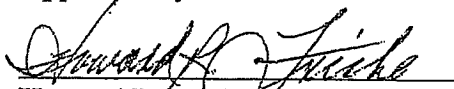


POLICY
FOR STATEHOUSE
AND
CAPITOL COMPLEX


State of Kansas
Department of Administration
Division of Facilities Management
Stuart D. Leighty, Director

May 19, 2003

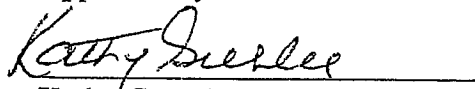
Approved by:


Howard R. Fricke
Secretary of Administration

Approved by:


Jeff Russell, Director
Legislative Administrative Services

Approved by:


Kathy Greenlee
Chief of Staff
Office of the Governor

Approved by:

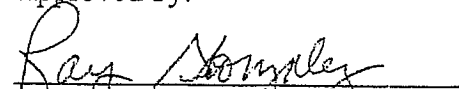

Capt. Ray Gonzalez, Commander
Capitol Police
Kansas Highway Patrol

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(updated 5/9/03)



KANSAS

STUART D. LEIGHTY, DIRECTOR

KATHLEEN SEBELIUS, GOVERNOR
HOWARD R. FRICKE, SECRETARY

DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT

AS-03-0504

RE: EVENTS AT THE STATEHOUSE AND CAPITOL COMPLEX AREA

Dear Events Planner:

The Department of Administration, Division of Facilities Management is the reservation/information center for events at the Statehouse. Our goal is to protect you; to preserve your Constitutional rights of freedom of expression; to protect visitors, elected officials, and employees; and to preserve the historic beauty of the Statehouse and Capitol Complex so that others may enjoy it also.

The Statehouse serves many purposes. It is a state historic landmark. It is a place of business and the focal point of state government in Kansas. The Statehouse is being carefully restored and maintained, and it is a beautiful setting for events. The people who work in the Capitol Complex take pride in maintaining it. The work of polishing the woodwork, glass, and marble; dusting; vacuuming; heating and cooling; and picking up litter continues 24 hours per day, 365 days per year. Acres of trees and shrubs are carefully maintained by a staff of groundskeepers and landscapers who keep the Capitol Complex in beautiful condition throughout the year. The Statehouse is one of the state's most popular historic attractions. Hundreds of scheduled events take place at the Statehouse, attracting over 100,000 visitors annually.

This intense use makes it necessary to adopt policies and procedures to protect the Statehouse and grounds and the people who visit. To reserve a public area for your display, exhibit or event, you must complete and sign a Capitol Complex application. Your signature indicates your agreement to follow the policies, rules and regulations adopted by the Kansas Department of Administration. An application fee of \$20 must accompany your application. You will be responsible to pay for damages to persons or property caused by your display, exhibit or event, and for cleaning the event site.

Your cooperation and compliance with these policies, and regulations demonstrates your respect for this historic complex, the proud heritage of Kansas and helps to preserve the Complex for future generations.

Sincerely,

J.M. Fritton, P.E.
Deputy Director

JMF:dlw

LONDON STATE OFFICE BUILDING, 900 SW JACKSON ST., STE. 600, TOPEKA, KS 66612-2210

Voice 785-296-1318 Fax 785-296-3456 <http://da.state.ks.us/>

10-4

CAPITOL COMPLEX STATEHOUSE & GROUNDS USE APPLICATION

Procedure No. DFM-AS-005

Applicant Information

Name of Organization:		
Contact Name:		Daytime Telephone #:
Current Street Address:		
City:		Fax:
State:		<i>(If applicable)</i>
Application Date:		ZIP:
<i>All Requests must be Received at least 7 Days Prior to Event</i>		
Citizenship or Domicile <i>(Check one):</i>	<input type="checkbox"/> Kansas <input type="checkbox"/> Other: _____	

Sponsor Information

Name of Sponsor:		Telephone:
Street Address:		
City:		<i>(Daytime)</i>
State:		ZIP:

Person in Charge of Event / Exhibit / Display / Special Event

Name:		Telephone:
Street Address:		
City:		<i>(Daytime)</i>
State:		ZIP:

Person in Charge of Clean-up

Name:		Telephone:
Street Address:		
City:		<i>(Daytime)</i>
State:		ZIP:

Type of Activity

Check One: Event Art Display Exhibit Special Event

Date Requested for Activity: _____

When do you anticipate the Activity will begin? _____ End? _____

Purpose of the Activity: _____

How many do you anticipate will attend this event whether as participants or as observers? _____

Area Requested

<input type="checkbox"/> 1 st Floor Rotunda	<input type="checkbox"/> 2nd Floor Rotunda	<input type="checkbox"/> South Steps
<input type="checkbox"/> 1 st Floor South Wing	<input type="checkbox"/> 2nd Floor North Wing	<input type="checkbox"/> Parking Lot # _____
<input type="checkbox"/> 1st Floor North Wing		<input type="checkbox"/> Other _____

**Equipment / Items Requested
(Weekdays Only)**

Equipment:	Quantity Requested:
<input type="checkbox"/> Chairs (Indoor & Outdoor)	
<input type="checkbox"/> Tables (6 foot)	
<input type="checkbox"/> Easels (Indoor Use Only)	
<input type="checkbox"/> Piano (Indoor Use Only)	
<input type="checkbox"/> Small PA system (50 people or less)	
<input type="checkbox"/> Large PA system (50 people or more)	
<input type="checkbox"/> Trash Receptacles	
<input type="checkbox"/> Display Panels (Indoors use only)	

Special Instructions for Set-Up (*Please include Diagram*): _____

Additional Comments

Important Note:

- The application fee of \$20 must accompany this application.

