



IDAHO STATE LEGISLATURE

Capitol Building Usage Manual

August 16, 2017

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

IDAHO STATE CAPITOL USAGE MANUAL EXECUTIVE SUMMARY

This manual provides information for tenants and visitors regarding the use of space in the Idaho State Capitol. Idaho Code establishes who is responsible for the interior space of the Capitol:

- The Legislature shall determine the use and allocation of space on the Garden Level, first, third, and fourth floors. The Legislature shall also maintain that space. (Section 67-1602, Idaho Code)

“67-1602. IDAHO STATE CAPITOL -- ALLOCATION AND CONTROL OF SPACE. The space within the interior of the Capitol building shall be allocated and controlled as follows:

...

(3) Legislative department. The legislative department shall determine the use of the space on the first, third and fourth floors as well as the basement, which basement shall include the underground atrium wings. All space within the first, third and fourth floors and the basement shall be allocated by the presiding officers of the senate and house of representatives. The presiding officers shall maintain such space and provide equipment and furniture thereto, provided however, that the presiding officers may contract with the director of the department of administration to maintain such space and provide equipment and furniture thereto.”

- The Governor shall determine the use and allocation of space within the second floor of the Capitol. The Department of Administration shall maintain that space. (Section 67-1602, Idaho Code)

“(2) Executive department. The governor shall determine the use and allocate the space within the second floor. The director of the department of administration shall maintain such space.”

- The Idaho Capitol Commission has the duty to review all proposals to reconstruct, remodel, or restore space within the Capitol. (Section 67-1608, Idaho Code)

“67-1608. POWERS AND DUTIES OF THE COMMISSION. The commission shall have the following powers and duties:

(2) To review all proposals to reconstruct, remodel or restore space within the Capitol building. All such projects shall be approved by the commission and be in conformance with the Capitol building master plan.

...

(7) To request necessary assistance from all state agencies and the presiding officers of the senate and house of representatives in performing its duties pursuant to this chapter.”

The Governor and the Legislature 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. It provides contact information for repairs and maintenance and explains who should be notified when changes to interior space are performed. In summary, the attached usage manual provides that:

- When routine maintenance or repair is needed, the Department of Administration’s Facilities Services should be notified to perform the required maintenance or repair.
- When *minor* changes to Capitol spaces are considered (e.g., changes that do not include demolition of walls or installation of new walls that may include moving a door location in a non-historic wall, adding or removing an interior window in a non-historic wall, installing built-in cabinetry such as a coffee bar or storage units, reconfiguring non-attached cubicles,

etc.):

- Legislative leadership must approve the proposed minor change for all floors except the second floor. Leadership will notify the Capitol Commission of the change.
- The Governor or the leadership of the agency involved (e.g., Attorney General, Secretary of State, Lt. Governor, etc.) must approve the proposed minor change for the second floor. The Governor or leadership of the agency involved will notify the Capitol Commission of the change.
- When *major* changes to the Capitol are considered (e.g., demolition of walls, installation of new walls, changes to features in historic walls):
 - The Legislative Leadership and the Capitol Commission must approve the proposed major change for all floors except the second floor.
 - The Governor or leadership of the agency involved and the Capitol Commission must approve the proposed changes for the second floor.

This manual provides more detail and covers additional matters (e.g., guidelines for exhibits and displays, how to reserve meeting rooms, who to contact for carpet replacement, painting needs, electrical work, mechanical work, etc.).

If you have any questions, please contact Facilities Services (332-1937), Legislative Services (334-4850) or the Capitol Curator (891-7617)

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SECTION I – INTRODUCTION

Approved by the Idaho Capitol Commission on February 9, 2017 and pursuant to Idaho Code § 67-1602 and 67-1608 (Appendix A), this manual applies to the Capitol use; 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 rules and guidelines as needed.

The purpose of these guidelines is to:

- protect, preserve, and maintain the beauty and dignity of the Capitol;
- consolidate rules and guidelines relating to public access to the Capitol;
- ensure that AMS and permanent exhibits reflect subjects of lasting statewide significance;

SECTION II – DEFINITIONS

As used in these Guidelines, the following definitions apply:

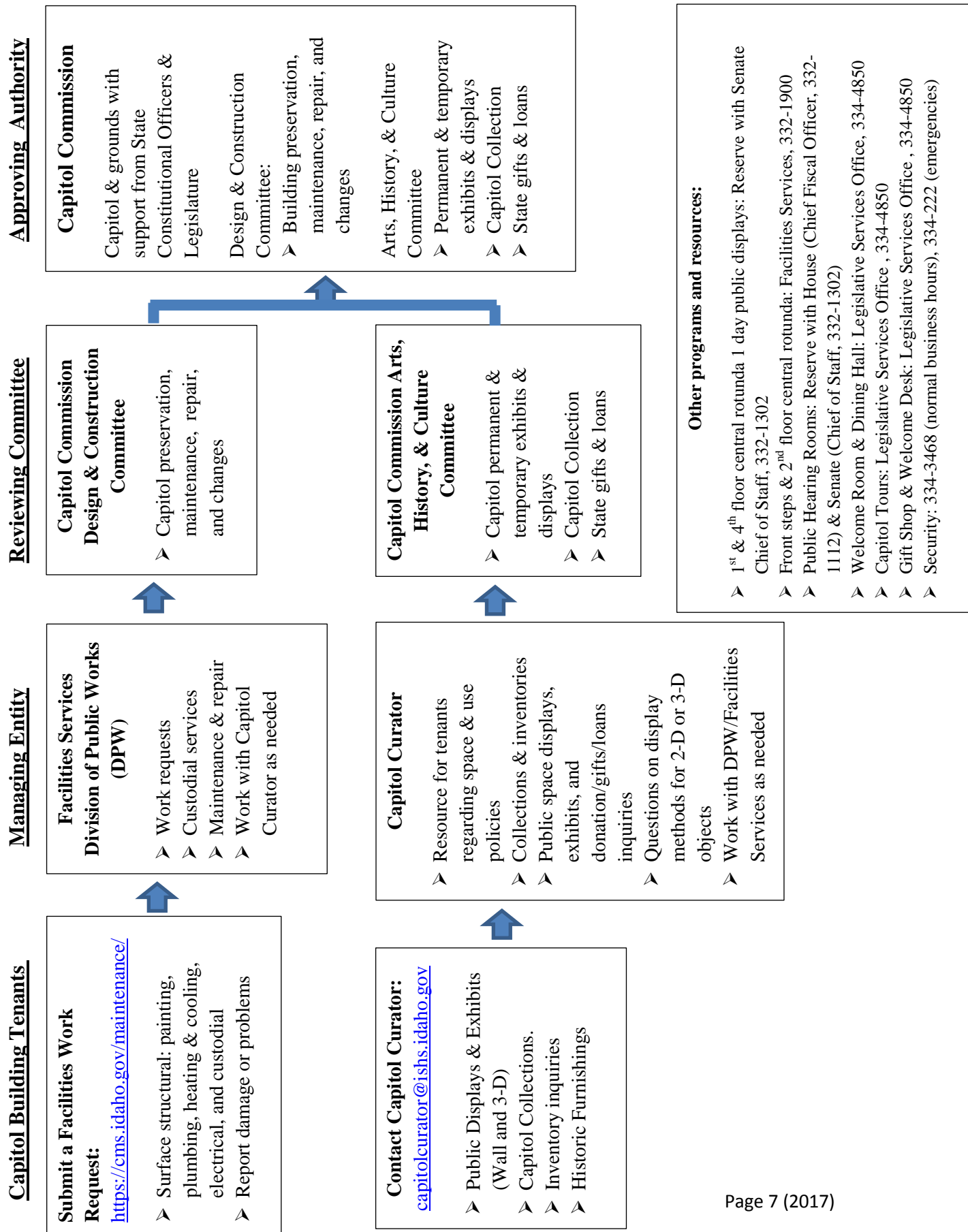
1. **AHC Committee:** the Arts, History, and Culture Committee, formed December 2007, serves as an advisory group to the Capitol Commission and provides recommendations, policies, procedures, and guidelines for cultural/historical/art exhibitions, memorials, and statues in the Capitol and on its grounds.
2. **AMS:** Art, Memorials, and Statues (Appendix G)
3. **Capitol:** the Idaho State Capitol Building.
4. **Capitol Collection:** all historic furniture, antiquities, works of art, and objects of historic significance that are identified by and under the care and custody of the Capitol Commission. The Collection may also include paintings, drawings, prints, textiles, photographs, mosaics, sculptures, and furniture of historic significance which are created or procured specifically for the Capitol for its operations and/or enhancement.
5. **Capitol Curator:** the person responsible for the organization, management, and care of the Capitol Collection.
6. **Capitol Commission:** the Idaho State Capitol Commission, created pursuant to Idaho Code § 67-1606 and administered within the Idaho Department of Administration.
7. **Design & Construction Committee:** formed December 2007, serves as an advisory group to the Capitol Commission and provides recommendations, policies, procedures, and guidelines for maintenance, changes, and preservation of the Capitol building and its assets.
8. **DPW:** the Division of Public Works.
9. **Exhibit:** an exhibition that is intended to be shown during a specific event or to be placed in the Capitol in a designated area for a pre-determined time. (Appendices D, E, F)
10. **Exterior, Public, and Agency spaces** of the Capitol are defined as follows:
 - A. **Exterior Space and Grounds:** are the Capitol exterior and grounds. See rules governing use of the Idaho State Capitol Exterior. (Appendix I)

- B. **Public Space:** space as defined in Idaho Code § 67-1602(1) is open to public access. (Appendix A)
 - C. **Tenant Space:** office spaces and reception areas assigned to the agency and open to limited public access. (Appendix B)
11. **Facilities Services:** part of the Department of Administration, Division of Public Works that provides the Capitol Mall with building management services.
 12. **Framed art:** framed two-dimensional paintings, drawings, photographs and prints that are placed on the wall.
 13. **Leadership:** the ruling authority or head of an agency utilizing space within the Capitol.
 14. **Living Memorial:** includes trees, shrubs, gardens, or other plantings commemorating an individual or event.
 15. **Master Plan:** the master plan for the Capitol as provided for in Idaho Code § 67-1608. (Appendix A)
 16. **Major Building Change:** a major change refers to work that involves the demolition of walls or installation of new walls, or change to features in historic walls (windows, doors, wall texture, etc.) Examples include removing or adding walls, moving a door location in a historic wall, adding or removing a window in a historic wall, reconfiguring permanent cubicles.
 17. **Major AMS:** any work of art, monument, memorial, sculpture, statue or other structural or landscape feature, including a garden or memorial grove, having a significant impact on its surroundings. The impact of an AMS is determined by the combined effect of its subject matter, size, placement, and the degree to which it affects the environment. Examples at the Capitol include the George Washington statue, Capitol Commission plaque, and the Coastal Cannon on the south lawn.
 18. **Minor Building Change:** a minor change refers to work that does not involve demolition of walls or installation of new walls. Examples include moving a door location in a non-historic wall, adding or removing an interior window in a non-historic wall, installing built-in cabinetry such as a coffee bar or storage units, reconfiguring non-attached cubicles, changing draperies, non-historic furniture, or décor.
 19. **Minor AMS:** the impact of a minor AMS on its surroundings is minimal to moderate. Examples include small, moveable artistic works or sculptures, plaques, displays contained in display cases, living memorials, small groupings of plants, shrubs or flowers, benches and other common area indoor and outdoor furnishings.
 20. **Proposing Entity:** any individual or group seeking to place a Major AMS, Minor AMS, Temporary Exhibit, or Display at the Capitol.
 21. **Temporary Exhibit:** an exhibition that is shown during a specific event or to be placed in the Capitol in a designated area for four (4) month intervals or at the discretion of the Commission. (Appendix E)

SECTION III - CAPITOL WORKFLOW REFERENCE CHART

For inquiries beyond those noted in the first and second boxes, the Capitol Commission and Leadership will be contacted.

