHC). No structural or cosmetic changes to the interior or exterior of the property shall be permitted. DOA and RIHPHC have the right to cancel any activity that may put any structure in or around the State House in physical peril.

xv. The Rhode Island Capitol Police shall monitor the use of electronic sound systems to be used for any event. The Rhode Island Capitol Police reserve the right to discontinue or lower the sound systems if it is determined that said use constitutes a nuisance to the surrounding area.

xvi. The State of Rhode Island does not assume responsibility for any property brought to the State House or its grounds. Unattended or abandoned property will be disposed of. All packages may be inspected for security concerns.

B. Special Events. The following policies apply to persons who wish to reserve an area of the State House or its grounds for a special event.

i. Example Activities Requiring a Special Event Permit include, but are not limited to:

- a. Arts events, displays or exhibits
- b. Athletic Event, competition or race
- c. Food Event
- d. Public Education Event
- e. School Event (Field Trip, Outing, Graduation, Field Day)
- f. Commercial film, video or photography shoots
- g. Festival
- h. Cultural/Heritage/Religious Event
- i. Concert/Music Event
- j. Company picnics
- k. Conferences or training events
- l. Exercises classes (commercial)
- m. Fundraising events (Walkathons, races, small festivals, family fun days, etc.)
- n. Motorcycle charity runs or stopovers
- o. Outreach or education displays or tents
- p. Company, Government or Non-Profit
Receptions (no personal receptions are permitted.)

ii. Scheduled activities must be of limited duration and compatible with the existing character of these State properties. Therefore, there is hereby stated a preference for passive, non-intrusive events.

iii. Special Events: Permission for Use

- a. Any individual, organization or group may reserve function space. Any party wishing to hold a function or event in the State House, State House Grounds or Station Park must utilize the attached application from the Division of Capital Asset Management & Maintenance (DCAMM). See Appendix I. DCAMM reviews and processes all applications. Event applications must be completed with a floor plan or schematic and submitted to DCAMM no less than eight (8) weeks prior to the event date. Events are subject to the terms of this policy and require approval of the State Properties Committee. Upon approval of the application, DCAMM will arrange an appointment to walk through the area with the applicant. Non-State Governmental Entities will be required to enter into a written agreement indemnifying the State of Rhode Island against any claims for casualty liability, as outlined below. All invoices related to State House events must be paid in full no less than one week prior to the scheduled event date or the event will be re-scheduled.
- b. For permission for use of the State House, State House grounds, or Station Park submit written request to Division of Capital Asset Management & Maintenance, Department of Administration, One Capitol Hill, Providence, RI 02908. Telephone: (401) 222-6200 E-mail: DOA.DCAMMinfo@doa.ri.gov. Approval is subject to authorization by the State Properties Committee.
- c. For permission for use of the Governor's State Room: submit written request to the Governor's Office. <https://governor.ri.gov/contact>. Telephone: (401) 222- 8137.
- d. For permission for use of House Lounge: submit written request to the Speaker's Office. scuster@rilegislature.gov Telephone: (401) 222-7904.
- e. For permission for use of Senate Lounge: submit written request to Senate President's Office. cdesautels@rilegislature.gov Telephone: (401) 222-5506.

iv. Fees

- a. The Applicant (a/k/a "event sponsor") shall pay DCAMM the following Special Event Permit Fees:
 - 1) Organizations are subject to the following event licensing fee schedule:

Event Attendance	Fee per Event Day
1-100 people	\$350
101-500 people	\$750
501-2500 people	\$1,000
2501-5000 people	\$1,500
Over 5001 people	\$2,000

- 2) The Special Event Permit Fees for use of the State House, State House grounds and Station Park includes reservation of the physical space and general overhead in conjunction therewith. In addition, a per diem charge in the amount of 25% of the event fee shall be assessed for pre-event preparation and post-event breakdown/clean-up. Event sponsors shall also be responsible for associated supportive services (such as janitorial, security, etc.)

v. Damage Deposit Fee

- a. DCAMM and the Department of Administration, in their sole discretion, may impose a damage deposit. Events where a damage deposit fee may be imposed include, but are not limited to:

- 1) First time applicants;
- 2) Applicants that have had a prior event that resulted in damage;
- 3) Events such as concerts/festivals with staging, special equipment; any use that requires construction of structures and/or equipment to move or install any feature; and/or
- 4) Events or activities with a large number of attendees; large-scale promotion.