Required Signatures

Application not Valid Unless Signed

Signature of Applicant

Title / Position

Date

Telephone # () Daytime

Return this Application To:

**KS Department of Administration
 Division of Facilities Management
 900 S.W. Jackson, Suite 600S
 Topeka, Kansas 66612-2210
 Telephone # (785) 296-3117
 Fax # (785) 368-6307**

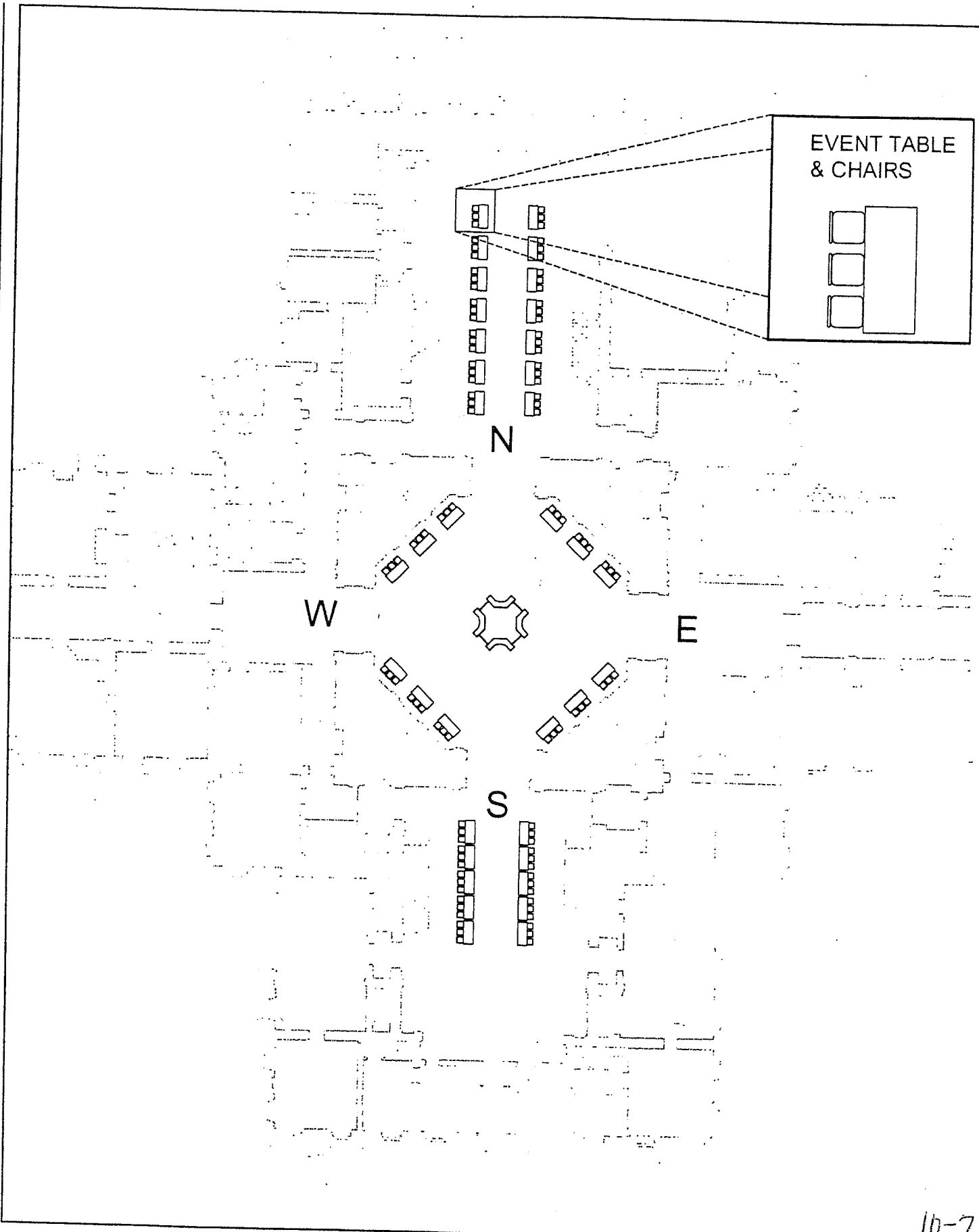
This Area for Office Use Only:

Approved:

- Yes
 No

Signature _____

Date _____



10-7

PROJECT NO. 0000
 SHEET NO. #01
 DATE: 06/07/00
 DRAWING NUMBER

Revised	By	Date	Description

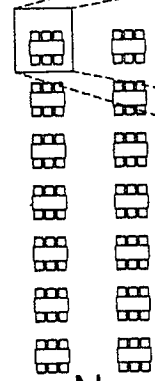
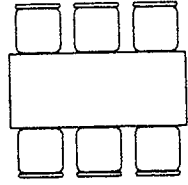
DIVISION OF FACILITIES MANAGEMENT
 STUART LEIGHTY, DIRECTOR
 DAN DENEHAULT, P.E., CHIEF ENGINEER

STATE OF KANSAS
 DEPARTMENT OF ADMINISTRATION
 902 SW JACKSON ST., ROOM 502
 TOPEKA, KANSAS
 (785) 296-1318 FAX (785) 296-3456

