



IDAHO STATE LEGISLATURE

Capitol Building Usage Manual

August __, 2021

<https://capitolcommission.idaho.gov/>

EXECUTIVE SUMMARY

This Manual provides information for Occupants and visitors regarding the use of space at the Idaho State Capitol. Idaho Code establishes who is responsible for use and maintenance of the Capitol. Idaho Administrative Rules govern the use of the Capitol. The Idaho Code and Administrative Rules provisions cited in this Manual are included in Attachment 1. In summary:

- The Legislature determines the use and allocation of space on the Garden Level, first, third, and fourth floors of the Capitol. The Legislature also maintains that space. (Idaho Code § 67-1602.)
- The Governor determines the use and allocation of space within the second floor of the Capitol. The Department of Administration maintains that space. (Idaho Code § 67-1602.)
- Public space within the interior of the Capitol, defined as the rotunda; the hallways on the first and second floors; the restrooms located adjacent thereto; the elevators; and the stairways between the first, second, third and fourth floors (except the interior stairways between the third and fourth floors within the legislative chambers), is maintained by the Department of Administration. (Idaho Code § 67-1602.)
- Use of the exterior of the Capitol is determined by the Director of the Department of Administration. (Idaho Code §§ 67-1603 and 67-5708.) The Department of Administration maintains the exterior.
- The Idaho Capitol Commission has the duty to review all proposals to reconstruct, remodel, or restore space within the Capitol and to review all proposals involving objects of art, memorials, statues, or exhibits to be placed on a permanent or temporary basis in Public Space in the Capitol or on the Capitol exterior. (Idaho Code § 67-1608.)

The Governor, the Legislature, and the Director of the Department of Administration work closely with the Idaho Capitol Commission to protect the Capitol and help ensure it is protected for generations of Idahoans to come. This Manual was developed to help accomplish that goal. The Manual:

- Describes guidelines for use of the Capitol by the public and Occupants of the Capitol. These guidelines supplement the rules governing the Capitol, at IDAPA 38.04.08.
- Provides contact information for repairs and maintenance and explains who should be notified when changes to interior space are performed. If you have any questions, please contact Facilities Services (208-332-1937), Legislative Services (208-334- 4850) or the Capitol Curator (208-488-7491).

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SECTION I – INTRODUCTION

Approved by the Idaho Capitol Commission on August __, 2021 and pursuant to Idaho Code sections 67-1602 and 67-1608 (Appendix A), this Manual applies to use of the Capitol; its preservation and maintenance; the placement of art, memorials, statues or exhibits on a temporary or permanent basis in Public Spaces of the Capitol or its grounds; and the Capitol Collection. Every attempt will be made to update these guidelines as needed.

The purpose of these guidelines is to:

- protect, preserve, and maintain the beauty and dignity of the Capitol; and
- consolidate statutes, rules, and guidelines relating to the Capitol.

SECTION II – DEFINITIONS

As used in these guidelines, the following definitions apply:

AHC Committee: the Arts, History, and Culture Committee, formed December 2007, serves as an advisory group to the Capitol Commission and provides recommendations, policies, procedures, and guidelines for exhibits in the Capitol and on its grounds.

Capitol: the Idaho State Capitol Building.

Capitol Collection: all historic furniture, antiquities, works of art, and objects of historic significance that are owned by the Idaho State Historical Society and identified by and under the care and custody of the Capitol Commission.

Capitol Curator: the person responsible for preservation, of the Capitol building, and its historic collections and interpretive exhibits pursuant to Idaho Code section 67-1608.

Capitol Commission: the Idaho State Capitol Commission, created pursuant to Idaho Code section 67-1606 within the Idaho Department of Administration.

Display: an attended exhibition or installation of physical items during an Event.

DPW: the Department of Administration, Division of Public Works.

Event: An activity, including, but not limited to, arts or cultural presentations, weddings, dinners, award ceremonies, memorials, and seminars.