- b. Upon completion of the event, DCAMM shall determine the extent of any damage caused by an event, the requisite restoration necessary to correct said damage and the amount of money to be charged against the event sponsor's damage deposit.

vi. Deposit

- a. A deposit of fifty percent (50%) of the Special Event Permit Fee is

required to secure a date for use of the State House, State House grounds or Station Park. The balance of the Special Event Permit Fee and the damage deposit (if applicable), must be provided forty-five (45) days prior to the event date. The deposit is refundable if written cancellation is received from the Applicant thirty (30) days prior to the date of the event date. Payment is to be made by certified check or money order payable to the "State of Rhode Island". A separate certified check for the damage deposit must be provided (if applicable). Should DCAMM, the Department of Administration, or Rhode Island Capitol Police cancel any event, the Applicant is entitled to the return of the deposit.

vii. Fire Safety

- a. In accordance with Rhode Island General Laws § 23-28.6-5, the Providence Fire Marshal must determine if a uniformed fire fighter will be required at any given public/private event. It is the responsibility of the Applicant to notify the Providence Fire Marshal in a timely fashion of the event. The Applicant must provide DCAMM with a verification of the Fire Marshal's decision and requirements no later than seven (7) days prior to the scheduled event. The Applicant shall be billed directly by the fire department if its services are required.

vii. Insurance

- a. The Applicant must submit all Certificates of Insurance to DCAMM event prior to the scheduled meeting of the State Properties Committee. The following minimum general liability insurance requirements are required for all events or functions in the State House, its grounds, or Station Park:
 - 1) Commercial General Liability Limits: \$1,000,000 for use of the State House or State House Grounds, \$5,000,000 for use of Station Park, combined single limit per occurrence of bodily injury, personal injury, and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If general aggregate is used, the general aggregate limit shall apply to the project or the general aggregate limit shall be twice the occurrence limit. Higher limits may be necessary for more hazardous exposures (i.e.: sporting events, concerts). Insurance guidelines for more hazardous exposures shall be referred to the State Risk

Manager. If alcohol beverages are served, but not sold, then host liquor liability coverage must be included within the Commercial General Liability coverage.

- 2) Workers Compensation and Employers Liability Limits: Statutory coverage in compliance with the Compensation Laws of the State of Rhode Island. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Policy Disease Limit, \$100,000 each employee.

b. Required Insurance Provisions

- 1) The State of Rhode Island, its officers, officials, employees, and agents shall be named as "Additional Insureds." The coverage shall contain no special limitations on the scope of protections afforded the State.
- 2) The Applicant shall assume any and all deductibles in the described policies.
- 3) The Applicant's insurer shall have no right of recovery or subrogation against the State and the described insurance shall be primary coverage. The policy must state "Coverage is primary and, non- contributory. Waiver of subrogation in favor of the State of Rhode Island."
- 4) Any failure to comply with the reporting provisions of the policy shall not affect coverage provided to the State.
- 5) Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice by certified mail, has been given to the State of Rhode Island.
- 6) "Claims made" coverage is unacceptable with the exception of Professional Liability. All coverage is to be written on an "Occurrence" policy form.

viii. Additional Terms, Conditions, and Policies for Special Events

- a. Events involving state and local government and groups representing the arts, education, health and other causes are permitted. Private affairs, e.g., political fundraisers, wedding ceremonies, wedding receptions, graduations, proms, birthday parties, holiday parties, retirement parties, etc., are not permitted.