*Original document is available with LSO, DPW, Capitol Curator, and Capitol Commission



SECTION IV – PUBLIC USE OF THE IDAHO STATE CAPITOL

As approved by the Idaho 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 as follows:

- **Exterior Space and Grounds:** the Capitol exterior and grounds. See rules governing use of the Idaho State Capitol Exterior. (Appendix I)
- **Public Space:** space as defined in Idaho Code § 67-1602(1) which is open to public access. (Appendix A)
- **Tenant Space:** office spaces and reception areas assigned to the agency and open to limited public access. (Appendix B)

A. Guidelines for use of the Capitol:

Certain rooms of the Capitol are available for limited use by the public. A public event is any event open to the public and to which the public has full access. The Capitol cannot be reserved for private events (weddings, receptions, proms, parties, and so forth.) (Appendix C)

B. South Steps and Second Floor Rotunda Reservation:

The south front steps on Jefferson St. and the 2nd floor rotunda space of the Capitol are available for public events. Requests are made through the Facilities Services website: <https://cms.idaho.gov/events/>. The exterior of the Capitol, including Jefferson St. steps, is governed by the rules in Appendix I.

C. First and Fourth Floor Rotunda Usage:

The 1st and 4th floor central rotunda areas of the Capitol are available for short term use by the public during the legislative session. Each organization supplies its own tables, chairs, easels, etc. that are freestanding and self-supporting. Tables must be no longer than six (6) feet. The 4th floor rotunda area has 13 spaces available, each approximately 9 x 5 feet. All items are transported to the 4th floor via the east rotunda elevator. Contact the President Pro-Tem's office for reservation details. (Appendix C)

D. Exhibitions:

All temporary, permanent, rotating exhibits, and objects from the Capitol Collection on display in the Capitol are managed by the Capitol Curator. (Appendix D) For Temporary Exhibits guidelines see Appendix E.

1. The approved spaces for exhibitions:
 - Temporary two-dimensional exhibits: Garden Level east and west main corridors in the Capitol proper.
 - Temporary three-dimensional exhibits: Statuary Hall on the fourth floor.
 - Temporary small exhibits: 2 display cases in Garden Level rotunda area
 - Permanent exhibit: Garden Level central rotunda.
 - Legislative photographs: third and fourth floors of the House and Senate Chambers and the east and west wing main corridors.
2. The Capitol Curator oversees the handling and moving of objects from these exhibits and provides the appropriate documentation.

3. Loans of objects to and from borrowing entities, and to and from the Capitol are managed by the Capitol Curator who provides the appropriate documentation.
4. For displays of two-dimensional and three-dimensional works of art, contact the Capitol Curator.

E. Temporary Exhibits and Application Process:

Temporary exhibit proposals are submitted to the Capitol Curator for review by the AHC Committee, who presents its recommendations to the Capitol Commission for final approval. The Capitol Curator manages all Temporary Exhibits in the public space areas. The Temporary Exhibit areas are located in the Garden Level east and west main corridors in the Capitol proper, 4th floor Statuary Hall, and Garden Level display cases. Contact the Capitol Curator at capitolcurator@ishs.idaho.gov with questions regarding exhibits in the Capitol (Appendix E). To request reconsideration of a proposal decision see section VI.

F. Display Case Guidelines:

As approved by the Capitol Commission, the two (2) display cases located in the Garden Level rotunda area of the Capitol are available for public use. Please contact the Capitol Curator with questions at capitolcurator@ishs.idaho.gov. The size of the display cases are 46 x 48 x 26 inches with the case portion being 45 x 23 inches, 10 inches tall front and 16 inches tall back. (See Appendix F for reservation details and request form.) To request reconsideration of a proposal decision see section VI.

G. Art, Memorials, and Statues (AMS) Projects:

AMS project proposals are submitted to the Capitol Curator for review by the AHC Committee, who presents its recommendations to the Commission for final approval. Major AMS and Minor AMS proposals have their own set of guidelines. Contact the Capitol Curator at capitolcurator@ishs.idaho.gov with questions regarding AMS projects (Appendix G). To request reconsideration of a proposal decision see section VI.

1. Placement:

- Upon final placement and completion of an AMS that has been donated for display at the Capitol, the state shall become sole owner. The original artist or designer shall hold no rights to any AMS commissioned, donated, or purchased for display at the Capitol, including reproduction, access, modification, relocation or resale unless such rights are specifically allowed in a formal written agreement between the state and the artist. The federal Visual Artists Rights Act (VARA) will be observed in the case of donated unique, visual works of fine art such as paintings, sculptures, drawings, prints, and still photographs produced for exhibition, unless VARA has been waived in writing by the artist.
- Major or Minor AMS (except for replacement flowers or shrubs), including those donated, may be placed at the Capitol with prior approval of detailed plans specifying a particular site.

2. Relocation or removal:

- The Capitol Commission reserves the right to remove or relocate any AMS. Relocation planning may be done in consultation with the Capitol Curator and affected parties whenever practical.

SECTION V – TENANTS 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 (3) 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. To request reconsideration of a proposal decision see section VI.

1. Capitol building spaces are defined as follows:

- **Exterior Space and Grounds:** the Capitol exterior and grounds. See rules governing use of the Idaho State Capitol Exterior (Appendix I).
- **Public Space:** space as defined in Idaho Code § 67-1602(1) is open to public access (Appendix A).
- **Tenant Space:** office spaces and reception areas assigned to the agency and open to limited public access (Appendix B).

2. Signage:

- Only signage placed for identification and orientation of the Capitol spaces are to be displayed in the public spaces of the building.
- Temporary exhibition spaces as designated in Appendix E may have exhibit-related signage. Signage is not to cause surface damage or be permanently adhered to the building.

A. Guidelines for Assigned Space Contents:

Tenants of the Capitol are to observe the following guideline for their assigned space. If there are questions in regard to 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).

1. Furnishings: No assigned furniture shall be removed from the building. To better ensure tracking of assigned furniture, the appropriate agency personnel will provide to the Capitol Curator annually, an inventory of furniture in agency assigned space.

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.).

2. Wall hangings: *To minimize wall damage, contact the Capitol Curator or Facilities Services for hanging procedures and assistance.* For the preservation of the Capitol, discretion is to be used when deciding the number and type of objects to be hung on walls in office areas. Framed objects are encouraged. (Appendix D.2) Public space displays are coordinated by the Capitol Curator.

3. Three-dimensional objects: See Appendix D.3. For assistance, contact the Capitol Curator.

B. Guidelines for Public Use of the Capitol:

See Section IV paragraph A (Appendix C).

C. Routine Maintenance and Repair:

Routine maintenance and repairs described below are coordinated through Facilities Services' online work request system at <https://cms.idaho.gov/maintenance/>

1. Repairs:

- Routine repairs may include items such as burned out lightbulbs, small holes or cracks in the walls, broken or loose electrical receptacles or covers, etc.

2. Painting:

- The Capitol has a specific color scheme that was developed as part of the restoration project, based on original paint colors of the building. Painting is done on an as-needed basis. Individual offices and small conference rooms are typically painted by Facilities Services as part of its building management services. Painting of public spaces and larger rooms may need to be done by outside contractors and charged to the using agency.
- The approved color palette of the Capitol is:
 - Columbia Paint, color #8212W "Millet":
 - Ceilings in Public Spaces and JFAC room
 - Walls and Ceilings in non-public spaces such as Break Rooms, Storage Rooms, and Offices
 - House and Senate Chambers accent color
 - House and Senate Caucus Rooms
 - House Lounge
 - Benjamin Moore, color #HC-27 "Monterey White":
 - Walls in Public Spaces
 - House and Senate Chambers
 - House Lounge
 - JFAC walls and trim
 - Rotunda ceiling and trim
 - Benjamin Moore, color #HC-140 "Prescott Green"
 - Senate Lounge ceiling accent color
 - Kwal Paint, Color Life, color #2783M "Troller":
 - House and Senate Lounges
 - Kwal Paint, Color Life, color #2754DM "Tana":
 - Governor Reception ceiling accent color
- Changing paint colors is highly discouraged. If a change is requested or desired, it must be approved as follows:
 - If the desired color is within the approved color palate noted above, but is a change from the existing color, approval is to be received from the using agency leadership.
 - If the desired color is not within the approved color palate, agency leadership and the Capitol Commission, or designees, shall be consulted prior to any color change.
- **Agency leadership and the Capitol Commission, or designees, shall be consulted prior to any color changes to public areas or historically significant rooms.**

3. Carpet:

- The carpet selections for the building are based on an overall color scheme for the building:
 - BLUE for House areas
 - RED for Senate areas
 - GREEN for Executive areas
- Agency leadership and the Capitol Commission, or designees, shall be consulted prior to selection of replacement carpet.

4. Light Fixtures:

- The light fixtures in historically significant areas are either original fixtures or historic replicas to closely resemble original fixtures. These fixtures should remain as installed during the 2010 restoration. Repairs needed should be reported to Facilities Services.
- Other non-historic fixtures may be changed or revised as needed. Fixtures should be consistent in style with those installed in the 2010 restoration. Temporary light fixtures (e.g., desk top lights, top of bookcase lights) shall be approved by the using agency leadership for private offices and office suites.
- Agency leadership and the Capitol Commission, or designees, shall be consulted prior to selection of replacement light fixtures attached to walls or ceilings.

D. Reconfiguring or Remodeling Space:

1. Minor Building Change:

- A minor change refers to work that does not involve demolition of walls or installation of new walls. A minor change may include the following:
 - moving a door location on a non-historic wall;
 - adding or removing an interior window in a non-historic wall;
 - installing built-in cabinetry such as a coffee bar or storage units;
 - reconfiguring non-attached cubicles; or
 - changing draperies, non-historic furniture, or décor (Appendix H for historic furniture).
- Any minor change shall be approved by the using agency leadership, and execution of the change is coordinated with Facilities Services at <https://cms.idaho.gov/maintenance/>. The Commission shall be notified of changes.

