**General Guidelines for Use of State Facilities:**

**All events are to be carried out in accordance with the Code of State Regulations 35-1.050 which will be sent to the applicant with the permit if the requested event is approved. \***

**Prohibited activities include, but are not limited to:**

* Private social events, such as weddings
* Alcoholic beverages
* The service of any food and/or beverages
* Dance events in the Rotunda
* The sale of any goods or services
* The solicitation of contributions, gifts or donations
* A sound level, noise, or any other activity that disrupts the business of government in the Capitol (musical performances limited to the hour of 12:00pm – 1:00 pm Mon. – Fri.)
* The use of balloons in the rotunda
* Guns or weapons of any kind
* Lighted candles or other devices which produce flames prohibited indoors
* Signs, banners and like material shall not be fastened to the walls, surfaces or railing surrounding the rotunda.
* Private social events, such as weddings
* Wood, metal or plastic poles or standards shall not be used to support signs or banners and shall not be brought onto the Capitol grounds
* Staking items such as tents and signs into the ground
* Parking or driving vehicles of any type on the Capitol Grounds sidewalks or plaza areas

Additional Restrictions:

* Reoccurring weekly events may not be scheduled more than three (3) months in advance, regardless of the event. *In addition, no event shall be scheduled for more than one (1) day total/week to avoid consecutive events that could prevent other entities a fair opportunity to use the facilities in the form of a scheduled event. Due to extenuating circumstances, the Director of FMDC reserves the right to override this restriction.*
* *The Director of the Division of Facilities Management, Design and Construction reserves the right to modify or cancel any previously scheduled/permitted event. In addition, the Director reserves the right to give preference for events to those in the General Assembly and to any state-wide elected office holder should they require use of the facilities, even after a permit has been issued to another entity.*
* *All scheduled events for use of the Rotunda and the South and/or North lawns shall not exceed a three-hour (3) duration in total time per day, unless otherwise approved by the Director.*

**\*The facility manager may cancel an issued permit, even after the applicant has begun using the facility, and may remove the applicant from the facility if the application is false or incomplete or if the applicant fails to comply with the conditions specified in the permit.**

**To view the Code of State Regulations 35-1.050 you may click on the link below.**

<http://sos.mo.gov/adrules/csr/current/1csr/1c35-1.pdf>