- b. Applicants must identify their agency and purpose on the application.
- c. Applicants must identify a contact person (or persons) for the event who will be on site during set up, operation and breakdown/clean-up of the event. The contact person (or persons) must have a cell phone and its number(s) must be provided to DCAMM in writing.
- d. Applicant and/or its designated contact person must attend a meeting with personnel from DCAMM prior to the event to review the details of its event and to ensure that the event complies with all applicable rules and procedures. Any questions concerning the State House policies and procedures for use of the State House and its adjacent grounds should be directed to DCAMM at (401)222-6200.
- e. Use of the State House grounds is restricted to the area designated by DCAMM in the application approval and the three adjacent brick walkways.
- f. Indoor events are limited to selected areas of the first and second floors of the State House. Guests are not permitted to sit on the stairs of the Rotunda Staircase or on its landing at the top of the staircase itself. See Appendix II.
- g. Rental of the State House Rotunda does not authorize access or use of the Governor's State Room, House Chambers, Senate Chambers, the House Lounge, or the Senate Lounge. Any use of those areas must be authorized in accordance with this policy.
- h. Events are subject to cancellation to meet the needs of the Governor's Office, Legislature, or other Constitutional Officers.
- i. Attendees of after-hours functions are restricted to the physical space in which the function is reserved. Attendees may not leave the designated function space unless exiting the facility. Attendees touring the facility or in otherwise restricted areas will be escorted from the grounds. Any attendee who purposely or inadvertently compromises the security or safety of the building or occupants will be removed from the function and subject to prosecution.
- j. Space capacities will be strictly enforced.
- k. Distilled beverages can neither be sold, nor served in the State House or on the State House grounds. Beer and wine may be served, but not sold, in the State House and the State House grounds. Distilled beverages, beer, and wine may be sold or served at Station Park. Event sponsors shall be solely responsible for all necessary licenses and permits for the sale or serving of alcoholic beverages. Alcohol is not permitted to be served during an events that take place during the State House's regular business hours. Business Hours are posted on the Secretary of State's website: <https://www.sos.ri.gov/divisions/civics-and-education/ri-state-house>. A Certificate of Insurance for Host Liquor Liability Coverage is required whenever alcoholic beverages are sold or served.

- l. Food, beverages, arts, crafts, and souvenirs are not permitted to be sold in the State House or on the State House grounds except by licensees who have received prior State Properties Committee approval to do so.
- m. Collecting money at events in the State House is prohibited. This includes merchandise, gambling, tipping, etc.
- n. Event tents are permitted only adjacent to the three walkways. The event tents adjacent to the walkways cannot exceed one hundred and fifty (150) square feet. The three walkways lead from the south plaza to Francis Street. The middle walkway shall be designated for limited State vehicle access only; vehicles are not permitted on the outer walkways. A schematic showing the location, size, and number of event tents must be submitted and approved by the DCAMM thirty (30) days prior to the event. No stakes or in-ground fasteners can be used to set up event tents. Water barrels and/or sandbags must be utilized. Larger events tents may be permitted on Station Park. Applicants will be provided with a schematic showing permitted locations. A member of the DCAMM staff must be onsite, paid for by the Applicant, when event tents are being erected. A permit for the use of an event tent must be obtained from the Providence Fire Department. When an event tent is used it must be inspected and approved by the State Fire Marshal in a timely fashion prior to the event. The Applicant must provide DCAMM with a verification of the Fire Marshal's approval and requirements no later than seven (7) days prior to the scheduled event. The Applicant shall be billed directly by the Providence Fire Department for its services.
- o. The number of portable restrooms needed for an event and their siting will be established by the DCAMM and paid for by the Applicant. Portable restrooms shall not be sited on grassed areas.
- p. Event parking is only available in the Capitol Hill Parking lots after business hours. Department of Transportation, Department of Health and DOA lots open at 3:00 p.m. Monday through Friday and remain open on weekends. Parking is only allowed in designated parking lots or on the street, as permitted by law. Valet parking is permitted with specific prior written approval from DCAMM. Insurance is required.
- q. The State House does not have staff available to coordinate functions. The Applicant shall provide all services necessary for its licensed event. Food must be prepared offsite and may be warmed with electric warmers.
- r. DCAMM has some tables and chairs available for use. Anything above and beyond DCAMM stock must be provided by the Applicant. Linens, coat racks, extension cords and lighting required for an event must also be provided by the Applicant. Kitchen facilities are not available.
- s. Applicants who require electricians, carpenters, plumbers, etc. must use State employees or vendors and pay them directly for their services.
- t. Deliveries for functions must be coordinated with the State House