2. Major Building Change:

- A major change refers to work that involves the demolition of walls, installation of new walls, or change to features in historic walls (windows, doors, wall texture, etc.) A major change may include the following:
 - removing walls or adding walls;
 - moving a door location in a historic wall;
 - adding or removing a window in a historic wall; or
 - reconfiguring permanent cubicles.
- Any major change shall be approved by the using agency leadership AND the Capitol Commission. Execution of the change shall be coordinated with Facilities Services at <https://cms.idaho.gov/maintenance/>.

3. ALL changes to the building shall adhere to the following:

- Electrical: no exposed conduit shall be installed (except in utility areas). All changes shall meet current electrical codes.
- Mechanical: all reconfigured areas shall revise the Heating, Ventilating, and Air-Conditioning (HVAC) systems to maintain proper function in the space. Fire sprinkler systems may also need to be revised.
- Plumbing: no exposed plumbing lines shall be installed. All changes shall meet current plumbing codes. All fixtures shall be similar in style to those installed in the 2010 restoration.
- Finishes: wall and ceiling textures shall remain as installed in the 2010 restoration. New or reconfigured construction shall match those in the adjacent areas. There are some areas of the building with unique surface textures that were reproduced to mimic historic finishes. These areas shall be protected and remain intact.
- Wood trim, doors, and cabinetry shall be mahogany with the Capitol standard stain (50% walnut, 50% cherry mix). Painted wood trim shall be clear pine, painted Monterey White. Trim profiles shall match those in similar locations in the Capitol.

SECTION VI – COMMISSION REVIEW

Proposing entities and tenants of the Capitol can request reconsideration of their proposal or request with the FULL Commission within 15 days of receiving notice. The request can be sent to the Capitol Curator, who will work with the Commission support staff to schedule the request at the next regular Commission meeting or at a special meeting at the discretion of the Chair.

SECTION VII – IDAHO STATE CAPITOL COLLECTION

The Idaho State Capitol collection is comprised of historic furniture, photographs, and capitol art/artifacts. The Capitol Collection is 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. (Appendix H)

1. The Capitol can collect and add objects to the Capitol Collection that may include:
 - a. objects that are a gift to the State of Idaho by visiting and foreign representatives;
 - b. objects that are a part of an inherently growing collection due to law (ie. legislative photographs); or,
 - c. objects that have been found and/or returned and confirmed to belong to the Capitol Collection.
2. All additions to the Capitol Collection will be documented by the Capitol Curator and, in the event such addition is a gift, the gifting party will provide documentation.

SECTION VIII – APPENDICES

The following documents are arranged in the order presented:

- A. Statutes Outlining Responsibilities for Managing the Capitol, Idaho Code 67-1602 and 67-1608
- B. Welcome to the Capitol
- C. Guidelines & Policies for Public Usage (House and Senate Leadership)
- D. Exhibits and Displays within the Idaho Capitol Building
- E. Temporary Exhibition Proposals for the Idaho Capitol Building
- F. Garden Level Display Case Use Guidelines and Request Form
- G. Guidelines for Art, Memorials, and Statues (AMS) at the Idaho Capitol and its Grounds
- H. Idaho State Capitol Building Collection
- I. Department of Administration Rules Governing Use of Idaho State Capitol Exterior

APPENDIX A

Statutes Outlining Responsibilities for Managing the Capitol

Idaho Code 67-1602 and 67-1608

TITLE 67

STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 16

CAPITOL BUILDING AND GROUNDS

67-1602. IDAHO STATE CAPITOL -- ALLOCATION AND CONTROL OF SPACE.

The space within the interior of the capitol building shall be allocated and controlled as follows:

1. Public space. The interior within the rotunda, the hallways on the first and second floors, the restrooms located adjacent thereto, the elevators, the stairways between the first, second, third and fourth floors (excepting the interior stairways between the third and fourth floors within the legislative chambers), shall be space within the capitol building open to the public ("public space"). Subject to this chapter, the director of the department of administration shall maintain all public space.
2. Executive department. The governor shall determine the use and allocate the space within the second floor. The director of the department of administration shall maintain such space.
3. Legislative department. The legislative department shall determine the use of the space on the first, third and fourth floors as well as the basement, which basement shall include the underground atrium wings. All space within the first, third and fourth floors and the basement shall be allocated by the presiding officers of the senate and house of representatives. The presiding officers shall maintain such space and provide equipment and furniture thereto, provided however, that the presiding officers may contract with the director of the department of administration to maintain such space and provide equipment and furniture thereto.

History:

[67-1602, added 1998, ch. 306, sec. 2, p. 1008; am. 2007, ch. 158, sec. 3, p. 480.]

TITLE 67

STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 16

CAPITOL BUILDING AND GROUNDS

67-1608. POWERS AND DUTIES OF THE COMMISSION.

The commission shall have the following powers and duties:

1. In consultation with the director of the department of administration, periodically review the capitol building master plan and, as appropriate, amend and modify the plan:
 - a. In cooperation with the department of administration, who shall provide administrative support to the commission, prepare, approve and submit each year to the division of financial management and the legislative services office a budget reflecting all proposed expenditures for the commission for the ensuing fiscal year.
 - b. The budget provided for in subsection (1)(a) of this section may include, but shall not necessarily be limited to, recommendations for transfers of money made pursuant to section [67-1610\(2\)](#), Idaho Code, from the capitol permanent endowment fund to the capitol endowment income fund.

2. To review all proposals to reconstruct, remodel or restore space within the capitol building. All such projects shall be approved by the commission and be in conformance with the capitol building master plan.
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.
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.
5. For the purpose of promoting interest in the capitol building and obtaining funds to enhance the preservation of original and historic elements of the capitol building and its grounds, to develop and implement a plan for the publishing and sale of publications on the history of the capitol building and to develop other capitol building memorabilia for sale to the public.
6. To solicit gifts, grants or donations of any kind from any private or public source to carry out the purposes of this chapter. All gifts, grants or donations received directly by the commission shall be transmitted to the state treasurer who shall credit the same to the capitol endowment fund created by this chapter.
7. To request necessary assistance from all state agencies and the presiding officers of the senate and house of representatives in performing its duties pursuant to this chapter.
8. To enter into agreements with tax-exempt nonprofit organizations for the purpose of assisting the commission in the performance of its duties under this chapter, including agreements for the establishment and maintenance of community foundation funds dedicated to the purposes of this chapter.

History:

[67-1608, added 1998, ch. 306, sec. 2, p. 1009; am. 2007, ch. 41, sec. 3, p. 102; am. 2011, ch. 12, sec. 2, p. 39.]

APPENDIX B



Welcome to the Capitol Building!

As approved by the Capitol Commission on December 7, 2015, please observe the following guidelines for your assigned space.

I. Space definitions for the Capitol building are defined as:

- **Exterior Space and Grounds** are the Capitol building exterior and grounds. Check Department of Administration guidelines for use.
- **Public Space** as defined in Idaho Code § 67-1602(1) has open access to the public.
- **Agency Space** are the office spaces and reception areas assigned to a specific agency within the Capitol building and have open to limited public access.

II. Furnishings: please follow the below instructions. (Furnishings are the new and historic furniture purchased and placed in the Capitol building. They are marked with a blue & white inventory sticker.)

- Your assigned space has its own furniture. Do not remove the furnishings provided.
- No alterations to the furnishings are permitted.
- Do not use tape or any adhesive materials on the furnishings. Adhesives will damage the surface.
- Spills are to be cleaned with a water damp soft cotton cloth and a dry cotton cloth. For anything more serious contact the Capitol Curator.
- Potted plants must have a water guard between the pot and furniture. Do not let moisture remain on the furniture.
- Use a guard between cups and wood surfaces.
- For wood writing surfaces, use an ink blotter to cover the surface. This helps preserve the surface from scratches and marks.

III. Routine care and maintenance: for anything more than routine care and maintenance, please contact the Capitol Curator.

- Spills and general everyday mishaps are to be cleaned with a water damp soft cotton cloth and a dry cotton cloth.
- Dust furniture with a dry and clean dust cloth, brush, or wipe.
- NO chemical cleaners are to be used on wood surfaces (Do not use Pledge or multi-surface Windex cleaners, etc.)
- If there are glass components to the furniture, spray glass cleaner on soft cloth then wipe glass. DO NOT spray directly onto glass.
- Paint colors must conform to approved Capitol building palette.

IV. Wall hangings: all public space displays, please contact the Capitol Curator.

- To minimize damage to the walls please contact the Capitol Curator or Facilities Services for hanging procedures and assistance. Do not hang the item without the assistance or direction of the Capitol Curator or Facilities Services.
- To assist with the preservation of the Capitol building, use discretion when deciding the number and type of object(s) that will be hung on the wall(s) in your office areas. Framed objects are encouraged.

V. Three-dimensional objects: Please contact the Capitol Curator before displaying a three-dimensional object in your office space or a public space.

- If you have an object you would like displayed in your office area and need a pedestal and/or vitrine cover, please contact the Capitol Curator. The Capitol Curator will facilitate the order with the cost being the responsibility of the requestor.
- The Capitol Curator will assist with the placement of the display if the object is from the Capitol Collection, on loan from a borrowing entity, or by request.

Thank you and enjoy your assigned space in the Capitol building!

If you have any questions in regard to these guidelines please contact the Capitol Curator.

Capitol Curator, Michelle Wallace, capitolcurator@ishs.idaho.gov, 208-891-7617

APPENDIX C

Idaho State Capitol Building

Guidelines and Policies for Public Usage

Revised October 21, 2016

Certain rooms of the Idaho State Capitol building are available for limited use by the public. The Idaho Capitol Commission policy provides: "A public event is any event open to the public and to which the public has full access. The Capitol building cannot be reserved for private events (weddings, receptions, proms, parties, and so forth)." ***Decisions regarding usage of spaces in the Idaho Capitol Building, with the exception of the Second Floor, will be made by the presiding officer of the respective Chamber, in accordance with these guidelines (see Idaho Code §67-1602).***

To help facilitate public meetings or events and to make your use of the rooms more enjoyable, the following protocols have been established:

Building Preservation

The Capitol is a historic structure, and care must be taken to preserve it.

- Please do not move any building furnishings. Do not drag anything across marble floors.
- Posters, stickers, signs, banners or other materials shall not be adhered to any interior or exterior walls, pillars, portraits, staircases, or other surfaces in the building.
- Do not lean or prop anything against any surface in the Capitol building. All displays, placards, and other items must be free-standing.
- Do not place any items on the railings of the Rotunda or stairways.
- Helium balloons are prohibited inside the Capitol.
- Candles and other sources of open flame are prohibited.