Exhibit: Exhibitions or installations of physical items outside of an Event including, but not limited to, commemorative installations, floral decor, art objects, historical artifacts, and cultural objects.

Exterior: the exterior of the Capitol, the real property, the grounds, and the improvements on the exterior of the Capitol or on its grounds. *See* rules governing use of the Capitol.

Facilities Services: part of the Department of Administration, Division of Public Works that provides the Capitol Mall with building management services.

Interpretive Exhibit: Permanent or temporary exhibition of materials from the Capitol Collection and/or Idaho State Historical Society showcasing Idaho art, history, and/or culture.

Leadership:

- for the Legislature, the presiding officer of a legislative body, as defined in IDAPA 38.04.08.010;
- for space occupied by an elected official, the elected official; and
- for an agency-assigned space within the Capitol, the head of the agency.

Legislative Use Guidelines: Guidelines and Policies for Public Usage approved by the Legislative Leadership in Attachment 2.¹

Master Plan: the master plan for the Capitol as provided for in Idaho Code section 67-1608.

Occupants: officials or agencies assigned the use of Private Space.

Private Space: the portion of the interior that is not Public Space, including office spaces and reception areas assigned to an official or agency and open to limited public access.

Public Space: the portion of the interior of the Capitol that is maintained by the Department of Administration pursuant to Idaho Code section 67-1602(1) and is not designated as closed to the public by being marked “private,” “no admission,” “staff only,” or similarly designated as not open to the public.

Temporary Exhibit: an Exhibit placed in the Capitol interior in a designated area for four-month intervals or at the discretion of the Capitol Commission.

SECTION III – PUBLIC USE

As approved by the Capitol Commission with support from the State Constitutional Officers and Legislature, the following procedures and protocols apply to the public use of the Capitol. Spaces are defined in Section II.

A. Locations of Public Use

Except as limited in IDAPA 38.04.08, the Public Space and the exterior of the Capitol are available for public use. Certain rooms of the Capitol within the Legislative Space are available for limited use by the public as described in the Legislative Use Guidelines.

B. Types of Public Use

i. Events

The public may use the Public Space and the Exterior of the Capitol for Events as described in IDAPA 38.04.08. Certain uses are prohibited by IDAPA 38.04.08.200.02. Prohibited uses include commercial activity, camping, and private events. Users should refer to the current rule for a current and full description of prohibited uses. Public use of the Legislative Space is described in the Legislative Use Guidelines.

ii. Displays

Except as limited in IDAPA 38.04.08, the public may use the Public Space and the Exterior of the Capitol for Displays during an Event. Public use of the Legislative Space, including Displays, is described in the Legislative Use Guidelines.

C. Reservations by the Public

i. South Steps and Second Floor Rotunda

The south front steps on Jefferson St. and the second-floor rotunda space of the Capitol are available to reserve for Events held by the public. Requests are made through the Facilities Services website: <https://cms.idaho.gov/events/>.

¹ The Legislative Guidelines attached to this Manual are current as of the date on the cover of the Manual. Users should refer to the Legislature’s website to determine if a new version has been adopted.

ii. First and Fourth Floor Rotunda

The first and fourth floor central rotunda areas of the Capitol are available for short-term use by the public during the legislative session, as described in the Legislative Use Guidelines.

SECTION IV – EXHIBITS

A. Purposes and Implementation

The guidelines in this section apply to the placement of Exhibits, on a temporary or permanent basis, in the Public Space in the Capitol or on its grounds. The purpose of these guidelines is to:

- maintain consistency with the principles and policies of the Idaho State Capitol Master Plan, dated July 19, 2000.
- ensure that Exhibit proposals reflect subjects of statewide historical significance.
- preserve the beauty and dignity of the Capitol and grounds.
- preserve views of the Capitol and its architecture.
- protect and maintain open space at the Capitol and grounds.
- conserve options for placement of Exhibits by future generations; and
- ensure the safety of the Capitol and its users.