KANSAS DFM

**KANSAS STATEHOUSE
 FIRST FLOOR
 MAXIMUM TABLE SET-UP - LAYOUT#1**

EVENT TABLE
& CHAIRS



W

N

E

S

10-8

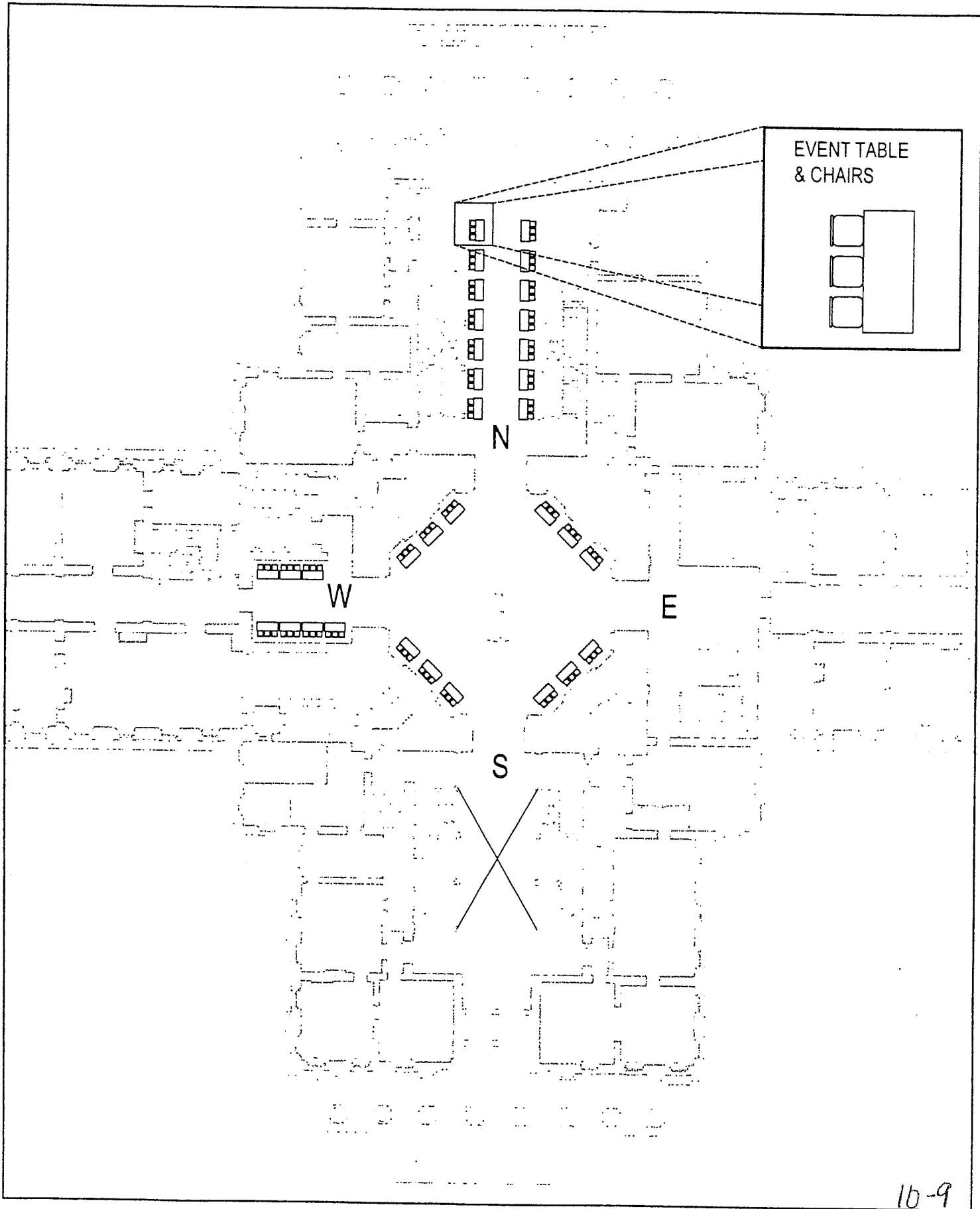
NO.	DATE	ISSUE DESCRIPTION	BY	APP.

DIVISION OF FACILITIES MANAGEMENT
 STUART LEIGHTY, DIRECTOR
 DAN DENEHAULT, P.E., CHIEF ENGINEER

STATE OF KANSAS
 DEPARTMENT OF ADMINISTRATION
 975 SW JAGS 500A ST., ROOM 652
 TOPEKA, KANSAS
 785 796 1318 FAX 785 796 3454

KANSAS DFM

**KANSAS STATEHOUSE
 FIRST FLOOR
 MAXIMUM TABLE SET-UP - LAYOUT#2**

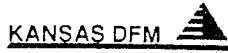


10-9

OR. NO.	
PROJECT NO. 10000	#01
SCALE: NTS	
DATE: 06/27/03	
DRAWN BY: MAMAKA	
CHECKED BY: JMD	
DATE ISSUED: 06/27/03	

DIVISION OF FACILITIES MANAGEMENT
 STUART LEIGHTY, DIRECTOR
 DAN DENEALTY, P.E., CHIEF ENGINEER

STATE OF KANSAS
 DEPARTMENT OF ADMINISTRATION
 300 SW JACKSON ST., ROOM 639
 TOPEKA, KANSAS
 (785) 296-1318 FAX (785) 296-3434



**KANSAS STATEHOUSE
 SECOND FLOOR
 MAXIMUM TABLE SET-UP - LAYOUT#1**

INTRODUCTION: SUBMITTING AN APPLICATION FOR USE OF THE SPACES

To submit an application to request the use of the Statehouse and/or the Capitol Complex, other than Legislative Chambers and Legislative Committee Rooms, or for further information about use of the Capitol Complex, contact the Division of Facilities Management, Landon State Office Building, 900 SW Jackson, Suite 600, Topeka, Kansas 66612-2210, telephone (785) 296-3117.

To submit an application to request the use of Legislative Chambers, a Legislative Committee Room or other space controlled by the Legislature, contact the Director of Legislative Administrative Services, Statehouse, Room 511-S, Topeka, Kansas 66612-1504, telephone (785) 296-2391.

SECTION 1: DEFINITIONS

The following words or terms, when used in this policy, shall have the following meaning:

“Activity” means an event, display or exhibit (includes special event).

“Application Fee” means payment of \$20 for processing of the Application for a Permit by any non-governmental entity. Application fees are nonrefundable unless the application is denied due to a scheduling conflict.

“Application for a Permit” means a reservation form available from the Department of Administration, Division of Facilities Management. All applications and fees (if applicable) must be received at least seven (7) working days prior to the activity.

“Capitol Complex” means the Statehouse, the Docking State Office Building, the Landon State Office Building, the Curtis State Office Building, the Memorial Hall, the Harrison Center, the Dillon House, and the buildings, steps, parking lots, and grounds for each of the buildings.

“Commercial Activity” means an activity undertaken with the primary purpose of obtaining a profit for the benefit of an individual or business entity organized for profit as opposed to an activity whose purpose is an expression of ideas or causes, whether of a religious, artistic, political, charitable, educational or cultural nature in which any commercial aspects involved are incidental to the activity.

“Display” means any presentation for public viewing of artwork, crafts or other items selected on the basis of the excellence and aesthetics of the work and/or its representation of the multicultural art and history of the state. Displays are approved under guidelines and criteria established by the Statehouse Art and History Committee (K.S.A. 75-2266).

“Event” means a demonstration, rally, gathering, public assembly, parade, ceremony or other supervised activity. Events may include demonstrating, picketing, marching, moving in procession, holding of vigils and other like forms of activity that involve the communication or expression, orally or by conduct, of views or grievances, engaged in by one or more persons, the conduct of which has the effect, intent or propensity to draw attention to or reaction to the activity.

“Exhibit” means any presentation for public viewing of items not considered “displays.” The exhibit may be freestanding, arranged on a table or on a board or exhibition device. Exhibits are not permitted in the legislative areas of the Statehouse.

“Governmental Entity” means any state agency or instrumentality or any municipality as defined by K.S.A. 75-1117 and amendments thereto.

“K.A.R.” means the Kansas Administrative Regulations.