Safety

To help ensure safety of the public during an approved public meeting:

- Electrical cords must be protected by cord covers or gaffers' tape to prevent a trip hazard.
- Children participating in any event must be accompanied by an adult or responsible party.
- Tables, chairs, exhibits, and other items must not block offices or room entrances, or restrict the flow of pedestrian traffic or emergency egress.
- Items such as packages, briefcases, and backpacks are subject to search.

Sound Level

The Capitol building is a working office building. Members of the public in the Capitol must not be disruptive and shall be considerate of those working in the building.

- Bands, choirs, musical performances or other activities that might cause a disruption to those working in the building must be pre-approved by the presiding officer of either Chamber or their designee.
- Public address systems, stereo amplifiers, and other sound-amplifying devices are prohibited inside the Capitol, unless pre-approved by the presiding officer of either Chamber or their designee.
- In the event that sound from an event is disruptive to the conduct of business, the event organizers will be asked to reduce the sound level to acceptable levels or to end the event.

Setup and Cleanup

- Sponsoring organizations will be responsible for setting up and removing all items associated with their events, in a timely fashion and without disrupting business or hindering public access to the Capitol Building.

- Sponsoring organizations are responsible for bringing their own tables and chairs, if needed. The Capitol Building does not have tables or chairs available for use by outside groups.
- Furniture should not be relocated and meeting rooms must be left clean and orderly, and in the same condition as they were before the event. The organization reserving the space is responsible for the condition of the space after use, as well as for any missing items and for any damages to the facility or contents.

Reservations

Room reservations are handled by the House or Senate, depending upon the location of the room being reserved.

- Reservations cannot be made more than one year prior to the event.
- Reservations are generally made for one day or a portion of a day. Any event or meeting exceeding one day in length must be approved in advance by the Speaker of the House or the President Pro-Tem of the Senate.
- During the legislative session, legislative business always has priority. Consequently, reservations may be rejected, pre-empted or subject to cancellation.
- First and fourth floor Rotunda areas are scheduled through the Senate President Pro Tem's office (332-1302, mjones@senate.idaho.gov). Only one event during any time slot can be scheduled, on either the first or the fourth floor of the Rotunda. The third floor of the Rotunda cannot be scheduled and is not available for events.
- Meeting rooms in the West Wing, including the Auditorium, Legislative Dining Room, and the Senate caucus rooms on the Fourth Floor are scheduled through the Senate President Pro Tem's office (332-1302, mjones@senate.idaho.gov).
- Meeting rooms in the East Wing and the House caucus rooms on the Fourth Floor are scheduled through either the House Sergeant at Arms during the legislative session (332-1150, chowell@house.idaho.gov) or the Speaker's Office during the interim (332-1112, tfranks@house.idaho.gov).
- Unless otherwise requested, all scheduled events during the legislative session will be listed on the Legislative Social Calendar.
- Legislators may be notified of an event by having the Sergeants at Arms place a flyer in legislative mailboxes, through the Legislative Social Calendar, or by regular mail or e-mail.

House and Senate Meeting Rooms

- Members of the public may reserve Senate and House meeting rooms for limited purposes. These rooms are available at limited times. Public use of these rooms must meet the following criteria:
 - No sales, financial solicitations, or admission/registration fees are allowed.
 - The meeting must be open to the public, except for executive sessions as provided by law.
 - Signs, banners, or other advocacy items are permitted only with the express permission of the agency or group hosting the meeting. If questionable, please contact the Pro Tem's Office (332-1302) or the Speaker's Office (332-1111) for approval before posting signs or banners.
 - The agency or group using these rooms may be charged for additional technical, custodial, or security services, as deemed appropriate by the Pro Tem or Speaker.
- Members of the public are not allowed to attach signs, posters, notes, etc., to walls, doors, windows, or any other surface within the Capitol Building. Demonstrators are not allowed to block hallways or access to and from rooms and offices. Loud or distracting noises are not permitted in the hallways or hearing rooms.

Welcome Room (Garden Level, directly below the central Rotunda)

- This room is a staging area for tour groups and is utilized year-round for the Capitol Tour Program, and the public is always welcome. Visitors watch the *Capitol of Light* DVD, school groups eat their lunches in this room, and the Capitol Curator often utilizes the desk in this room.
- Scheduled or impromptu use of this room for meetings or other purposes besides the Capitol Tour program is not prohibited, but it is discouraged simply because the room is heavily used by visitors and may often be unavailable for a specified period of time.
- Food and drink is allowed in this space.

Rotunda

The First and Fourth Floor Rotunda areas are available for short-term use by the public during the legislative session. Please note: Tables, chairs, or any displays may NOT block the north, south, east, or west corridors into the rotunda area. Organizations holding events in the rotunda areas must supply their own tables, chairs, easels, etc., and all items must be freestanding and self-supporting. Tables must be NO LONGER than six feet. All items should be transported to the Fourth Floor Rotunda via the east rotunda elevator.

- Events scheduled in the Rotunda areas must meet the following criteria:
 - No sales, financial solicitations, or admission/registration fees are allowed.
 - The event must be open to the public.
 - Signs, banners, or other advocacy items are permitted only with the express permission of the agency or group hosting the event. If questionable, please contact the Pro Tem's Office (332-1302) or the Speaker's Office (332-1111) for approval before posting signs or banners.
 - The agency or group using the Rotunda may be charged for additional technical, custodial, or security services, as deemed appropriate by the Pro Tem or Speaker.
- Members of the public are not allowed to attach signs, posters, notes, etc., to walls, doors, windows, or any other surface within the Capitol Building. Demonstrators are not allowed to block hallways or access to and from rooms and offices. Loud or distracting noises are not permitted in the Rotunda or the surrounding hallways. Backpacks, purses and other containers may be subject to search.

Food and Beverages

The food and beverage policies vary depending on the area of the Capitol building being used, as follows:

- No alcoholic beverages are allowed in any areas of the Capitol building.
- Senate and House Hearing Rooms: Food is NOT permitted in these rooms. Nonalcoholic beverages are allowed if they have a lid or a covered top; this includes canned or bottled beverages. Food and beverages are NOT allowed in the JFAC room (Room C310).
- Senate and House Caucus rooms on the fourth floor: With prior permission, food and nonalcoholic beverages are allowed.
- The Legislative Dining Room (West Wing) may be reserved when the Legislature is not in session. For health and safety reasons, the kitchen is not available for any events.
- Food and beverages are allowed in the Rotunda. Please refrain from serving food or beverages that might stain the floors.
- Food and beverages are NOT allowed in the House and Senate Chambers and Galleries.

IT Information

- IT support is available through Legislative Services during normal business hours, at (208) 334-4848 or (208) 334-4747, or sjacobsen@lso.idaho.gov.
- Hearing rooms are equipped with a projector and screen. Each hearing room is also equipped with a laptop for PowerPoint presentations as well as web access. Please use the laptop provided for your presentation. For assistance with this equipment, please contact Legislative Services, as listed above.

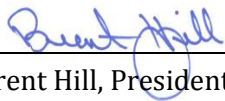
Special Guidelines for After-Hours Events

In general, after-hours events are discouraged. If a group cannot logistically meet during regular hours when the Capitol building is open, a request for an after-hours meeting may be considered. If an after-hours event is approved by the Speaker's Office or the Pro Tem's office, the following policies apply:

- Each scheduled event must have a contact person who will be responsible for compliance with these usage guidelines. The contact person must be present for the duration of the event.
- The Speaker's Office or the Pro Tem's Office will notify Marcus Chavarria (mchavarria@adm.idaho.gov) and Capitol Mall Security (securitydesk.security@adm.idaho.gov) at least 24 hours in advance of the event, to provide full details including:
 - the nature of the event
 - the number of attendees expected
 - the specific areas or rooms that will be used
 - the start and end times, and
 - contact information for the event sponsor who will be present during the event.
- An after-hours entrance will be specified, depending on the location of the event. The event sponsor (or another designated person) should be stationed at this entrance to allow access to the building for persons attending.
- Attendees should be provided some type of identification, such as a name badge, to distinguish them from visitors and to aid security efforts when closing the building. Security personnel generally notify visitors that the building is closing, and having identification will help in that effort.

Enforcement

Decisions regarding usage of spaces in the Idaho Capitol Building, with the exception of the Second Floor, will be made by the presiding officer of the respective Chamber, in accordance with these guidelines (see Idaho Code §67-1602). Holding a public event at the Capitol is contingent upon compliance with these guidelines. If an event is determined to be in violation of any guideline herein, or to be creating an undue disturbance, the event will not be allowed to continue.



Brent Hill, President Pro Tem of the Senate



Scott Bedke, Speaker of the House

APPROVED October 21, 2016

APPROVED October 21, 2016

APPENDIX D

Idaho Capitol Commission Guidelines:

Exhibits and Displays within the Idaho Capitol Building

The Capitol Curator manages all temporary and permanent exhibits, and manages and monitors displayed objects from the Capitol Collection. The Capitol Curator will work in collaboration with DPW in the installation and display of Capitol Collection and exhibition objects. For Temporary Exhibit guidelines see Appendix E of the Capitol Usage Manual.

1. Exhibits and Loans:

- a. All temporary, permanent, and rotating exhibits in the Capitol are under the purview of the Capitol Curator and are located in the following locations:
 - Temporary two-dimensional exhibits: Garden Level east and west main corridors in the Capitol proper.
 - Temporary three-dimensional exhibits: Statuary Hall on the fourth floor.
 - Temporary small exhibits: 2 display cases in the Garden Level rotunda area
 - Permanent exhibit: Garden Level central rotunda.
 - Legislative photographs: third and fourth floors of the House and Senate chambers and the east and west wing main corridors.
- b. The Capitol Curator oversees the handling and moving of objects from these exhibits and provides the appropriate documentation.
- c. Loans of objects to-and-from borrowing entities, and to-and-from the Capitol will be managed by the Capitol Curator who will provide the appropriate documentation.

2. Two-dimensional framed works of art:

- a. Appropriate picture hangers are used to minimize damage to the Capitol walls. The picture hangers must have the correct weight allowance for the framed artwork and be the correct type for the wall surface. The picture hanger should consist of a nail that minimizes wall damage and a picture hook that has a precision guide nail hole that provides the correct angle of insertion (30°) and reinforced hook groove for secure wire hold.
 - Public Spaces: for public safety and as a theft deterrent, picture hooks should be child-safety and tremor-proof hangers that have an additional cover latch/elbow over the open hook. Contact the Capitol Curator for public space displays.
 - Tenant Spaces: agencies may use regular or safety picture hangers in their public reception areas.
- b. Wall Hangings:
 - To assist with the preservation of the Capitol, discretion is to be used when deciding the number and type of objects to be hung on walls in tenant areas. Framed objects are encouraged.
 - For public and tenant spaces, contact the Capitol Curator for hanging procedures and appropriate picture hangers.
 - The Capitol Curator will work with Facilities Services in hanging the selected images.

c. Preservation of the walls:

- For tenant spaces, consideration for the following should be observed before placement of an object on the walls:
 1. The number of objects creates an equal number or more holes in the walls.
 2. Re-using already placed picture hooks or existing holes is encouraged. Contact the Capitol Curator if the location of the hole or picture hook does not work for the framed artwork. The Capitol Curator will coordinate the repair of the wall with Facilities Services.
 3. Wall surface: use of drywalls to hang objects is encouraged; original plaster/concrete and brick walls are discouraged.
 4. Marble or woodwork is not to be used for the display of wall objects unless reviewed and approved by the Capitol Commission or its designated representative such as the Capitol Curator.
- For public spaces, the Capitol Curator is to be contacted for temporary displays. (Appendix E of the Capitol Usage Manual)

3. Three-dimensional works of art:

- a. The Capitol Curator will have on file the approved pedestal style and vitrine specifications and proper cleaning implements.
- b. The Capitol Curator will assist Facilities Services with the placement of the display by request or if the object is from the Capitol Collection and/or a loan from a borrowing entity.
- c. The display of three-dimensional objects in:
 - Public Spaces: will be on the approved pedestal with a vitrine cover and under the purview of the Capitol Curator.
 - Tenant Spaces: 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.