Recognizing the purpose of the guidelines, the AHC Committee shall:

- encourage related or similar interests be combined into a single Exhibit proposal.
- promote cooperation with local authorities to develop opportunities for placement of Exhibit projects outside the Capitol, but within the capitol community of Boise.

All interpretive Exhibits, including objects from the Capitol Collection exhibited or used in the Capitol, are managed by the Idaho State Historical Society and coordinated by the Capitol Curator. The Capitol Curator oversees the handling and moving of interpretive Exhibits and produces or obtains documentation related to the Exhibit.

B. Exhibit Locations

To preserve safe ingress and egress from the Capitol, the Capitol Commission will not consider or approve Exhibits on sidewalks, pathways or the entrance landings and steps of the Capitol, including the landing and steps extending from the Capitol exterior wall to the last step before the hard surface between the Capitol steps and Jefferson Street. Exhibits on the hard surface between the Capitol steps and Jefferson Street are limited to a tree supported by use of the “well” constructed within such area and the copy Liberty Bell installed between the Capitol steps and Jefferson Street.

C. Signage

Only signage placed by Facilities Services for identification and orientation of the Capitol spaces are to be displayed in the Public Space. The Idaho State Historical Society may display banners on the historic light poles representing an annual theme related to Idaho history. Temporary exhibition spaces may have interpretive exhibit-related signage placed by the Capitol Curator. Signage is not to cause surface damage or be permanently adhered to the building.

D. Temporary Exhibits

The Capitol Commission will consider the following for Temporary Exhibits:

- interpretive exhibits featuring objects in the Capitol Collection, and/or objects within the collection of the Idaho State Historical Society.
- commemorative installations and floral installations related to a death or event recognized by an executive order of the Governor or a joint resolution of the Legislature.
- seasonal décor owned by the Department of Administration.
- the flag of the United States of America and the flag of the State of Idaho.

Proposals for temporary Exhibits may be made by members of the Capitol Commission, an Occupant's Leadership or the Idaho State Historical Society. Proposals for interpretive exhibits must be submitted to the Capitol Curator. The Capitol Curator may require proposers to provide information and materials prior to presenting a proposal for review by the AHC Committee. The AHC Committee presents its recommendations to the Capitol Commission for final approval. The AHC Committee may approve commemorative installations and floral installations with a duration of 14 or fewer days without submission to the Capitol Commission. Proposals for Temporary Exhibits are reviewed by the AHC Committee and the Commission for compliance with subsection A of this section IV- Exhibits.

E. Permanent Exhibits

Permanent Exhibit proposals may be made by members of the Capitol Commission, an Occupant's Leadership or the Idaho State Historical Society. Proposals for interpretive exhibits must be submitted to the Capitol Curator. The Capitol Curator may require proposers to provide information and materials prior to presenting a proposal for review by the AHC Committee, who presents its recommendations to the Capitol Commission for final approval. Contact the Capitol Curator with questions regarding permanent interpretive Exhibit proposals. Proposals for permanent Exhibits are reviewed by the AHC Committee and the Capitol Commission for compliance with subsection A of this Section IV – Exhibits.

F. Relocation or Removal

The Capitol Commission may relocate or remove any Exhibit in its sole discretion. Relocation planning may be done in consultation with the Capitol Curator and affected parties whenever practical. The Capitol Commission will follow its approved procedures for removal of objects from the Capitol Collection, including the Capitol Collections Management policy attached as Appendix E.

SECTION V – OCCUPANTS OF THE CAPITOL

The following procedures and protocols apply to the maintenance and management methods to be used in the care and preservation of the Capitol. These procedures and protocols are to be reviewed and updated as needed every three years or as better preservation and care methodologies are implemented. The Capitol Curator will work with DPW to ensure the historic nature and intent of the building are preserved. Capitol building spaces are defined in Section II.