“K.S.A.” means the Kansas Statutes Annotated, a compilation of the laws of the State of Kansas.

“Legislative Areas” are areas addressed in Section 3, including Legislative Chambers, Committee Rooms throughout the Statehouse, and those common areas that are located on floors 3, 4, and 5 and are under the supervision of the Director of Legislative Administrative Services.

“Public Area” means those areas in the Statehouse open to the general public for general visitation (see Section 4). They are located on floors 1 and 2 of the Statehouse and are under the supervision of the Department of Administration. The House and Senate Chambers, Legislative Committee Rooms and some common areas are restricted to limited public access under Section 3.

“Secretary” means the Secretary of Administration.

“Special event” means an event that represents the art, history or culture of Kansas citizens that must be submitted to the Secretary of Administration for approval in accordance with K.S.A. 75-2266.

“Statehouse” means the Kansas State Capitol Building.

“Statehouse Art and History Committee” means a special committee appointed by the Legislature and chaired by the Secretary of Administration or the Secretary’s designee for the following purposes:

- (a) developing a long-range plan for displays in the Statehouse to represent the art, history, and culture of all Kansas citizens;

- (b) adopting procedures and criteria for evaluating and approving artwork for display in the Statehouse;
- (c) adopting procedures and criteria for evaluating and approving removal of artwork displayed in the Statehouse; and
- (d) adopting procedures and criteria for evaluating and approving special events.

SECTION 2: USE OF THE STATEHOUSE STEPS AND GROUNDS

2.1 Sponsorship and Other Requirements.

Any citizen or group of citizens of the State of Kansas or organizations based in Kansas may apply for a permit to use the north or the south steps of the grounds of the Statehouse for a maximum of four (4) hours in a 24-hour period. Each applicant will be limited to a maximum of three permits in a six-month period. An applicant may not schedule the north and south steps in the same 24-hour period. Sponsorship by a state agency or state elected official is not required.

2.2 Approval Required.

Individuals and organizations are prohibited from holding or conducting any activity on the Statehouse steps or grounds unless a completed application has been submitted to and approved by the Secretary of Administration or a designee and the Division of Facilities Management has notified the commander of the Capitol Police Division of the Kansas Highway Patrol or designee of the approval. Applications for permits may be submitted up to a year in advance, but approval will not be issued earlier than ninety (90) days prior to a planned activity. The completed application must contain the information required in Section 8.

2.3 Permit Limitations.

Permits issued for activities on the grounds of the Statehouse will be subject to the following limitations, in addition to the general requirements of Section 9.

- (a) All activities for which a permit to use the Statehouse grounds has been issued must be conducted outside of the Statehouse. No person shall enter the Statehouse, other state buildings, or other state grounds as part of an approved activity unless otherwise authorized to do so.
- (b) Activities on the Statehouse grounds must not result in damage to or destruction of state property, including, but not limited to, buildings, steps, sidewalks, statues, fixtures, and grounds.

- (c) Candles may not be used unless they are placed in containers that prevent fire danger and that catch the candle wax and prevent the wax from dripping on building steps, sidewalks, statues, fixtures and grounds.
- (d) Activities must not impede or block entrances into the Statehouse or public driveways, or vehicle or pedestrian traffic into or around the Statehouse grounds, unless prior authorization to do so has been granted by the Department of Administration.
- (e) A sound system provided or approved by the Department of Administration will be the only permitted sound system for activities. Department of Administration personnel will provide services and monitor noise levels. Sound systems will not be used when inclement weather would make their use unsafe. Department of Administration personnel will inspect all electrical systems and electrical cords used in an activity.
- (f) Sponsors of activities that exceed one hour in length may be required to provide portable restrooms as required by Shawnee County Environmental Code for assembly occupancy as dictated by this code.

SECTION 3: USE OF LEGISLATIVE CHAMBERS, COMMITTEE ROOMS AND RELATED COMMON AREAS

3.1 Use of House and Senate Chambers, Committee Rooms and Rooms 240-N and 241-N by other than the Legislature.

- (a) The House of Representatives and Senate Chambers, Legislative Committee Rooms, their common areas, and Rooms 240-N and 241-N are available for use by other than Legislators, the House and Senate and Committees thereof, including special and select committees, subject to the following limitations:
1. Use of the Chambers and Committee Rooms by the Senate, House of Representatives, and Legislative Committees takes priority over all other usage.
 2. State political party committees organized in accordance with Article 38 of Chapter 25 of the Kansas Statutes Annotated and other committees of such parties may be granted permission to use the Chambers and Committee Rooms.
 3. State agencies may be granted permission to use the Chambers and Committee Rooms for ceremonial purposes, for conduct of educational programs or examinations, or for other activities in the conduct of state business. Other governmental agencies may be granted permission to use the Chambers and Committee Rooms in the conduct of educational programs or in discharging their governmental duties.
 4. Private nonprofit organizations may be granted permission to use the Chambers or Committee Rooms for programs designed for education in the state legislative process. No such organization shall be granted permission to use such Chambers or Committee Rooms for the conduct of programs in which participation is limited or restricted on the basis of race, color, religion, sex, age, handicap, cultural heritage, national origin, or ancestry, except that permission may be granted for the use of such

Chambers or Committee Rooms by youth groups consisting only of either boys or girls.

5. Rooms 240-N and 241-N are reserved for use by state officials for special ceremonial and other official business uses in accordance with the provisions of K.S.A. 75-3765a and amendments thereto.
- (b) Any disruptive activity or a violation of this policy will result in immediate revocation of the privilege of any organization, state agency or other governmental agency using the Chambers or Committee Rooms and may result in such organization or agency being expelled and ejected from the Chambers or Committee Rooms.
 - (c) Requests for the use of the Chambers or Committee Rooms shall be made to the Director of Legislative Administrative Services. Requests for the use of Committee Rooms made under subsection (a) (4) shall be made on forms provided by the Director. The Director shall maintain a record of all applications for use of the Chambers and Committee Rooms and the disposition thereof. Committee rooms authorized for use in accordance with this policy shall be assigned by the Director.
 - (d) The Director of Legislative Administrative Services shall submit requests for use of the House of Representatives Chamber to the speaker, majority leader and minority leader of the house for determination thereof by majority vote of such officers. The speaker pro tem of the house shall act for the speaker when the speaker is unavailable.
 - (e) The Director of Legislative Administrative Services shall submit requests for use of the Senate Chamber to the President, Majority Leader and Minority Leader of the Senate for determination thereof by majority vote of such officers. The Vice President of the Senate shall act for the President when the President is unavailable.