Building Superintendent, at the following telephone number: (401) 222-6200 and with the Rhode Island Capitol Police Chief, at the following telephone number: (401) 222-3077.

- u. All function related equipment and materials must be removed by the end of the event. No overnight storage is permitted without specific prior written approval from DCAMM.
 - v. Applicants must remove all trash from the grounds after the event. The use of any dumpster on site is prohibited without prior written permission of the DCAMM.
 - w. Deliveries for functions must be coordinated with the State House Building Superintendent, at the following telephone number (401) 222-6200 and with the Rhode Island Capitol Police Chief, at the following telephone number: (401) 222-3077.
 - x. Due to the varying types of events, the exact number of security personnel and/ or Capitol Police will be determined on a case-by-case basis by the Chief of the Rhode Island Capitol Police and DCAMM. Circumstances that may affect the security personnel required include but are not limited to: size of event, whether beer and/ or wine are served, any special security issues at the State House, and the nationwide terrorist threat alert level. The Applicant shall be responsible for payment of all fees, costs assessed by the Capitol Police for event security personnel.
- ix. Station Park Policies for Special Events
- a. Station Park is the area of open space located in the City of Providence situated between Gaspee Street, Francis Street, the office building and parking garage at 8 Finance Way and the Amtrak Station. A portion of Station Park is owned by the National Railroad Passenger Corporation (Amtrak). Any use of Station Park is subject to the terms and provisions of the "License Agreement" between Amtrak and the State which sets forth use restrictions and insurance requirements for the "Railroad Corridor" portion of Station Park. Thus, all event sponsors must abide by the terms and conditions of the State's License Agreement with Amtrak for that area of the Station Park that overlies the Amtrak rail corridor, including, but not limited to, the liability insurance and indemnity requirements stated therein. The sponsoring organization shall be responsible for payment of all fees and costs assessed by Amtrak for event review and security personnel. Because of the State's investment in the rehabilitation of the Station Park property's irrigation system and turf all event sponsors must ensure that the ground and infrastructure are not damaged beyond normal wear and tear.
 - b. In addition to all other requirements and restrictions stated within this

policy, the following shall also apply to Station Park use for special events:

- 1) Event tents and other portable structures (such as concession booths, trailers, etc.) to be used during licensed events shall be no larger than 110' x 30' and may be placed in the unimproved area of Station Park between the office building and parking garage at 8 Finance Way and the Railroad Corridor. A schematic showing the proposed location, size and number of event tents and other portable structures must be submitted and approved by DCAMM thirty (30) days prior to the event. No stakes or in-ground fasteners shall be used to set up event tents. Water barrels or sandbags must be used to secure tents. A permit for the use of tents must be obtained from the Providence Fire Department. All tents must be inspected and approved by the State Fire Marshal prior to the start of the event. The Applicant must provide DCAMM with a verification of the Fire Marshal's approval and requirements no later than seven (7) days prior to the scheduled event. The Applicant shall be billed directly by the Providence Fire Department for its services.
- 2) No animals of any breed or type are permitted to be kept, shown, displayed, or utilized in conjunction with licensed events at Station Park without specific prior written approval by DCAMM.
- 3) No motorized vehicles of any type or size (with the exception of police, fire and medical rescue vehicles) are permitted onto the Station Park at any time or for any reason.