A. Guidelines for Assigned Space Contents

Occupants of the Capitol are to observe the following guidelines for their assigned space. If there are questions regarding these guidelines, please contact the Capitol Curator at capitolcurator@ishs.idaho.gov. For further details and for reproduction use, see “Welcome to the Capitol” (Appendix B).

i. Furnishings

No assigned furniture shall be removed from the building. To better ensure tracking of assigned furniture, the appropriate agency personnel must provide to the Capitol Curator annually, an

inventory of furniture in agency assigned space. Occupants shall follow the Capitol Collection Annual Inventory Policy located in Appendix F.

Routine care and maintenance: Contact the Capitol Curator for anything more than routine care and maintenance. The furniture provided in each assigned space shall not be altered or have tape or any adhesive materials placed on the surface finish. Wood surfaces shall be protected from moisture and general everyday use with the appropriate barrier. Spills and general everyday mishaps are to be cleaned with a soft cloth. Furniture is to be dusted with a dry dust cloth and glass surfaces with a damp soft cloth; liquid cleaners are not to be sprayed directly onto glass surfaces. No chemical cleaners are to be used on wood surfaces (such as Pledge or multi-surface Windex cleaners, etc.).

ii. Wall hangings

Wall hangings shall comply with the Capitol Wall Hanging Procedure located in Appendix C.

iii. Three-dimensional works of art

The Capitol Curator will have on file the approved pedestal style and vitrine specifications and proper cleaning implements. The Capitol Curator will assist Facilities Services with the placement of the object by request or if the object is from the Capitol Collection or a loan from a public entity. Occupants will have the option of displaying three-dimensional objects on a pedestal with a vitrine cover pending location and space. The height and size of the pedestal and vitrine can be ordered to suit the space. The Capitol Curator will facilitate the order on behalf of the requesting entity, and associate cost will be the responsibility of the requestor.

B. Routine Maintenance and Repair:

Occupants must coordinate routine maintenance and repairs through Facilities Services' online work request system at <https://cms.idaho.gov/maintenance>. Maintenance and repairs, including painting, carpeting, and remodeling shall comply with the Capitol Maintenance and Repair Policy located in Appendix D. Occupants should also refer to the Capitol Workflow Reference Chart located in Appendix A.

SECTION VI – IDAHO STATE CAPITOL COLLECTION

The Capitol Collection is comprised of historic furniture, photographs, and Capitol art and artifacts. The Capitol Collection is owned by the Idaho State Historical Society and maintained and managed by the Capitol Curator. For questions about maintenance, repairs, and use of the Capitol Collection, such as historic furniture, contact the Capitol Curator at capitolcurator@ishs.idaho.gov. The Capitol Collection is managed under the Capitol Collection Management Policy located in Appendix E. An inventory of the Capitol Collection is conducted under the Capitol Collection Annual Inventory Policy located in Appendix F.

APPENDIX C

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Appendix C – Capitol Wall Hanging Procedure

Purpose

1.1 To standardize the response to wall hanging requests from building occupants of the Idaho State Capitol pursuant to Idaho Statute 67-1608;

“(4) Work cooperatively with the Idaho state historical society to support a capitol curator to preserve, manage and protect the capitol building, and its historic collections and exhibits.”

Scope

2.1 This procedure applies to all requests for hanging materials on walls identified as part of the original construction of the Capitol as is reflected on the floorplans generated by CSHQA for the 2007-2010 Idaho State Capitol Restoration.

2.1.2 This policy will be updated to reflect subsequent renovations to the Capitol as work is completed and new floorplans are made available.

Definition

3.1 Capitol Occupants

3.1.1 Officeholders and staff who have been assigned a workspace within the Idaho State Capitol Building.

3.2 Historic Wall

3.2.1 Walls within the Capitol constructed of original, historic materials. Throughout the restoration, these walls were rehabilitated with materials and techniques reflecting the original construction of the building.