- (f) Requests for use of committee rooms submitted under subsection (c) of this policy shall be approved or denied by the Director in accordance with the provisions of this policy.
- (g) The Director shall submit a recommendation with each request for use of the House of Representatives or Senate Chambers and shall provide such information as may be useful for making the above determinations. (Adopted Sept. 10, 1979; amended February 16, 1998; amended August 5, 1998.)

3.2 The following rules are select rules that apply to the House of Representatives:

- (a) Rule 501. Admission to Floor.
 - 1. During daily sessions, from the time of convening until adjournment to the following legislative day, only the following classes of persons shall be admitted to the floor of the House, the cloakrooms to the east of the House Chamber and the hallway at the west of the House Chamber: (1) Members of the Legislature; (2) officers and employees of the legislative branch who are properly identified; (3) persons having permits from the speaker.
 - 2. No person who is an officer or employee of the executive or judicial branch of Kansas government or an employee of the federal government shall be admitted to the area of the Chamber in which legislators' desks are located during the time the House of Representatives is in session except as provided by resolution.
 - 3. No person registered with the Secretary of State as a lobbyist shall be on the floor of the House Chamber during the part of the year that the Legislature is in session.
 - 4. The Sergeant at Arms shall remove all persons from the floor, except persons authorized under the Rules of the House or a House resolution.

5. The provisions of this rule shall not be construed to prevent the right of access (through the west hallway) by persons going directly to or returning from the offices of the speaker and the majority leader.

(b) Rule 503. Galleries.

Visitors shall be allowed in one or both galleries of the House in accordance with directions to the Sergeant at Arms from the Speaker. The use of telephones and the making of telephone calls in the galleries of the House are prohibited.

(c) Rule 504. Placing Material on Members' Desks.

No items or material shall be placed upon the desk of any member of the House unless any such item or material bears the signature and printed name of the member responsible for its distribution. This Rule 504 shall not apply to items or material provided by legislative staff.

(d) Rule 3506. Duties of the Sergeant at Arms.

The Sergeant at Arms shall preserve order within the chamber of the House and its lobby and galleries. The Sergeant at Arms may arrest and take into custody any person for disorderly conduct, subject at all times to the authority of the House or Speaker, or the chairperson of the committee of the whole, and shall be responsible for the enforcement of Rules 501 through 505 and 2506(a). The Sergeant at Arms shall receive items or material for distribution among the members of the House. The Sergeant at Arms shall execute all orders of the House not otherwise provided for.

The complete Rules of the Kansas House of Representatives may be obtained from the office of Legislative Administrative Services.

3.3 The following rules are select rules that apply to the Senate:

(a) Rule 57. Admittance to Floor - Lobbying on Floor.

No person shall be admitted to the floor of the Senate except elective state officers; members of the Legislature; friends of the members of the Senate, upon invitation signed by the President and the Senator extending the invitation; former members of the Senate, officers, and employees of the legislative branch; and members of the news media who are actually employed and who have a card of admission from the President. The Senate, by resolution, may issue such invitations as it desires. Persons so admitted must stay in the perimeter of the Senate chamber except with the express permission of a member of the Senate. No one registered with the Secretary of State as an agent or lobbyist may be on the floor of the Senate during the hours of 9:30 a.m. to 4:30 p.m. or at the time the Senate is in session. No person, other than a state officer or employee of the legislative branch or legislator, shall discuss any measure with any Senator on the floor of the Senate during the time the Senate is in session. Any person who violates this rule or any person who shall gain admission to the floor of the Senate by false representation shall be forthwith ejected from the Senate chamber and thereafter be denied admission. No employee shall lobby for or against any measure pending in the Senate, and any employee violating this rule shall be forthwith discharged. Former members of the Senate may be introduced when on the floor, but no other introductions shall be made during the session of the Senate, except the President may announce the attendance of school students or other groups visiting the Senate.

(b) Rule 58. Galleries.

Visitors shall be allowed in one or both galleries of the Senate in accordance with directions to the Sergeant at Arms from the President. The use of telephones and the making of telephone calls in the galleries of the Senate are prohibited.

(c) Rule 59. Chairs of Senators.

No person, except a member of the Senate, shall occupy the chair of any Senator at any time except with the approval of and in the presence of a member of the Senate.

(d) Rule 63. Sergeant at Arms - Duties.

The Sergeant at Arms shall be appointed by the President, and shall serve under the President's direction, control, and supervision and at the President's pleasure and shall execute all orders of the President or Senate. The Sergeant at Arms shall have the general supervision of the Senate Chamber, the cloakrooms, gallery, and lobby and shall preserve order within the chamber at all times. The Sergeant at Arms may arrest and take into custody any person gaining admission to the floor of the Senate through false representations or violation of Rule 57 (listing persons authorized to be admitted to the floor of the Senate). All violations shall be immediately reported to the President for action by the Senate. No person except those entitled to admittance on the floor of the Senate pursuant to Rule 57 (listing persons authorized to be admitted to the floor of the Senate) shall lounge or loaf in the Senate Chamber when the Senate is not in session, and the Sergeant at Arms shall detail at least one assistant to remain in the chamber at all times when the same is open. The President may appoint and remove Assistant Sergeants at Arms to serve under the supervision of the Sergeant at Arms. All doorkeepers and night watchmen shall be assistant Sergeants at Arms.

The complete Rules of the Kansas Senate may be obtained from the office of Legislative Administrative Services.

SECTION 4: USE OF THE STATEHOUSE ROTUNDA, WINGS AND OTHER PUBLIC AREAS NOT CONTROLLED BY THE LEGISLATURE

4.1 Sponsorship and Other Requirements.

Each individual or organization that wishes to schedule an event or exhibit in the Statehouse Rotunda, wings, or other public areas not controlled by the Legislature must have a sponsor and must meet the requirements outlined below.

- (a) Any state agency may sponsor an event or exhibit on behalf of Kansas citizens or entities based in Kansas. The event or exhibit must relate to a governmental purpose.
- (b) Any elected state official may sponsor an event or exhibit on behalf of an accredited school located in Kansas, a political subdivision of the state of Kansas, or an entity based in Kansas that is exempt from taxation under section 501(c)(3) of the Internal Revenue Code. Such events or exhibits must relate to a governmental purpose.
- (c) Candidates for Kansas state or national elective offices who have obtained their filing documents from the office of the Secretary of State may announce their candidacies without obtaining sponsorship of a state agency or elected official.

