

**State of North Carolina, Department of Administration
APPLICATION TO USE PUBLIC BUILDINGS AND/OR GROUNDS**

Please print or type.

Rules and regulations adopted by the Governor and Council of State govern use of public buildings and grounds (defined by G.S. 143-336) by any individual or group of whatever kind. Please complete Items 1 through 12 and submit one copy via mail, electronic mail (Jennifer.Norton@doa.nc.gov), or facsimile (919-733-1430) **at least 3 full business days before date of proposed use** to Director, Facility Management Division, 1313 Mail Service Center, Raleigh, North Carolina 27699-1313. Failure to comply with these regulations is punishable at the discretion of the Court under G.S. 143-345.1.

1. Public Building(s) and/or Grounds applied for:			2. Date of Application:	
3. Date Desired:		4. Time Desired: From:		5. Expected Attendance
		To:		
6. Describe Intended Usage. Provide Organization's Goals, Objectives, or Purpose for this Permit Request:				
Size of Tent or Canopy to be used during the event:			Attach a copy of the tent or canopy approval.	
Check if needed:	<input type="checkbox"/> Electrical Power (voltage and amps): _____		<input type="checkbox"/> Trash Cans	<input type="checkbox"/> Recycle Bins
7. Individuals or Organization Requesting:			Phone:	
Address:			Fax:	
Email Address:				
8. Person accepting Responsibility:			Phone:	
Address:			Fax:	
Email Address:				
9. Give requested information about expected active participants (speakers, leaders, etc, attach separate sheet, if necessary).				
Name		Address		Phone
10. Use separate sheet to list names, titles, and addresses of all officers and board members of organization, corporation, or group.				
11. Applicant Signature:			12: I have read and understand the regulations listed on the reverse side of this form. Responsible Person Signature:	
13. Law Enforcement or Security Problem <input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Recommend Approval:				
<input type="checkbox"/> Recommend Disapproval because				
Chief, State Capitol Police			Date	
14. <input type="checkbox"/> Use Approved				
Permit Number: _____				
<input type="checkbox"/> Use Disapproved because:				
Director, Facility Management Division			Date	

REGULATIONS

1. You are responsible for the removal of your trash from state grounds.
2. Events are held in areas near office buildings where employees work from 7:30 am until 5:30 pm. The amplification of sound should be minimal. However, the normal amplification of voice for speakers is permissible.
3. The State of North Carolina is currently under mandatory water restrictions. Water cannot be provided at this time.
4. All tents used must be weighted and not stake driven. The NC Fire Prevention Code (NCSFC) requires tents, canopies and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event.
5. Do not block the entrances for pedestrian traffic to the museums located on the Bicentennial Mall in any way. The Bicentennial Mall is pedestrian-oriented. Vehicle use is only for emergency situations. Contact Steve Watson at 919-733-3855 to request a permit to drive on the mall.
6. Do not block the entrances, exits, or sidewalks leading to the entrances and exits to the State Capitol Building in any way. These must always be available for visitors to the building.
7. All requests for use of the State Capitol Building should be referred to 733-4994. The Application to use Public Buildings and/or Grounds is only for a request to use the grounds.
8. Vehicles are only permitted in the driveway loop on the north side of the Capitol Building for loading and unloading purposes.
9. Vehicles are only permitted in the designated area of the Halifax Mall between the Education and Revenue Buildings for loading and unloading purposes. Lightweight vehicles such as a Gator or golf cart may be used to transport materials and supplies from this area to the event area.
10. Parking is not permitted on the Capitol grounds, Bicentennial Mall, and Halifax Mall.
11. Visitor parking is available at the corner of Wilmington and Jones Street.
12. Utilization of public corridors must be such that no entrance, exit, restroom or office doors are blocked and that handicapped accessibility is not impeded.
13. All non-state agencies requesting to erect a tent or canopy must follow the following guidelines. It is the responsibility of the person/persons requesting the use of a tent or canopy to obtain the necessary approval prior to the event. Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the State Construction Office at 919-807-4100. A detailed site and floor plan for tents, canopies, or membrane structures with an occupant load of 50 or more shall be provided with each application to the State Construction Office. The tent, canopy, or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating, and location and type of heating and electrical equipment.
14. All tent/canopy approvals from the Department of Administration, State Construction Office, must be submitted with the Application to Use Public Buildings and/or Grounds. If the approval is not submitted at the time of Application, it should be sent as soon as it is obtained. However, the structure will not be allowed to be erected without the approval in place (as noted in Chapter 24 of the NC Fire Code). Note, the structure will be inspected by the appropriate fire code official on the day it is constructed.
15. All state agencies requesting to erect a tent or canopy must follow the following guidelines. Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from at 919-661-5880. If there are any questions, please contact State Construction Office and speak to a State Construction Office Code Consultant. The mailing address is State Construction Office, 1307 Mail Service Center, Raleigh, NC 27699-1307, Courier Number 56-02-01. Plans can be delivered to New Education Building, 301 North Wilmington Street, Suite 450, Raleigh, NC 27601 or faxed to 919-807-4110.