3.3 New Wall

3.3.1 Walls within the Capitol constructed of drywall or original walls which were overlaid with drywall during the 2007-2010 Idaho State Capitol Restoration.

Initiating a Hanging Request

4.1 Occupants can initiate a hanging request by submitting a [Capitol Mall Service Request](#).

4.1.1 Capitol Mall Facilities Services will inform the Capitol Curator of the request to assess impacts to the historic structure.

4.2 Include the dimensions, weight, and desired location for hanging, as well as the office/room number in all requests.

4.3 Do not hang an object without the assistance or direction of the Capitol Curator and Capitol Mall Facilities Services.

Assessing a Hanging Request

5.1 Once the request is made, the Capitol Curator and Capitol Mall Facilities will collaborate to assess the site and objects proposed for hanging.

5.2 The following factors should be considered before hanging an object on a wall:

5.2.1 Wherever possible, existing holes, nails, or hangers should be used.

5.2.2 Marble or woodwork is not to be used. Exceptions may be made for installation of permanent additions to the Capitol after approval by the Capitol Commission: Arts, History, and Culture Committee.

Deleted: 2

Appendix C – Capitol Wall Hanging Procedure

5.2.3 Framed objects are encouraged to minimize impact to the walls surface and support structures.

5.2.4 Objects strung with picture hanging wire, fitted with tooth-hangers, or other comparable fasteners are preferred.

5.2.5 Objects will be hung on appropriate hangers.

5.2.5a Hangers should consist of a nail that minimizes wall damage and a picture hook that has a precision guide nail hole providing the correct angle of insertion and reinforced hole groove.

5.2.5b Non-invasive, removable, adhesive based hangers (such as Command Strips) can be used on walls with light texture.

5.2.5c Hangers should be matched to the correct weight allowance for the object.

5.2.5d Hangers used in public spaces should be child safety and tremor proof with an additional cover latch/elbow over the open hook.

Fulfilling Hanging Requests

6.1 Hanging requests for New Walls:

6.1.1 Wherever possible, the use of existing nails and hangers are encouraged.

6.2 Hanging requests for Historic Walls:

6.2.1 When non-invasive hanging methods cannot be used, objects must be hung on existing hangers or nails.

6.2.2 New objects proposed to be permanently hung in a space will be reviewed by the Capitol Curator and the Capitol Commission: Arts, History, and Culture Committee. If approved, the Capitol Curator and Capitol Mall Facilities Services will collaborate to complete the work with the appropriate hardware.

Key Contacts

Capitol Curation Program

Nicole Inghilterra
Capitol Curator & Museum Registrar
(208) 488-7491
(208) 334-2118
Nicole.Inghilterra@ishs.idaho.gov
CapitolCurator@ishs.idaho.gov