APPENDIX E

Idaho Capitol Commission Guidelines:

Temporary Exhibition Proposals for the Idaho Capitol Building

The Arts, History, and Culture (AHC) Committee serves as a subcommittee and advisory group to the Idaho Capitol Commission. The Committee evaluates existing and proposed displays, on a temporary or permanent basis, intended to occupy public spaces of the Capitol or its grounds. Recommendations of the Committee will be subject to approval of the Idaho Capitol Commission.

AHC Committee Goals:

- Protect and maintain the integrity of open space within the Capitol and on its grounds.
- Broaden the understanding of Idaho's heritage, culture and common values.

Applicants should be aware that:

- all inquiries regarding an exhibition or its status are to be made to the Capitol Curator;
- the AHC Committee will review and make recommendations for accepted proposals to the Idaho Capitol Commission;
- approved exhibits will be temporary and displayed for a predetermined length of time;
- exhibit proposals connected to local festivals and events may be considered for the fourth (4th) floor rotunda or display cases for a one month display;
- exhibits will be maintained by the Capitol Curator and any changes that occur, the Capitol Curator will notify the contact person;
- individuals or groups interested in exhibit receptions may arrange a special tour of the Capitol with the option of reserving the Dining Hall, first (1st) floor rotunda or fourth (4th) floor rotunda through the Senate Chief of Staff, following the application and procedures for those areas; and,
- the Capitol Curator will be responsible for monitoring the condition of exhibits and coordination with exhibitors.

The Committee cannot allow exhibits determined to:

- cause damage to the building;
- cause a safety issue; or,
- not physically fit the space.

Evaluation Criteria:

The Capitol building seeks exhibits that feature Idaho:

- landscapes;
- wildlife;
- history;
- architecture;

and has the ability to:

- enhance the beauty and dignity of the Capitol and grounds;
- provide the viewer an enriching or educational experience.

Application Process:

Proposals will be reviewed in **three (3)** phases. Submitters will be contacted as to the status of their proposal. Proposing entities can request reconsideration of their proposal or request with the FULL Commission within 15 days of receiving notice. The request can be sent to the Capitol Curator.

Phase I: an initial review of exhibition proposals by the Capitol Curator.

Phase II: the Capitol Curator will present the exhibit proposal to the AHC Committee for review, if it meets the guidelines and evaluation criteria.

Phase III: final review and approval by the Capitol Commission if recommended by the AHC Committee.

Capitol Exhibit Proposal Requirements: (please type or print clearly)

1. Contact person's information
2. Brief organization or individual summary
3. Exhibit narrative (if applicable)
4. Labeled images (artist, title, medium, year created, and size) in digital format of 300 dpi
5. Checklist of objects:
 - Checklist should be in alphabetical order by artist then by object if a group exhibition, or by artwork if a single artist exhibition
 - Have artist name and area of residence (city or county, state if out-of-state) as it is to appear in written form
 - For each artwork there should be the same information as on the images

Ex. Jane Doe, Meridian

Checklist of objects

1. *Train Depot*, 2009
Color photograph on paper
14 x 24 inches
Credit line if applicable

Ex. Group exhibition

1. Jane Doe, Rupert
Spring, 2008
Oil on canvas
16 x 24 inches
Credit line if applicable
2. John Doe, Boise
Foothills, 2008
Oil on canvas
24 x 40 inches
Credit line if applicable

Contact the Capitol Curator at capitolcurator@ishs.idaho.gov with all questions regarding exhibits in the Capitol.

APPENDIX F

Idaho Capitol Commission Guidelines: Garden Level Display Case Use

As approved by the Capitol Commission the two (2) display cases located in the Garden Level of the Capitol are available for public use. Please contact the Capitol Curator with questions and inquiries at (208) 891-7617 or capitolcurator@ishs.idaho.gov.

Applicants should be aware that:

- all inquiries regarding a display proposal or its status will be made to the Capitol Curator.
- the Arts, History, and Culture (AHC) Committee will review and make recommendations for accepted proposals to the Idaho Capitol Commission.
- approved displays will be temporary and for a predetermined length of time.
- displays will be maintained. If any changes occur, the Capitol Curator will notify the contact person.
- the Capitol Curator will coordinate installation and de-installation of the display cases with exhibitors.
- for security purposes, display materials must fit inside the display cases.

The AHC Committee cannot allow displays determined to:

- cause damage to the building;
- cause a safety issue; and,
- not physically fit the display cases.

Application Process:

Proposals will be reviewed in **three (3)** phases. Submitters will be contacted as to the status of their proposal. Proposing entities can request reconsideration of their proposal or request with the FULL Commission within 15 days of receiving notice. The request can be sent to the Capitol Curator.

- Phase I: an initial review of display proposal by the Capitol Curator.
- Phase II: the Capitol Curator will present the display proposal to the Committee for review, if it meets the guidelines.
- Phase III: final review and approval by the Capitol Commission if approved by the Committee.

Display cases:

Overall: 46 x 48 x 26 inches.

Case: 45 x 23 inches, 10 inches tall front and 16 inches tall back.

Location: Garden Level Rotunda area.



Location and duration of the displays are subject to change. Exhibitors will be notified if changes occur.

**Idaho State Capitol Building Garden Level Display Case
Request Form**

Please print and fill out the following information:

Organization Name:

Contact Name:

(First, last name/ title)

Address:

(City)

(State)

(Zip Code)

Phone: _____ Email: _____

Use of one (1) or two (2) display cases: _____ Date requested: _____ -- _____

Content of your display: (please attach as a separate sheet a list that includes object, quantity, and size.
Additional supporting materials such as images or brochures can be submitted with your proposal.)

Mail to:

c/o Capitol Curator

Idaho State Historical Society

2205 Old Penitentiary Rd

Boise, Idaho 83712

Or

e-mail to: capitolcurator@ishs.idaho.gov

(please use pdf format if using this option)

Questions or inquiries please contact the Capitol Curator.

Thank you for your interest in the Idaho State Capitol's public programs.

APPENDIX G

Idaho Capitol Commission Guidelines: Objects of Art, Memorials, & Statues (AMS) at the Idaho State Capitol and its Grounds

PURPOSE

As approved by the Idaho State Capitol Commission and pursuant to Idaho Code § 67-1608, the following guidelines apply to the placement of art, memorials, and statues, on a temporary or permanent basis, in public space in the Capitol or on its grounds.

1. The purpose of these guidelines is to:
 - ensure that AMS proposals reflect subjects of lasting statewide significance;
 - preserve the beauty and dignity of the Capitol and grounds;
 - protect and maintain open space at the Capitol and grounds;
 - conserve options for placement of AMS by future generations; and,
 - ensure that proposals for AMS are fully and fairly considered.
2. The Commission and Arts, History, Culture (AHC) Committee shall:
 - encourage proposers to consider alternatives to statues or monuments, such as groves, gardens, sculptures, fountains, or the naming of existing Capitol Mall features;
 - encourage groups with related or similar interests to combine proposals;
 - encourage proposers to consider Temporary Exhibits; and,
 - promote cooperation with local authorities to develop opportunities for placement of AMS projects outside the Capitol but within the capitol community of Boise.

GOVERNING PRINCIPLES

All AMS projects at the Capitol should:

- maintain the dignity of the Capitol, its existing memorials, and the surrounding environment;
- preserve views of the Capitol and its architecture;
- be consistent with the principles and policies of the Idaho State Capitol Master Plan, dated July 19, 2000;
- reflect the diversity of Idaho's people; and,
- provide an enriching experience that illuminates and celebrates common values and broadens understanding of Idaho's heritage and culture

REVIEW GUIDELINES

The AHC Committee shall be available to provide advice and assistance to a proposing entity regarding these guidelines and the master plan. Proposing entities can request reconsideration of their proposal or request with the FULL Commission within 15 days of receiving notice. The request can be sent to the Capitol Curator.

1. Proposals for AMS projects will be reviewed in three phases:

- **Phase One: Proposal Submission.** Written proposals for Major and Minor AMS will be received by the Capitol Curator for initial review. The Capitol Curator will review the proposal to determine if it meets established guidelines. At the option of the Commission, this initial review may be done by the AHC Committee. If the proposal does not meet the guidelines, the proposing entity will be so advised.
- **Phase Two: AHC Committee review.** Proposals presented to the AHC Committee will be reviewed based on suitability as stated in the guidelines and evaluation criteria. After the

proposal is initially submitted and reviewed by the Capitol Curator, it is presented to the AHC Committee. The spokesperson for the proposing entity may be requested to provide an initial briefing to the Committee. A scale model may be requested at this time.

- Phase Three: **Commission approval.** The AHC Committee will bring its recommendations before the Commission for final review and approval. If the proposal meets the stated guidelines and criteria, the AHC Committee will present its recommendations with a scale model to the Commission. After review the Commission may:
 - a. approve the proposal;
 - b. deny approval;
 - c. request further consideration by the AHC Committee; or
 - d. request that the proposing entity reconsider or refine its proposal and resubmit.

2. Guidelines for a Major AMS:

The general concept and subject matter description is to be provided. The proposal must include:

- a scale drawing or illustration;
- estimate of anticipated cost of the Major AMS, including all development and installation costs and any required modifications and improvements to sidewalks and utilities;
- planned sources of funding; and,
- a single contact person.