4.2 Approval Required.

- (a) Individuals or organizations are prohibited from holding or conducting an activity in the Statehouse Rotunda, wings or other public area unless a completed application has been submitted to and approved by the Secretary or a designee and the Division of Facilities Management has notified the commander of the Capitol Police Division of the Kansas Highway Patrol or designee of the approval. Applications for permits may be submitted up to a year in advance, but approval will not be issued earlier than ninety (90) days before the planned activity. The application must contain the information required in Section 8.

- (b) In accordance with K.S.A. 75-2266, requests to exhibit artwork must be approved by the Statehouse Art and History Committee, which consist of the Secretary or the Secretary's designee, the Director of Legislative Administrative Services, and the Executive Director of the State Historical Society. Artwork will be approved based on the excellence and aesthetics of the work and its representation of the multicultural art and history of the state, and any procedures and criteria adopted by the Statehouse Art and History Committee. Artwork exhibited in the Statehouse is to be part of a long-range plan for displays representing the art, history, and culture of all Kansas citizens.
- (c) Requests to exhibit other displays, and for special events that represent the art, history, or culture of Kansas citizens, must be submitted to the Secretary for approval or denial based on the quality of the special event or display, its relevance to the history and culture of Kansas citizens, and any other criteria adopted by the Statehouse Art and History Committee in accordance with K.S.A. 75-2266.

(Note: Requests for displays and for special events that represent the art, history, or culture of Kansas exhibited or conducted in legislative areas must be submitted to the Director of Legislative Administrative Services.)

4.3 Special Provisions for Displays and Special Events.

The following additional provisions shall apply to displays and special events:

- (a) Displays over 72" high may only be placed in the north and south wings of the Statehouse first floor, and in the north wing of the second floor. Large displays are not permitted in the Rotunda or the entryways to the wings.
- (b) No displays may be affixed to the Statehouse walls.

4.4 Limits on Duration of Displays.

Displays approved by the Statehouse Art and History Committee may be displayed for one week only. Displays placed in the Rotunda may remain in the designated area the first day, and are subject to being moved into the north or south wing following the initial day.

4.5 Musical Performances: Conditions for Approval.

Musical performances by ensembles, vocal groups, and similar musical groups are limited to the hours of 12:00 noon to 1:00 p.m. The use of amplification systems, drums, and brass instruments for such performances in the Statehouse is prohibited.

SECTION 5: BUILDINGS IN THE CAPITOL COMPLEX OTHER THAN THE STATEHOUSE

5.1 Conference Rooms:

- (a) Only state agencies may reserve conference rooms under the control of the Secretary. Activities in these conference rooms must be conducted or sponsored by a state agency. No permit or application is necessary for reserving a conference room by a state agency.
- (b) Food and beverages may be consumed in any of the conference rooms except for the auditorium located in the basement of Docking State Office Building and the auditorium in the Memorial Building.

5.2 Other Areas: Public areas under the control of the Secretary other than conference rooms, shall not be available by reservation or permit to either state agencies or the public.

SECTION 6: PARKING LOTS

- 6.1 Sponsorship and Other Requirements:** Any citizen of Kansas, group of Kansas citizens or organization based in Kansas may apply for a permit to use any parking lot in the Capitol Complex. Permits will only be granted for activities on Saturdays or Sundays or weekdays after 6 p.m. Permits will only be granted for the purpose of parking vehicles by groups or for civic events; for fund-raising activities on behalf of organizations that meet the criteria of section 501(c)(3) of the federal Internal Revenue Code; or for any other activity, including commercial activity, that is sponsored by a state agency.
- 6.2 Approval Required:** Individuals or organizations are prohibited from holding or conducting an activity in the parking lots unless a completed application has been submitted to and approved by the Secretary or a designee and the Division of Facilities Management has notified the commander of the Capitol Police Division of the Kansas Highway Patrol or designee of the approval. Applications for permits may be submitted up to a year in advance, but approval will not be issued earlier than ninety (90) days before the planned activity. The application must contain the information required in Section 8.

SECTION 7: GROUNDS OTHER THAN THE STATEHOUSE GROUNDS

Permits to use the grounds around any of the buildings in the Capitol Complex, other than the Statehouse grounds, will only be granted to a state agency for activities conducted by that state agency.

SECTION 8: GENERAL PROVISIONS: APPLICATIONS FOR USE OF CAPITOL COMPLEX FACILITIES

The following provisions provide the process to apply for a permit to use space in the Capitol Complex, other than space in the Statehouse that is controlled by the Legislature, whenever another section of this manual requires that a permit be obtained. Sections 2, 3, 4, 5, 6, and 7 provide specific conditions for various areas in the Capitol Complex, and Section 9 provides restrictions that apply generally to the entire Capitol Complex, other than the areas under the control of the Legislature and conference rooms under the control of the Secretary.

8.1 Application Procedures.

- (a) Each application for a permit to use any of the buildings or grounds under the control of the Secretary, including the areas of the Statehouse that are not under the control of the Legislature, must be submitted to and received by the Secretary or a designee not later than seven (7) working days before the date of the planned activity. To submit applications, contact the Division of Facilities Management, Landon State Office Building, 900 SW Jackson, Suite 600, Topeka, Kansas 66612-2210; (785) 296-3117. Upon the demonstration by the applicant of a showing of good cause, approval may be granted with less than seven (7) working days' notice if other criteria are met.
- (b) Applications must be received by the Department of Administration between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding official state holidays.

8.2 Application Contents.

Each application for an activity must contain the following minimum information:

- (a) The name, address, and citizenship or domicile of the individual or group conducting the activity.
- (b) The name, address, and daytime telephone number of each state agency or elected official acting as a sponsor (if applicable).

- (c) The date of the planned activity.
- (d) The specific requested location for the activity.
- (e) A general description of the activity, including equipment, facilities to be used, anticipated starting and concluding times.
- (f) The approximate number of persons expected to be in attendance.
- (g) The name, address, and daytime telephone number of each party designated to coordinate and direct the activity. At all times during the event or exhibit this person must be present and wear a standardized, distinctive name badge furnished by the Division of Facilities Management for identification purposes.
- (h) The name, address and daytime telephone number of each person who is responsible for clean-up of the area after the activity.
- (i) A full explanation of the purpose of the planned activity.