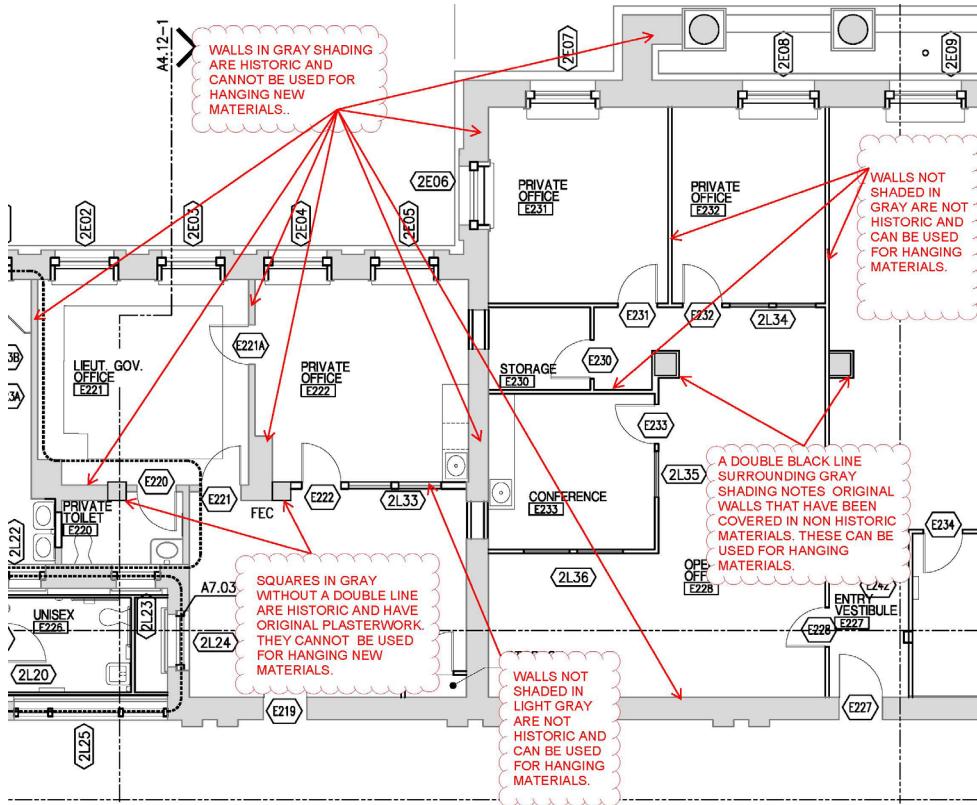
Capitol Mall Facilities Services

Steve Brammer, Building Superintendent
Division of Public Works
Office: (208) 332 -1962
Mobile: (208) 919 -1634
Steve.Brammer@adm.idaho.gov
Facilities@adm.idaho.gov

Appendix C – Capitol Wall Hanging Procedure

Capitol Floor Plans

The current floorplans of the Idaho State Capitol can be read according to the following key:



APPENDIX F

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Appendix F: Capitol Collection Annual Inventory Procedure

Purpose

1.1 To provide a standard procedure for completing the inventory of the Capitol Historic Furniture Collection pursuant to Idaho Statute 67-1608;

“(4) Work cooperatively with the Idaho state historical society to support a capitol curator to preserve, manage and protect the capitol building, and its historic collections and exhibits. The possession of all historic, restored and new furniture used by the executive department shall be retained by the executive department, and the possession of all historic, restored and new furniture used by the legislative department shall be retained by the presiding officers of the senate and house of representatives. All historic, restored and new furniture shall be inventoried annually, shall remain in the capitol building and is the property of the state of Idaho.”

Scope

2.1 This procedure applies to all pieces of Capitol Historic Furniture Collection under the management of the Capitol Curation Program, pursuant to Idaho Statute 67-1608. Inventories of historic, new, and restored furniture not part of the Capitol Historic Furniture Collection are to be maintained by the agencies to which they have been designated by statute.

Definitions

3.1 Public Space

3.1.1 Public spaces are defined here as any area within the Capitol building that are open to the public during general operating hours without keyed or carded access.

3.2 Private Space

3.2.1 Private spaces are defined here as any area within the Capitol building where access is restricted to specific agency members or designated office holders.

3.3 Offsite Collections Management Facilities

3.3.1 Facilities which hold objects and artifacts that are part of the Capitol Collection but not currently displayed or in use.

3.4 Capitol Historic Furniture Collection

3.4.1 The Capitol Historic Furniture Collection comprises pieces of historic furniture that were identified and restored using Capitol Commission funding as part of the 21st century Capitol restoration (2007-2010) and all pieces that have been transferred into the collection since its creation through transmittal, transfer, or donation.

Responsibility

4.1 It is the responsibility of the Capitol Curator to follow the procedures and guidelines outlined in this document. Additional staff, if assigned, will assist the Capitol Curator in accordance with this document.

Frequency

5.1 A full inventory occurs annually within two months of adjournment or recess.

5.2 Partial inventories may be completed at any time under the following circumstances:

5.2.1 At the request of Legislative Services Office, Idaho State House and Senate, Division of Public Works, Idaho State Historical Society, Idaho State Capitol Commission, or Department of Administration.