3. Repercussions for Noncompliance

Failure to adhere to the above requirements/restrictions may result in removal from the State House in accordance with all applicable law.

4. Signature



James E. Thorsen, Director of Administration



Date

APPENDIX I



STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
Division of Capital Asset
Management and Maintenance

One Capitol Hill, Providence, RI 02908-5890
Office: (401) 222-3709 Fax: (401) 222-2599

Dear Applicant,

Thank you for your recent communication to the Division of Capital Asset Management & Maintenance (DCAMM) requesting use of the State House, State House Grounds and/or Station Park for an event.

Any party wishing to hold a function or event in the State House, State House Grounds or Station Park must request a License Agreement from DCAMM. DCAMM reviews and processes all applicants. Applicants must agree in writing to adhere to the terms of the "Policies and Procedures for Use of State House, State House Grounds and Station Park Policy", attached.

Event/promotion businesses and function coordinators must identify their clients and obtain an appropriate signature of an officer of their corporate client on the License. Event applications must be completed with a floor plan or schematic and submitted to the State House Events Coordinator no less than eight (8) weeks prior to the event date. Events require approval of the State Properties Committee. Upon approval of the application, DCAMM will arrange an appointment to walk through the area with the applicant. Non- Governmental Entities will be required to enter into a written agreement indemnifying the State of Rhode Island against any claims for casualty liability.

All invoices related to State House events must be paid in full no less than one week prior to the scheduled event date or the event will be re- scheduled.

Division of Capital Asset Management and Maintenance
October 2022



STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
Division of Capital Asset
Management and Maintenance

One Capitol Hill, Providence, RI 02908-5890
Office: (401) 222-3709 Fax:(401) 222-2599

Capitol Hill Special Event Permit Application

Applicant Name: _____

Applicant's Company/Organization _____

(Required)

Applicant Address:

Street: _____

City, State, Zip Code: _____

Applicant Phone: _____

Applicant Cell Phone: _____

E-Mail: _____

Onsite Person's Phone (If different from primary contact) _____

Event Name: _____

Event Description:

Event Date(s): _____

Setup Date(s) _____

Breakdown Date(s): _____

Event Hours: _____ to _____

Setup Hours: _____ to _____

Breakdown Hours: _____ to _____

**Property Requested:
(Check all that apply)**

- ☐ State House
- ☐ State House Grounds
- ☐ Station Park

Event Type:

- ☐ Arts Event
- ☐ Company Event
- ☐ Food Event
- ☐ Public Education Event
- ☐ School Event (Field Trip, Outing, Graduation, Field Day)
- ☐ Athletic Event
- ☐ Commercial Photo Shoot
- ☐ Festival
- ☐ Cultural/Heritage Event
- ☐ Concert or Musical Event
- ☐ Non-Profit Fundraising Event
- ☐ Other: _____
(please explain)

Tents:

YES ☐
NO ☐

If yes, how many including sizes: _____

Will event include sale of goods and/or services?

YES ☐
NO ☐

Is electricity required? (only available in the State House and on the North Plaza)