8.3 Processing Applications.

Applications for activities will be processed by the Department of Administration, Division of Facilities Management in order of receipt. Within ten (10) working days of the receipt of a complete and proper application and payment of any applicable fees, the Secretary or a designee will either approve or deny the application in accordance with this section and identify any specific conditions that apply to the requested location.

8.4 Fees and Conditions for Approval.

- (a) Consideration of an application is contingent upon payment of all applicable fees.
- (b) Approval to use Capitol Complex facilities may be conditioned upon any other reasonable conditions or time, place, and manner restrictions deemed necessary by the Secretary or a designee.
- (c) The Department of Administration reserves the right to limit the number of activities held in an area to prevent conflicts as to time, place, manner or duration

of the activity with other activities for which permits have been issued or are pending issuance. All activities will be reserved on a first-come, first-serve basis. When more than one applicant desires the use of the same facility or area at the same time, priority shall be given to the first complete application received that meets all other criteria for approval. However, regularly occurring Inaugural events shall have priority use of the Statehouse and the Capitol Complex.

- (d) Reservations and permits for an activity will be valid in the approved areas only, and the activity must be limited to the approved area.
- (e) The activity must be conducted in the area designated without creating a risk of injury or illness to persons, or risk of danger to property, and must not impede the performance of public business to be conducted in the area. The area may be designated by oral or written instruction or by the placement of barricades, fencing, rope or other obstacles.
- (f) The Department of Administration reserves the right to limit the noise level of sound systems.
- (g) The group conducting the activity will be responsible for collecting and removing all litter created by their group or their visitors. Failure to do so will result in additional expenses being assessed to the group.
- (h) All applications must meet the additional requirements in sections 8.5 and 8.6.

8.5 Commercial Activity: Conditions.

- (a) Commercial activity in the Statehouse, on its steps, and on the surrounding grounds is prohibited unless it is specifically approved by the Department of Administration as part of the permit for the event, exhibit, or display. Approval will only be granted if the commercial activity is incidental to a permitted event, exhibit, or display that has a governmental purpose.
- (b) In addition to meeting the general requirements for permit applications, the permit application for an activity that will involve such an incidental commercial activity

must contain a complete explanation of the governmental purpose of the activity and of the relationship of the commercial activity to the governmental purpose.

- (c) Approval for activities that include incidental commercial activity may contain additional conditions and time limitations.
- (d) Commercial activity in any of the other buildings and on grounds listed in K.A.R. 1-49-1 is strictly prohibited, except for vendors under contract with the State of Kansas; blood drives sponsored by a state agency; and commercial activity that is sponsored by a state agency and is conducted in a parking lot under Section 6 above.

8.6 Grounds for Denial of Applications.

If an application is denied, the requesting party will be notified by telephone or letter indicating the reason or reasons for the denial. An application may be denied by the Secretary or a designee upon one or more of the following grounds:

- (a) The application is incomplete, the information submitted in the application is false or misleading, or any applicable fee has not been submitted in a timely manner;
- (b) Additional application(s) are received for the same location, date, and time frame of a previously approved event and the space or activity does not reasonably permit multiple occupancy in that particular area;
- (c) It reasonably appears that the proposed activity will present a danger to the public safety, good order, or health;
- (d) The proposed activity is of such a size, nature, or duration that it cannot reasonably be accommodated in the particular area requested;
- (e) The proposed activity may cause damage to the area, including trees, shrubbery, other plantings, installations, and statues;
- (f) The application proposes activities contrary to any of the provisions of these policies, applicable laws, or applicable regulations;

- (g) When required, the application is not made by a state agency or does not identify an appropriate sponsor;
- (h) When required, the application does not relate to a governmental purpose;
- (i) The applicant is not a citizen of or domiciled in Kansas; or
- (j) Other reasonable grounds specified by the Secretary.

8.7 Final Authority.

For all areas subject to the control of the Secretary, the Secretary or a designee will be the final authority in determining whether or not an activity may be permitted, whether or not the activity relates to a governmental purpose when required for approval, and whether or not any provision of this policy may be waived.

8.8 Revocation of a Permit or Approval.

Approval of an activity in the Capitol Complex is revocable. Approval will be revoked and an activity discontinued when applicable regulations or statutes, or these policies have been violated, or when conditions set out in the reservation agreement have been breached. During the conduct of an activity, the ranking Capitol Police supervisory official in charge may also revoke approval, if continuation of the activity presents a clear and present danger to the public safety, good order, or health, or for any violation of applicable statutes, regulations or policies.

8.9 Renewal Provisions.

No exclusive rights to permits or reservations for use of space will be issued for consecutive future years to any one applicant.

SECTION 9: GENERAL PROVISIONS: CONDITIONS AND LIMITATIONS ON USE

9.1 Conditions and Limitations.

Except as specifically noted below, the following conditions and limitations will apply to all buildings and grounds in the Capitol Complex other than areas under the control of the Legislature and conference rooms under the control of the Secretary.

- (a) No structures will be erected or positioned anywhere in the Capitol Complex, unless prior approval has been obtained from the Department of Administration.
- (b) No intoxicating beverage or substance will be allowed on any state property except as approved for the Dillon House.
- (c) Public areas of the Statehouse will not be used for activities requiring the use of cooking or heating elements of any kind.
- (e) Camping is not allowed.
- (f) No materials of any kind will be placed on vehicles in any state parking lot in conjunction with any activity.
- (f) All materials used in conjunction with any activity must be removed from the area immediately following the activity. Waste of any kind must not be allowed to accumulate in any area or in any manner that creates a potential hazard to life or property. No confetti, balloons, rice, birdseed, or other similar substances will be used in conjunction with any activity.
- (g) No banners, signs, exhibits or any other materials will be taped, tacked, nailed, hung or otherwise placed in any manner on walls or in elevators or restrooms of the Statehouse or other buildings in the Capitol Complex or on trees or statues on the grounds with the following exceptions:
 - (1) Materials relating to agency-sponsored activities may be posted in a building other than the Statehouse in a manner approved by the Secretary or a designee. Prohibited material will be removed without notice.