In the description portion of the proposal the following should be addressed:

- a. *Site Selection.* The AMS should provide a setting that is compatible and supportive. In turn, the AMS in its setting should be supportive of the surrounding design and public functions, including any applicable part of the Master Plan.
- b. *Size and scale.* There should be coordination between the size and scale of the AMS and its setting.
- c. *Relationship to existing AMS or features.* The AMS should not be of such size, scale, or material as to interfere with any existing AMS or feature.
- d. *Design Description.* The intended message of the Major AMS should be clear and understandable. The Major AMS should convey meaning that will have significance to future generations. The AMS should be designed to be accessible and engaging. Since it is often a gathering point, it should be designed to meet all applicable Americans with Disability Act standards.
- e. *Subject.* The AMS should have as its primary purpose an artistic or aesthetic purpose providing enjoyment to the public rather than serving solely as a monument to an individual. An AMS with focus on an individual, group of individuals, or commemorates an event shall be considered only after the 10th anniversary of the individual's death or the death of the last surviving member of a group or event if deemed of an enduring, historical, and statewide nature.
- f. Materials should be chosen for durability, visibility and maintainability.

- g. AMS projects intended for outdoor placement may be enhanced with night illumination integral to the design. Such illumination should not conflict with other AMS, open space, buildings and their inhabitants and the overall landscape.

3. Guidelines for a Minor AMS:

- A description of the AMS:
 1. Material – durable material that will last over time.
 2. Letter style – easily read by the general public.
 3. Border style – fitting to the location, existing architecture, and design.
 4. Background texture – fitting to the location, existing architecture, and design.
 5. Finish - fitting to the location, existing architecture, and design.
 6. Size - fitting to the location, existing architecture, and design.
 7. Mounting - fitting to the location, existing architecture, and design.
- An explanation of why the proposing entity believes the proposed AMS fits the definition of a Minor AMS.
- An estimate of the anticipated cost of the Minor AMS, including all development and installation costs and any required modifications and improvements to sidewalks and utilities.

4. Placement:

- Upon final placement of a AMS that has been donated for display at the Capitol, the state shall become sole owner of the AMS. The original artist or designer shall hold no rights to any AMS commissioned, donated, or purchased for display at the Capitol, including reproduction, access, modification, relocation or resale unless such rights are specifically allowed in a formal written agreement between the state and the artist. The federal Visual Artists Rights Act (VARA) will be observed in the case of donated unique, visual works of fine art: paintings, sculptures, drawings, prints, and still photographs produced for exhibition unless VARA has been waived in writing by the artist.
- Major or Minor AMS (except for replacement flowers or shrubs), including donated AMS, may be placed at the Capitol with prior approval of detailed plans specifying a particular site.

5. Relocation or Removal:

- The Capitol Commission reserves the right to relocate any AMS. Relocation planning may be done in consultation with the Capitol Curator and affected parties whenever practical.
- The Capitol Commission reserves the right to remove AMS in and around the Capitol. Removal of objects from the Collection will follow procedures as stated in Appendix H of the Capitol Usage Manual.

Contact the Capitol Curator at capitolcurator@ishs.idaho.gov with questions regarding AMS projects.

APPENDIX H

Idaho Capitol Commission Guidelines:

Idaho State Capitol Building Collection

The following procedures and protocols apply to the maintenance, management, and display methods to be used in the care and preservation of the Capitol building's historic collection and exhibits. The procedures and protocols defined in this document are to be reviewed and updated as needed every three (3) years or as better museum preservation and care methodologies are implemented.

A. Capitol Collection Management

The Commission establishes the following methodology to account for, manage, preserve, and care for the Capitol Collection which is to be overseen by the Capitol Curator. The documents associated with and required for appropriate collections management will be reviewed every three (3) years and updated or adjusted as needed. The Capitol Collection will be organized into three (3) divisions which will be identified as follows for accession purposes:

1. Capitol Art/Artifacts: CA
2. Capitol Photographs: CP
3. Capitol Historic Furniture: CF

The three divisions are inherently growing aspects of the Capitol Collection whether items are required by law, returned, or found. The stated designating markers will be used to identify in which portion of the overall collection the object will be placed.

B. Records Management

For the Capitol Art/Artifacts, Capitol Photographs, and Capitol Historic Furniture collections the Capitol Curator will:

- Identify each object with the appropriate accession number.
- The numbers in the following order will represent: designating marker (CA, CP, CF); year accessioned; group order it was accessioned (if only one group was added in total then 01 will indicate the accession activity, if two groups then 01 and 02, etc.); object number (this number identifies and separates individual objects accessioned within a group). The objects may be categorized in separate divisions and be a part of the same group. The numbers will be continuous and in succession regardless of division. Only the designating marker will change to identify in which division the object will be placed:
 - (a) Capitol Art or Artifacts: CA.year.group.object # (ie. CA.2009.01.01)
 - (b) Capitol Photographs: CP.year.group.object # (ie. CP.2009.01.02)
 - (c) Capitol Historic Furniture: CF.year.group.object # (ie. CF.2009.01.03)
- Mark each object with the assigned accession number that is a museum collections management approved method in a consistent and easily accessible location.

Example:

1. Framed art: upper right hand corner in a contrasting colored writing implement. If possible, a small archival tag with the accession number attached in a removable manner to an unobtrusive section of the frame – the d-ring which the hanging-wire is attached.

2. Historic wood furniture: back center bottom of seat in a contrasting colored writing implement. Historic upholstered furniture: bottom of seat right side center using a linen tape segment marked with the accession number and tacked onto the underlining.
- Maintain and update a computerized database (a museum collections specific program) and a hard copy object file of the Capitol Collection. Both database and file will include a digital and hard copy image of the object.
 - Monitor and appropriately document any condition, preservation, and location changes to the Capitol Collection.
 - Provide appropriate documentation for the Capitol Collection in regard to accession, de-accession, exhibits, and loans.

C. Conservation and Maintenance

The Commission establishes the following procedure and protocol for the care, preservation, and maintenance of the Capitol Collection which is to be overseen by the Capitol Curator. The Capitol Curator will present to the Commission for final approval recommended actions for the conservation of the Capitol Collection when requested or required. If any conservation work is needed that is outside the scope of the Capitol Curator a certified and highly qualified reputable conservator will be utilized.

1. For the Capitol Collection in general the Capitol Curator will:
 - Keep on file care and maintenance recommendations.
 - Work with DPW and provide care and maintenance recommendations when requested.
 - Present to the Commission a list of recommended actions on objects that need conservation work.
2. For the Capitol Collection in use or on display in the Capitol building:
 - Spills and general everyday mishaps clean with water-damp soft cotton cloth and a dry cotton cloth. The Capitol Curator is to be contacted for anything more serious. (Appendix B)
 - Capitol Curator will conduct an annual inventory and condition check that will be scheduled post legislative session.
 - Capitol Curator will conduct a weekly check and walk-through of exhibition areas.
3. For the Capitol Collection in storage the Capitol Curator will:
 - Conduct an annual inventory and condition check.
 - Ensure that the objects are appropriately stored with preservation and archival methods.

D. Accession and De-accession

1. The Capitol can collect and add objects to the Capitol Collection that may include:
 - objects that are a gift to the State of Idaho by visiting and foreign representatives;
 - objects that are a part of an inherently growing collection due to law (ie. legislative photographs); or,
 - objects that have been found and/or returned and confirmed to belong to the Capitol Collection.

All additions to the Capitol Collection will be documented by the Capitol Curator and, in the event such addition is a gift, the gifting party will provide documentation.

2. If a person or organization is interested in contributing to the Capitol Collection with a Minor or Major AMS see Appendix G of the Capitol Usage Manual.
3. If an object is to be removed (de-accessioned) from the Capitol Collection, the Capitol Curator will:
 - provide a case statement for removal;
 - present statement for review to the Commission for final approval; and,
 - process the appropriate documentation for de-accession.

Once de-accessioned, the Capitol Curator will make every effort to place the object in an appropriate location or put the object in a public auction. The funds generated by a public forum purchase will revert back into the Capitol Collection for conservation and collection management needs.

E. Capitol Collection Use

The Commission establishes the following guidelines for the Capitol Collection use within the Capitol building.

- Any Capitol Collection object located in public and agency spaces in the Capitol building will be monitored and managed by the Capitol Curator.
- Modification or location changes will be made with the notification and assistance of the Capitol Curator.

Modification to any Capitol Collection object must be done through the Capitol Curator, who will determine if such changes are needed or required. If modification is required the Capitol Curator will notify the Commission. (Appendix H of the Capitol Usage Manual.)

APPENDIX I

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**IDAPA 38
TITLE 04
CHAPTER 08**

38.04.08 - RULES GOVERNING USE OF IDAHO STATE CAPITOL EXTERIOR

000. LEGAL AUTHORITY.

Section 67-1604, Idaho Code, gives the Director of the Department of Administration authority to promulgate rules governing access to and use by the public of the capitol building and its grounds. Section 67-5709, Idaho Code, gives the Director authority to promulgate rules governing certain public facilities. (3-27-13)

001. TITLE AND SCOPE.

01. Title. These rules shall be cited as IDAPA 38.04.08, “Rules Governing Use of Idaho State Capitol Exterior.” (3-27-13)

02. Scope. These rules contain the provisions for use of the exterior of the Idaho State Capitol. Rules governing the exterior of the other state facilities are codified under IDAPA 38.04.06, “Rules Governing Use of the Exterior of State Property in the Capitol Mall and Other State Facilities.” Rules governing the interior of the Capitol Mall properties, other state properties, and the multi-agency facilities are codified under IDAPA 38.04.07, “Rules Governing Use of Interior State Property in the Capitol Mall and Other State Facilities.” Rules governing parking are codified under IDAPA 38.04.04, “Capitol Mall Parking Rules.” (3-27-13)

002. WRITTEN INTERPRETATIONS.

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, this agency may have written statements that pertain to the interpretation of the rules of this chapter, or to compliance with the rules of this chapter. Any such documents are available for public inspection and copying at cost at the Department’s office. (3-27-13)

003. ADMINISTRATIVE APPEALS.

These rules provide for appeals of the denial of a Permit under Section 403 of these rules. (3-27-13)

004. INCORPORATION BY REFERENCE.

There are no documents that have been incorporated by reference into these rules. (3-27-13)

005. OFFICE – OFFICE HOURS – MAILING AND STREET ADDRESS.

01. Office Hours. The Department is open from 8 a.m. to 5 p.m. except Saturday, Sunday, and legal holidays. (3-27-13)

02. Mailing Address. The Department’s mailing address is P.O. Box 83720, Boise, Idaho 83720-0013. (3-27-13)

03. Street Address. The Department’s principal place of business is located at 650 West State Street, Boise, Idaho 83702-5972. (3-27-13)

04. Website Address. The Department’s website address is <http://adm.idaho.gov/>. (3-27-13)

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with these rules are subject to the provisions of the Idaho Public Records Act, Title 9, Chapter 3, Idaho Code. (3-27-13)

007. SEVERABILITY.

Pursuant to IDAPA 44.01.01, “Rules of the Administrative Rules Coordinator,” all administrative rules in Idaho are presumed severable unless specifically provided to the contrary. If any rule, or part thereof, or the application of such rule to any person or circumstance is declared invalid, that invalidity does not affect the validity of any remaining portion. (3-27-13)

008. -- 009. (RESERVED)