YES ☐
NO ☐

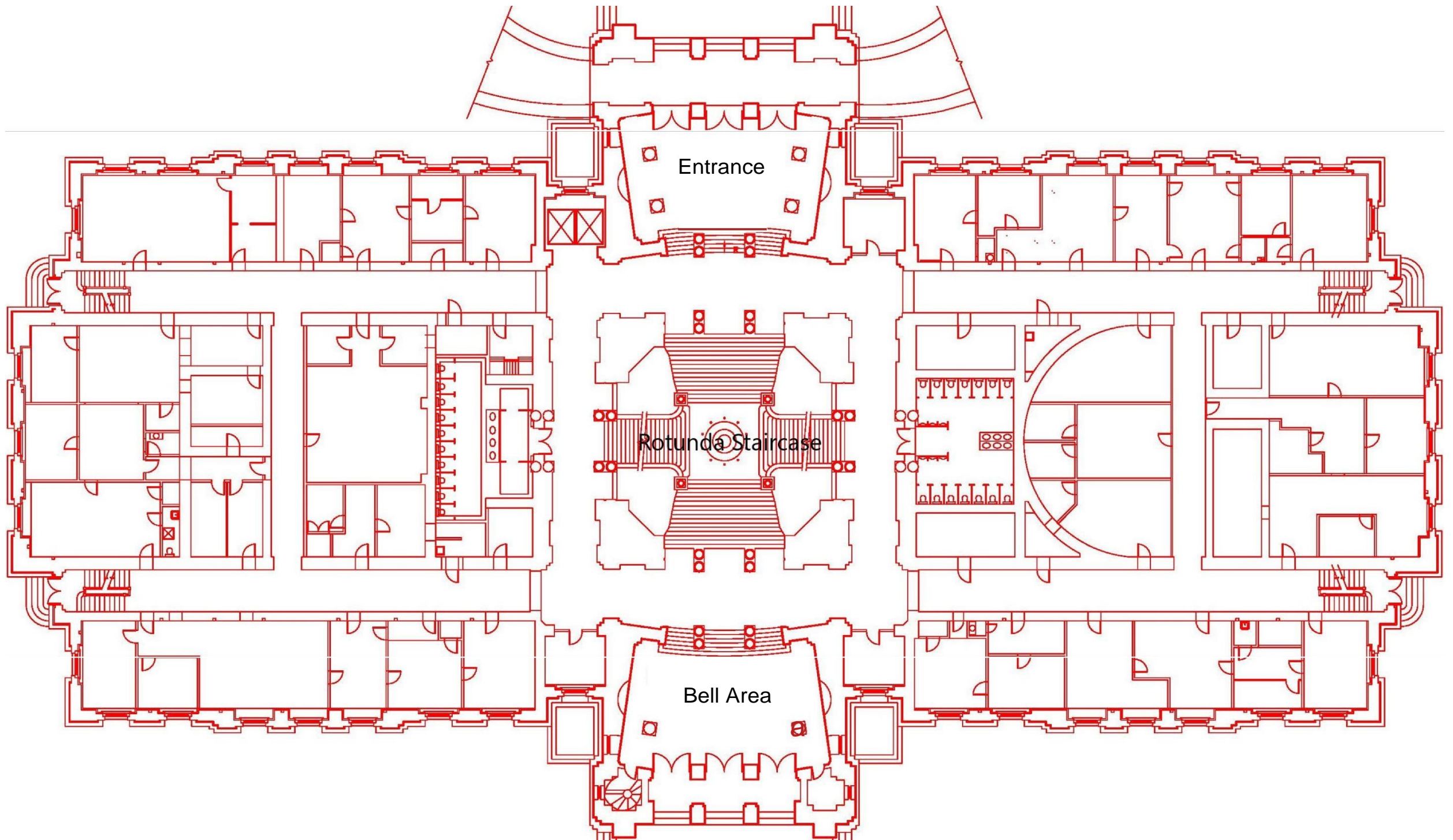
Number of Attendees: _____

Any additional information:

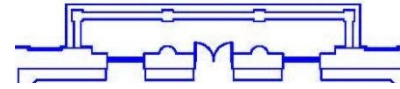
Signature of Applicant: _____

Please note, this is a preliminary application. All events require a Special Event Permit from the Rhode Island State Properties Committee.