Appendix F: Capitol Collection Annual Inventory Procedure

5.2.2 When a current office resident is scheduled to move.

5.2.3 Upon the addition or removal of Capitol Historic Furniture items from an office or public space.

Process

6.1 Initiating the inventory of items in use at the Idaho State Capitol Building:

6.1.1 To ensure public accessibility and to respect the essential nature of business activities in the Capitol Building, the annual inventory will be conducted to minimize disturbance or visitor experience and daily operations of the building.

6.1.2 Public Spaces

6.1.2a Legislative Services Offices, Capitol Mall Security, and the branch of Government associated with management of allocated public spaces shall be informed of the beginning of the inventory. Artifacts located in public spaces may be accessed at the Capitol Curator's availability during hours when the building is open to the general public or outside of public hours following arrangements made with Capitol Mall Security and the respective manager of the allocated floor.

6.1.2b Public space allocation pursuant to Idaho Statute 67-1602 states:

Garden Level, 1st Floor, 3rd Floor, & 4th Floor: Idaho State Legislature

2nd Floor: Office of the Governor & Department of Administration

6.1.3 Private Offices

6.1.3a Legislative Services Offices, Capitol Mall Security, and managing representatives of office suites held by each branch of government shall be informed of the beginning of the inventory. The Capitol Curator will work with office representatives to arrange a time and date suitable to their needs, which may be outside of normal business hours. (See attached KEY CONTACTS for identified representatives.)

6.1.3b Access to locked spaces shall be given by Capitol Mall Security Officers at the Capitol Curator's request once permissions have been secured.

6.2 Initiating the Inventory of items located in offsite Collections Management Facilities

6.2.1 Objects located in offsite collections management facilities are items not actively in use and may be accessed at the Capitol Curator's availability.

6.3 Documentation

6.3.1 For collections located in the Capitol Building:

6.3.1a The Capitol Curator shall update the records of the capitol furniture with changes in condition, updated photographs, and physical location within the Capitol Building.

6.3.1b Unless necessary (e.g., obstruction of access to the Capitol Historic Furniture Collection registration number) no belongings of office occupants shall be handled or moved while inventory is being conducted.

6.3.1c When physical inventory throughout public spaces is complete, the Capitol Curator shall inform Legislative Services Offices, Capitol Mall Security, and any agencies as defined in 6.1.2b (above) or the government branch which oversees the space.

6.3.1d When physical inventory in private offices is complete, the Capitol Curator shall inform the respective office contact, and Capitol Mall Security.

6.3.2 For Collections items located at the Capitol Collections Management Facility:

Appendix F: Capitol Collection Annual Inventory Procedure

6.3.2a1 All objects shall be identified annually, and location updated by the Capitol Curator and assigned assistants from the Idaho State Museum Collections & Exhibitions Program. Every five (5) years, objects held in offsite collections management facilities shall be photographed, and condition documented.

6.3.2b Final, full annual inventory lists will be sent to the Capitol Commission, Legislative Services Offices, Office of the Governor, the Department of Administration, and respective office contacts no later than three months after adjournment or recess.

6.3.2c Final annual inventory lists of individual private office spaces will be sent to the respective representative of each office suite.