010. DEFINITIONS.

- 01. Camping.** Any activity prohibited under Section 67-1613, Idaho Code. (3-27-13)
- 02. Commemorative Installation.** Any statue, monument, sculpture, memorial or landscape feature designed to recognize a person, group, event or element of history. (3-27-13)
- 03. Department.** The Department of Administration. (3-27-13)
- 04. Director.** The Director of the Department of Administration or his designee. (3-27-13)
- 05. Jefferson Steps.** The building entrance at the second floor of the State Capitol, the steps extending from the entrance, and the hard surface extending between the steps and the public sidewalk along Jefferson Street. (3-27-13)
- 06. Permit.** A written authorization issued by the Director allowing use of the State Capitol Exterior as set forth in the Permit. A Permit serves as a reservation to use a portion of the State Capitol Exterior with the priority for use set forth in Subsection 200.04 of these rules. (3-27-13)
- 07. Private Event or Private Exhibit.** Any activity sponsored or initiated by a member of the public that is open only to invited or qualifying individuals or groups. Private Events and Private Exhibits include, but are not limited to, weddings, dinners, award ceremonies, memorials, and seminars. (3-27-13)
- 08. Public Use.** Use that is not: (3-18-14)
- a.** A State Event or Exhibit; (3-18-14)
- b.** Use by a public officer, official, employee, contractor, agency, or board or commission for state of Idaho business; or (3-18-14)
- c.** State Maintenance and Improvements. (3-18-14)
- 09. Security Personnel.** A state of Idaho employee or a staff member of a state of Idaho contractor whose job duties include monitoring compliance with and enforcing these rules. (3-27-13)
- 10. State Business Day.** Monday through Friday, excluding the holidays set forth in Section 73-108, Idaho Code. (3-27-13)
- 11. State Capitol Exterior.** The exterior of the Idaho State Capitol, the real property, the grounds, and the improvements on the exterior of the Idaho State Capitol or its grounds, all of which is located at capitol square as identified on the Boise City original townsit plat filed in the Ada County Recorder's office in book 1 on page 1. The State Capitol Exterior is bounded by the following streets: State Street, Sixth Street, Jefferson Street, and Eighth Street. (3-27-13)
- 12. State Events and Exhibits.** All functions initiated and controlled by any state of Idaho agency, board, commission, officer or elected official acting on behalf of the state of Idaho. (3-27-13)
- 13. State Maintenance and Improvements.** Maintenance or improvement of the State Capitol Exterior by the state of Idaho or its contractors. Maintenance for the purpose of this definition includes, but is not limited to, grounds maintenance such as mowing, watering, landscaping, aerating, resodding, fertilizing and planting, and structural maintenance such as pressure washing, painting, window cleaning and re-glazing. Improvement for the purpose of this definition includes, but is not limited to, the following: construction of new buildings or portions of buildings; renovations to existing buildings; the installation of permanent structures and equipment such as benches, sprinklers, flagpoles, monuments and memorials; and, the installation of temporary equipment and structures such as construction fencing, generators and portable buildings. (3-27-13)

011. -- 199. (RESERVED)

200. USE OF STATE CAPITOL EXTERIOR.

01. Authorized Uses by the Public. Except as provided otherwise in these rules, the State Capitol Exterior is available for Public Use. (3-18-14)

02. Prohibited Uses. The following uses are prohibited in the State Capitol Exterior: (3-27-13)

a. Commercial Activity. The State Capitol Exterior shall not be used for any activity conducted for profit and no persons shall solicit to sell any merchandise or service on the State Capitol Exterior. (3-27-13)

b. Camping. (3-27-13)

c. Private Events and Private Exhibits. (3-27-13)

03. Priority of Uses. State Maintenance and Improvements shall have priority over all other use of the State Capitol Exterior. Public Use held under a Permit shall have priority over other Public Use. (3-18-14)

201. (RESERVED)

202. EQUIPMENT AND SUPPLIES.

Except as provided in these rules, the Department will not provide equipment or supplies for use on the State Capitol Exterior. Where requested in a Permit application for use of the Jefferson Street Steps, the Department may provide a podium and a public address system. (3-27-13)

203. ESTABLISHMENT OF PERIMETERS.

Security personnel and law enforcement may establish perimeters separating participants in Public Use of the State Capitol Exterior or State Events or Exhibits. Participants in and observers of any Public Use or State Events or Exhibits shall observe perimeters set pursuant to this section. (3-18-14)

204. AREA CLOSURES.

The Director may direct that any portion of the State Capitol Exterior be closed for Public Use upon a finding that the closed portion of the State Capitol Exterior has sustained damage or is in imminent danger of sustaining damage. The closure directive shall identify the portion of the State Capitol Exterior closed, the damage that has occurred or that will occur without closure, and the estimated period of closure to restore or prevent the damage. A notice of closure and information on how to obtain a copy of the closure directive shall be posted at the closed portion of the State Capitol Exterior. Circumstances presenting an imminent danger of damage to the State Capitol Exterior include, but are not limited to, the saturation of soil, turf, or landscaped areas with water, excessive foot traffic over landscaped areas, preventing turf or plants from obtaining adequate sunlight, and the buildup of ice or snow on landscaped areas. (3-18-14)

205. -- 299. (RESERVED)

300. RESTRICTIONS AND LIMITATIONS ON USE.

The restrictions and limitations on use of the State Capitol Exterior set forth in Sections 301 through 399 of these rules shall apply to all Public Use of the State Capitol Exterior. (3-18-14)

301. USES INTERFERING WITH ACCESS OR USE OF FACILITY.

01. Interference With Primary Use of State Capitol Exterior. Events, exhibits, and Public Use of the State Capitol Exterior shall not interfere with the primary use of the Idaho State Capitol or the adjacent real property and improvements. The primary use of the Idaho State Capitol includes, but is not limited to, the conduct of public business by agencies or officials of the state of Idaho that normally occupy and use the Idaho State Capitol or the State Capitol Exterior. (3-18-14)

02. Interference With Access. Public Use of the State Capitol Exterior shall not block fire hydrants,

fire or emergency vehicle lanes, vehicular drives, pedestrian walkways, doorways, steps or similar access routes through, in or out of the State Capitol Exterior. (3-18-14)

302. LOCATIONS.

01. Locations. In addition to limitations on the interference with access set forth in Section 301 of these rules and compliance with all fire and safety codes, Public Use on the State Capitol Exterior shall be: (3-18-14)

a. On the Jefferson Street Steps or on hard surfaces, including concrete and granite, on the State Capitol Exterior; and (3-18-14)

b. At least fifteen (15) feet from the exterior walls and windows of the Idaho State Capitol. (3-18-14)

303. MAINTENANCE AND IMPROVEMENTS.

Public Use shall not interfere with State Maintenance and Improvements. The Department will publish the regular maintenance and improvement schedule at the website address set forth in Section 005 of these rules. The regular maintenance and improvement schedule may be modified due to weather, staffing, emergency repairs, equipment failures, funding changes, contract modifications, State Events and Exhibits or other causes arising after the schedule's publication. (3-18-14)

304. MOTORIZED VEHICLES.

Motorized vehicles not owned or operated by the state of Idaho or law enforcement must remain on designated roadways and parking areas. Parking of motorized vehicles shall be governed by IDAPA 38.04.04, "Capitol Mall Parking Rules." Wheelchairs, motorized scooters, and other equipment providing individual mobility to the disabled are not motorized vehicles for the purposes of this section. (3-27-13)

305. BICYCLES, SKATES, SKATEBOARDS, SCOOTERS, AND OTHER NON-MOTORIZED TRANSPORTATION.

Bicycles, skates, skateboards, and scooters may not be used on the State Capitol Exterior. Users of all other non-motorized transportation must remain on designated pathways during use. Where indicated by a posted notice or where requested by Security Personnel, law enforcement or a state employee or agent supervising the State Capitol Exterior, users must store non-motorized transportation in a designated storage area on the State Capitol Exterior. Wheelchairs and other equipment providing individual mobility to the disabled are not non-motorized transportation for the purposes of this section. (3-27-13)

306. ANIMALS.

The following shall apply to animals on the State Capitol Exterior: (3-27-13)

01. Wildlife. Unless authorized by the Director no person shall: (3-27-13)

a. Interfere with, hunt, molest, harm, frighten, kill, trap, chase, tease, annoy, shoot or throw any object at a wild animal on the State Capitol Exterior. (3-27-13)

b. No person shall feed, give or offer food or any noxious substance to a wild animal on the State Capitol Exterior. (3-27-13)

02. Domestic Animals. (3-27-13)

a. Domestic animals are not allowed on the State Capitol Exterior unless leashed and under the control of the person bringing the animal to the State Capitol Exterior. (3-27-13)

b. The person bringing the animal to the State Capitol Exterior shall have in his possession the equipment necessary to remove the animal's fecal matter and shall immediately remove all fecal matter deposited by the animal. (3-27-13)

307. LANDSCAPING.

No person other than state employees or contractors designated by the Director shall: (3-27-13)

01. Plants. Damage, cut, carve, transplant or remove any plant including, but not limited to, trees, on the State Capitol Exterior. (3-27-13)

02. Grass. Dig in or otherwise damage grass areas on the State Capitol Exterior. (3-27-13)

03. Irrigation Equipment. Interfere with, damage or remove irrigation equipment on the State Capitol Exterior. (3-27-13)

04. Landscaping Materials. Move or alter landscaping materials on the State Capitol Exterior including, but not limited to, rock, edging materials, and bark or mulch. (3-27-13)

05. Climbing. Climb or scale buildings, Commemorative Installations, trees, fences, posts or other improvements on the State Capitol Exterior. (3-27-13)

308. FOOD AND BEVERAGES. Consumption of food and beverages on the State Capitol Exterior is subject to the following: (3-27-13)

01. Consumption May Be Prohibited. The consumption of food and beverages may be prohibited by a notice posted at the entrance to all or a portion of the State Capitol Exterior. (3-27-13)

02. Alcohol. Alcohol may not be consumed or distributed on the State Capitol Exterior. (3-27-13)

309. SMOKING. All persons shall observe the smoke free entrance notices and shall smoke only in designated areas of the State Capitol Exterior. (3-27-13)

310. FIRES, CANDLES, AND FLAMES. No fires, candles or other sources of open flame are permitted on the State Capitol Exterior. (3-27-13)

311. POSTERS, PLACARDS, BANNERS, SIGNS, EQUIPMENT, TABLES, MATERIALS, AND DISPLAYS.

01. Electrical Cords. Electrical cords must be protected by cord covers or gaffers tape to prevent an electrical or trip hazard. (3-27-13)

02. Railings. No items may be placed on railings and no persons shall sit or stand on railings. (3-27-13)

03. Tossing or Dropping Items. No items may be tossed or dropped over railings or from one level of the Idaho State Capitol or improvements on the grounds of the State Capitol Exterior to another level or to the ground. (3-27-13)