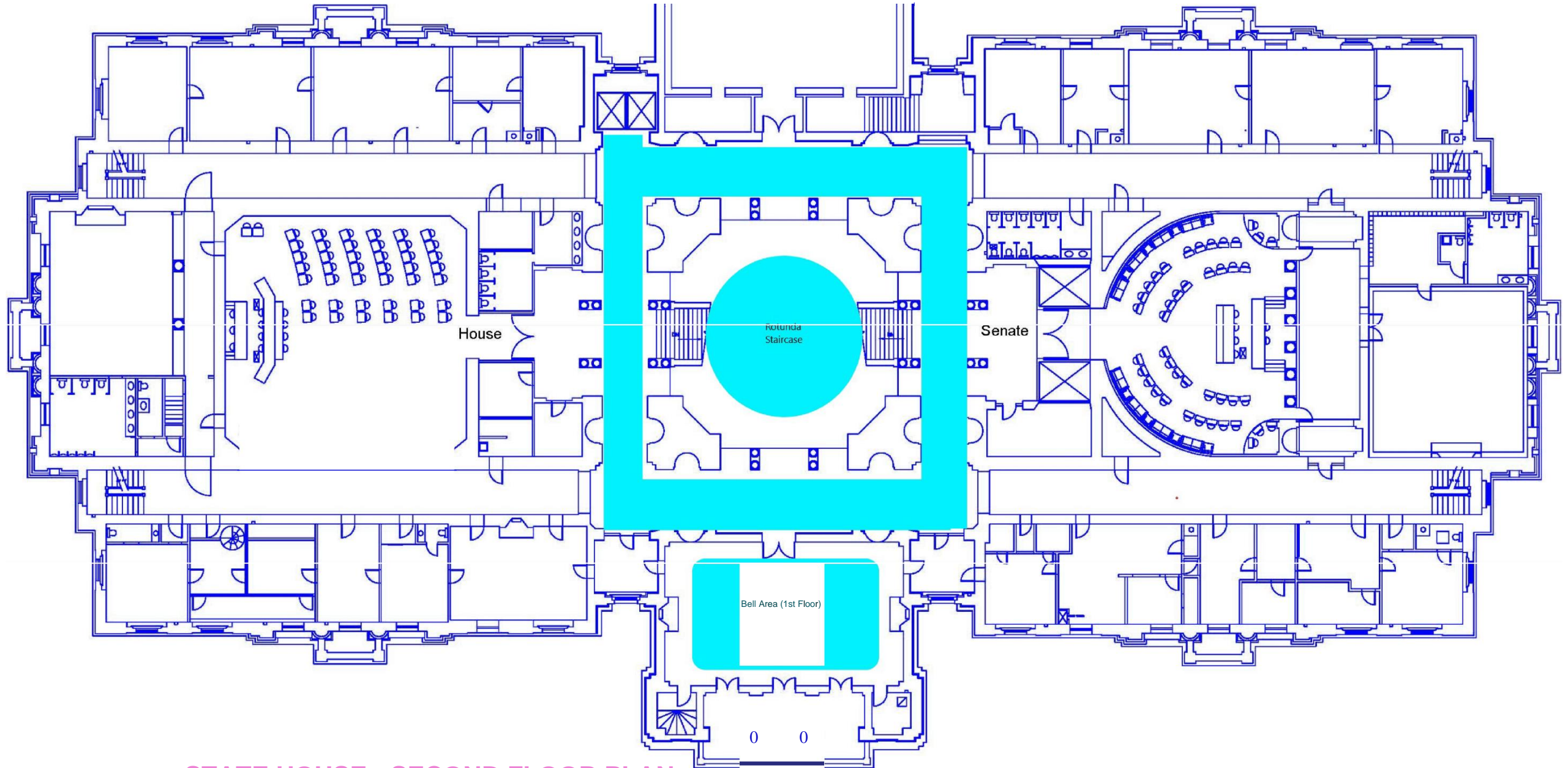
APPENDIX II



Entrance



Library



STATE HOUSE - SECOND FLOOR PLAN