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Appendix F: Capitol Collection Annual Inventory Procedure

Key Contacts

Legislative Services Offices

Special Projects Coordinator
(208) 334-4850
Director
(208) 334-4828

Senate

Chief of Staff to President Pro Tem
(208) 332-1302
Sergeant at Arms
Email: ssgt@senate.idaho.gov
(208) 332-1400

House of Representatives

Chief of Staff to Speaker
Email: hspksec@house.idaho.gov
(208) 332-1111

Sergeant at Arms

Email: hsgt@house.idaho.gov
(208) 332-1150
Office of the Governor
Executive Assistant
(208) 334-2100

Office of the Lieutenant Governor

Chief of Staff
(208) 334-2200

Office of the Attorney General

Executive Assistant
(208) 334-2400
Receptionist/Secretary
(208) 334-4110

Office of the State Treasurer

Executive Assistant
(208) 334-3200

Office of the Secretary of State

Director of Government Services
(208) 332-2836

Department of Administration

Executive Assistant
(208) 332-1826
Director
(208) 332-1812

AUTHORIZATION FORM

Pursuant to Idaho Statute 67-1608; “All historic, restored and new furniture shall be inventoried annually.”

Inventory Location: **Public** **Private**

For Public Spaces:

Floor: _____ Managing Agency: _____

Key Contact: _____ Inventory Dates Requested: _____

Key Contact Signature Authorizing Access: _____

For Private Spaces:

Floor: _____ Managing Agency: _____

Key Contact: _____ Inventory Dates Requested: _____

Key Contact Signature Authorizing Access: _____

Security Escort Requested: Yes No

APPENDIX G

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PURPOSE

1.1 To outline the procedures and practices surrounding the development and installation of exhibits within the Capitol building pursuant to Idaho Code 67-1608, Powers and Duties of the Idaho State Capitol Commission;

“(3) To review all proposals involving objects of art, memorials, statues, or exhibits to be placed on a permanent or temporary basis in public space within the capitol building or on its grounds. All such proposals shall be in conformance with the approved written policies of the commission and implemented with the consent of the commission and consent of the legislature and governor pursuant to subsections (2) and (3) of section 67–1602, Idaho Code.”

SCOPE

2.1 This policy applies to the exhibition of all materials in public spaces throughout the Capitol building as defined by IDAPA 38.04.08.

DEFINITIONS

3.1 Exhibit: Exhibitions or installations of physical items outside of an Event including, but not limited to, commemorative installations, floral displays, art objects, historical artifacts, and cultural objects.

3.2 Interpretive Exhibit: Permanent or temporary exhibition of materials from the Capitol Collection, Idaho State Historical Society, and/or another publicly owned entity showcasing Idaho art, history, and/or culture.

3.3 Commemorative Installation: Temporary installations related to a death or event recognized by an executive order of the Governor or a joint resolution of the Legislature.

3.4 Seasonal Décor: Seasonal decoration of public spaces with materials owned by the department of Administration.

EXHIBIT GUIDELINES

4.1 The Capitol Curator manages and maintains all permanent and temporary interpretive exhibitions of the Idaho State Historical Society located throughout the Statehouse.

4.2 All Capitol exhibits should enhance the beauty and dignity of the Capitol and grounds and provide visitors with an enriching or educational experience.

4.3 Exhibits cannot cause damage to the building or pose a threat to health and safety of Capitol staff, occupants, or visitors.

4.4 If applicable, the Idaho State Historical Society observes the Visual Artists Rights Act (VARA).

EXHIBIT PROPOSALS

5.1 Exhibit proposals can be made by:

5.1.1 Members of the Capitol Commission;

5.1.2 An occupant’s Leadership as defined by IDAPA 38.04.08; or,

5.1.3 The Idaho State Historical Society

5.2 Based upon the type of the Exhibit Proposal, submissions should be made to the following entities:

5.2.1 For Interpretive Exhibits: Submit proposals to the Capitol Curator

5.2.1.a Proposals should include the following:

- Detailed description of the exhibit including a scale drawing or illustration of the physical

Appendix G: Capitol Exhibits

installation.

- Estimate of anticipated costs associated with the exhibit.
- Planned source of funding or fundraising.
- Site selection within the Capitol or Capitol Mall.

5.2.1.b Proposals will be submitted to the Arts, History, & Culture Committee (AHC) by the Capitol Curator for further consideration.

5.2.2 For Seasonal Décor: Submit proposals to the Department of Administration.

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