04. Ingress or Egress. No item, including tables, chairs, exhibits, equipment, materials, and displays shall be located so as to block ingress or egress to any portion of the State Capitol Exterior, or to restrict the follow of individuals using the facility, or to restrict emergency egress or ingress. (3-27-13)

05. Attaching, Affixing, Leaning or Propping Materials. Posters, placards, banners, signs, and displays, including any printed materials, shall not be affixed on any exterior surface of the State Capitol Exterior or on any permanent Commemorative Installation, post, railing, fence or landscaping, including trees. All posters, placards, banners, signs, and displays must be free-standing or supported by individuals. No items may be leaned or propped against any exterior surface of the State Capitol Exterior or embedded into the ground including, but not limited to, placement of a stake, post or rod into the ground to support materials. (3-27-13)

06. Materials Causing Damage to Surfaces. Stages, risers, chairs, tables, sound equipment, props, materials, displays, and similar items shall be constructed and used in a manner that will not damage, scratch, dent, dig or tear any surface on the State Capitol Exterior or any systems or utilities of the State Capitol Exterior including,

but not limited to, fire suppression systems, storm drains, ventilation systems, and landscape watering systems. (3-27-13)

07. Free Distribution of Literature and Printed Material. All literature and printed material must be distributed at no charge. The party distributing literature and printed material shall ensure periodically and at the conclusion of its use of the State Capitol Exterior that such material is not discarded outside of designated trash receptacles. (3-27-13)

08. Surface Markings. Users shall not use any material to mark on any surface of the State Capitol Exterior including chalk, paint, pens, ink, or dye. (3-27-13)

312. ITEMS SUBJECT TO SEARCH.
To enhance security and public safety, Security Personnel and law enforcement may inspect: (3-27-13)

01. Packages and Bags. Packages, backpacks, purses, bags, and briefcases reasonably suspected of concealing stolen items or items prohibited by these rules. (3-27-13)

02. Items. Items brought onto the State Capitol Exterior, if there is a reasonable suspicion that an item may be capable of injuring, damaging or harming persons or property on the State Capitol Exterior. (3-27-13)

313. PROHIBITED ITEMS.
The following, as defined in Title 18, Chapter 33, Idaho Code, are not permitted at the State Capitol Exterior: bombs, destructive devices, shrapnel, weapons of mass destruction, biological weapons, and chemical weapons. Security Personnel or law enforcement may direct that any person at the State Capitol Exterior immediately remove from the State Capitol Exterior any club, bat, or other item that can be used to injure, damage, or harm persons or property. (3-27-13)

314. UTILITY SERVICE.
The public may not use the utility services of the State Capitol Exterior other than restrooms; provided, however, the Director may authorize limited use of electrical service for the duration of Public Use authorized by these rules. Utility services include, but are not limited to, electrical, sewage, water, heating, and geothermal services. The Director may terminate the use of utilities if such use interferes with the utility services of the State Capitol Exterior or the equipment or apparatus using utility service fails to comply with applicable rules or codes. (3-18-14)

315. LAW ENFORCEMENT AND FACILITY EXIGENCY.
In case of a fire, bomb threat, utility malfunction, structural failure or other unforeseen emergency or threat endangering public safety or health, or endangering public property, law enforcement, security personnel and state employees or officials may direct all persons off of the State Capitol Exterior and delay or postpone any activity until the emergency or threat is abated. (3-18-14)

316. COMPLIANCE WITH LAW.
All use of the State Capitol Exterior shall comply with applicable law including, but not limited to, fire and safety codes. (3-27-13)

317. HEALTH, SAFETY AND MAINTENANCE OF STATE FACILITIES.

01. Clean Condition After Use. Users shall leave the State Capitol Exterior in reasonably clean condition after use, including depositing all trash in designated receptacles. (3-27-13)

02. Items Return to Proper Location. Users shall return all items including, but not limited to, movable furniture and trash receptacles, to their location at the conclusion of the event or exhibit. (3-18-14)

03. Public Health. No person shall excrete human waste at the State Capitol Exterior except in designated restroom facilities. For purposes of this section, excrete means the discharge of human waste from the body, including the acts of defecation and urination. For purposes of this section, human waste means human feces or human urine. (3-27-13)

04. Fireworks. No person shall possess or use fireworks on the State Capitol Exterior. (3-27-13)

318. -- 399. (RESERVED)

400. PERMITS.

01. Use Without a Permit. A Permit grants a reservation providing priority for use of the area specified in the Permit as set forth in Subsection 200.04 of these rules. Applicants desiring to obtain a Permit for use of the State Capitol Exterior outside of the Permit areas, hours or duration or who have not submitted an application within the application period may use the State Capitol Exterior, subject to the provisions of these rules, on a first-come, first used basis. Permits will be issued to groups of two (2) or more people. (3-18-14)

02. Permit Areas, Hours and Duration, and Number of Participants. (3-18-14)

a. The Director will consider and grant Permits only for Public Use of the Jefferson Street Steps. (3-18-14)

b. The Director will issue Permits reserving use of the Jefferson Street Steps only for the period between the hours of 7 a.m. and 6 p.m. on State Business Days. (3-18-14)

c. The duration of a Permit will not exceed four (4) consecutive hours. (3-27-13)

d. The Director will issue a Permit only for Public Use involving two (2) or more persons. (3-18-14)

03. Application Period. Permit applications must be received and complete at least two (2) State Business Days prior to the requested date and time period of the Permit. The Department will not accept applications submitted more than six (6) months prior to the requested date of the Permit. (3-18-14)

04. Validity. Permits are valid only for the dates, times, and locations specified on the Permit as approved by the Director. (3-27-13)

05. Distribution. Permits shall be granted by the Director on a first-come, first-served basis, subject to Subsection 200.03 of these rules. Only one (1) Permit will be granted for the Jefferson Street Steps during any period of time. (3-27-13)

06. Application Requirements. Applications for a Permit shall be in writing on a form prescribed by the Director and available at the office of the Division of Public Works and the Department's website. The Director will only process applications that are complete and signed by the individual making a request or an authorized representative of the entity or organization making the request. The Director may make reasonable inquiry to confirm the accuracy of the application and the authority of the party signing the application. (3-27-13)

07. Conditions. The Director may impose reasonable conditions on the use of the State Capitol Exterior in the Permit for the purpose of protecting persons and property. Conditions may include the acquisition of liability insurance and a bond as security for costs arising from the use. (3-27-13)

08. Transferability. Permits are non-transferable. (3-27-13)

401. APPROVALS AND DENIALS OF A PERMIT APPLICATION.

01. Period for Approval or Denial. The Department will approve or deny a complete application within two (2) State Business Days of the submission of the application. (3-18-14)

02. Basis for Denial. Permits may be denied for one (1) or more of the following: (3-27-13)

a. A Permit has been granted for all or part of the requested location during all or part of the requested time period. (3-27-13)

- b.** A public entity or official will be using all or part of the requested location during all or part of the requested time period. (3-27-13)
- c.** The requested use would violate any provision of these rules or applicable law. (3-27-13)
- d.** These rules do not authorize the use for the location or times requested or do not authorize the issuance of a Permit for the location requested. (3-27-13)
- e.** The Permit application is incomplete, contains a material falsehood, or contains a material misrepresentation. (3-27-13)
- f.** The Permit applicant has not certified that the applicant will comply with these rules or applicable law. (3-27-13)
- g.** The party signing the application is not legally competent to bind themselves or the organization or entity submitting the application. (3-27-13)
- h.** The individual, organization or entity submitting the application: (3-27-13)

 - i. Failed to pay costs or damages arising from an earlier use of any state facility; (3-27-13)
 - ii. Made a material misrepresentation regarding the nature or scope of the use on a prior Permit application; (3-27-13)
 - iii. Violated the terms of prior Permits issued to the individual, organization or entity; or (3-27-13)
 - iv. Violated any applicable law in the course of previous Public Use of state of Idaho facilities. (3-18-14)
- i.** The requested use would cause a clear and present danger to the orderly processes of state of Idaho government or to the use of the State Capitol Exterior due to advocacy of: (3-27-13)

 - i. The violent overthrow of the government of the United States, the state of Idaho, or any political subdivision thereof; (3-27-13)
 - ii. The willful damage or destruction, or seizure and subversion of public property; (3-27-13)
 - iii. The forcible disruption or impairment of or interference with the regularly schedule functions of the state of Idaho; (3-27-13)
 - iv. The physical harm, coercion, intimidation or other invasions of the lawful rights of public officials or the public; or (3-27-13)
 - v. Other disorders of a violent nature. (3-27-13)

402. REVOCATION OF A PERMIT.

A Permit may be revoked by the Director for the violation of any term or condition of the Permit or the violation of law including, but not limited to, the violation of any provision of these rules. (3-27-13)

403. APPEALS.

01. Time for Appeal. The individual or the organization or entity submitting an application may request that the Department initiate a contested case within the period set forth below. The Department will not initiate a contested case after the following periods. (3-27-13)

- a.** Seven (7) State Business Days following the written denial of an application for a Permit. (3-27-13)

b. Seven (7) State Business Days following the revocation of a Permit. (3-27-13)

c. Seven (7) State Business Days following the date the Department was required to approve or deny the application for a Permit pursuant to Subsection 401.01 of these rules. (3-27-13)

02. Requesting an Appeal. The individual or the organization or entity submitting an application shall request an appeal in writing, with a physical copy delivered to the Director at the address set forth in Section 005 of these rules. Electronic delivery shall not be deemed a physical copy. The written request shall contain the following: (3-27-13)

a. The name, address, and contact information of the appellant; (3-27-13)

b. A concise statement of the reason the appeal should be granted; (3-27-13)

c. Whether the appellant requests informal disposition to expedite the contested case; and (3-27-13)

d. A description of the Permit sought. (3-27-13)

03. Informal Disposition. If an appellant requests informal disposition, the Director will accept written evidence submitted within five (5) State Business Days of the appeal request, or as otherwise agreed by the Director and the appellant. The Director will issue a final written order affirming, reversing or modifying the denial or revocation of the Permit. (3-27-13)

04. Contested Cases. If an appellant does not request informal disposition, the Director will schedule a hearing and proceed as set forth in Title 67, Chapter 52, Idaho Code. Contested cases will be governed by the provisions of IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General." (3-27-13)

05. Judicial Review. Judicial review of orders issued in an appeal is provided as set forth in Title 67, Chapter 52, Idaho Code. (3-27-13)

404. -- 499. (RESERVED)

500. LIABILITY AND INDEMNIFICATION.

01. State Liability. Nothing in these rules shall extend the liability of the state of Idaho beyond that provided in the Idaho Tort Claims Act, Title 6, Chapter 9, Idaho Code. (3-27-13)

02. No Endorsement. The grant of a Permit and any action or inaction of the Department shall not imply endorsement or approval by the state of Idaho of the actions, objectives or views of participants in Public Use of the State Facilities. (3-18-14)

501. -- 999. (RESERVED)

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