- (2) Inaugural banners may be hung inside or outside of the Statehouse as approved by the Secretary or a designee. Employees of the Division of Facilities Management will hang any requested banners.
- (h) No entrance or exit to the Statehouse, to other buildings in the Capitol Complex, or to the grounds of any of these buildings may be blocked in any way, including public driveways, pedestrian walkways, and surrounding streets.
- (i) No individual shall partially or completely block or partition off any corridor, hallway, passageway, Rotunda, or other public space in the Statehouse or any other building in the Capitol Complex. Stairs may not be blocked for any reason except for maintenance or cleaning purposes.
- (j) No individual shall unreasonably interfere with the passing or movement of any person through a public space or create any unreasonable risk to persons or property in the Capitol Complex.
- (k) No unauthorized merchandise may be sold and no money may be collected in the Statehouse or in any other building in the Capitol Complex or on the surrounding grounds, except as provided in Section 6 and Section 8.5. No drawings, raffles, or fund-raising events in which money is collected will be permitted in the Statehouse or in any other building in the Capitol Complex or on the surrounding grounds except in the following instances:
- (1) The drawing, raffle, or fund-raising event is sponsored by a state agency in conjunction with United Way or Project Topeka activities.
 - (2) The drawing, raffle, or fund-raising event is in connection with other charitable fund-raising activities sponsored by a state agency and approved by the Secretary or a designee; or
 - (3) The fund-raising activity is conducted in a parking lot pursuant to the requirements in Section 6.

- (l) No activity will be scheduled for the purpose of promoting a profit-making organization or individual for any reason, except as provided in Section 6 or Section 8.5. This includes displaying business cards, posters, fliers, or other items considered by the Department of Administration to be promotional in nature. This prohibition shall not apply to blood drives sponsored by a state agency.
- (m) Use of audio devices in a manner that is disturbing or disruptive to the ongoing work of employees in the Capitol Complex buildings and the surrounding grounds is prohibited.
- (n) Any activity considered to create a hazard to the participants, general public, building or contents of a building may be discontinued by Capitol Police.
- (o) Electrical cords used for events, exhibits, or displays must be placed and secured so that they do not create a potential hazard to the public or employees. The use of duct tape, masking tape, scotch tape, etc., is not permitted to secure extension cords to the floors, as they will mar the finish. Gaffers' tape or floor mats must be used to secure the cords.
- (p) Compressed gas cylinders may not be brought into the Capitol Complex unless they are used by a state agency or an authorized contractor in connection with the official duties of that agency.
- (q) Lit candles may not be used inside the Statehouse or any of the other buildings in the Capitol Complex.
- (r) No vehicles will be allowed to park on the Statehouse grounds unless authorized by the Department of Administration in the furtherance of a specific state purpose.
- (s) The regular business hours of each area, as posted, will be strictly enforced. No activity will be permitted outside of the regular business hours for the area desired without approval of the Secretary or a designee.

- (u) No person shall post any notice or petition upon any of the grounds or in any of the public areas of the buildings in the Capitol Complex without approval of the Secretary or a designee. Items posted on a bulletin board within an agency are controlled by that agency.
- (v) No person will be allowed to carry, transport, or use signs, posters, placards, or banners in any building in the Capitol Complex.
- (w) No leaflets or handouts of any kind may be distributed except those that are part of an authorized exhibit or event.

9.2 Exceptions.

The Secretary or a designee, as appropriate, may make reasonable exceptions to the provisions of any of the policies in this manual.

APPENDIX A

Kansas Administrative Regulations

Personal Conduct; Certain Buildings and Grounds

(From Article 1-49 of the Kansas Administrative Regulations)

1-49-1. Personal conduct limitations and animal restrictions.

- (a) No person shall climb upon or hang over any rotunda, hall or portico, railing, or stair railing located in or upon any of the following properties:
- (1) The statehouse;
 - (2) the Kansas judicial center;
 - (3) Docking state office building, 915 SW Harrison;
 - (4) Landon state office building, 900 SW Jackson;
 - (5) the memorial building, 120 SW 10th;
 - (6) Forbes office building #740;
 - (7) the division of printing plant, 201 NW MacVicar;
 - (8) the state office building located at 3440 SE 10th Street;
 - (9) the Dillon house, 404 SW 9th Street;
 - (10) the Curtis state office building, 1000 SW Jackson;
 - (11) the state office building located at 700 SW Harrison; or
 - (12) any other building located in Shawnee County that is operated by the secretary of administration.

- (b) No person shall run up or down the halls or stairways, or crowd, push, or shove any other person upon the stairways of any of the buildings listed in subsection (a).
- (c) No person shall swim or wade in any fountain located on the grounds of any of the buildings listed in subsection (a), nor shall any person permit any animal under that person's care to enter the fountain.
- (d) Except as provided in subsection (e), no person shall bring any animals into any of the buildings listed in subsection (a).
- (e)
 - (1) Guide dogs, hearing assistance dogs, and service dogs shall be permitted in the buildings identified in subsection (a) for the purpose of assisting disabled persons.
 - (2) Upon the request of a state agency, permission to bring animals into any of the buildings identified in subsection (a), or into a particular area within one of those buildings, may be granted by the secretary of administration if this action will assist a state agency in attaining an objective or goal that bears a valid relationship to the powers and functions of the state agency. (Authorized by K.S.A. 75-3706; and 75-4505; implementing K.S.A. 75-4505 and 75-3762; effective Jan. 1, 1966; amended May 1, 1978; amended May 1, 1979; amended Nov. 18, 1991; amended June 27, 1994; amended May 26, 2000; amended June 6, 2003.)

1-49-2. Trash.

Bottles, cups, food containers, or other trash shall not be left upon the stairways, or anywhere in the hallways of any buildings or upon the grounds of buildings listed in K.A.R. 1-49-1, but shall be placed in containers provided for the purpose. (Authorized by K.S.A. 75-3706, K.S.A. 1978 Supp. 75-3762; effective Jan. 1, 1966; amended May 1, 1979.)

1-49-3. Eating on grounds.

Lunches or picnics sponsored by private groups shall not be held upon any of the grounds, stairways, or hallways of any of the buildings listed in K.A.R. 1-49-1, except upon prior approval by the secretary of administration. (Authorized by K.S.A. 75-3697, K.S.A. 1978 Supp. 75-3762; effective Jan. 1, 1966; amended May 1, 1979.)

1-49-4. Unnecessary noise.

Persons in the halls or upon the stairways of any buildings listed in K.A.R. 1-49-1, shall refrain from boisterous, noisy conduct or shouting. Groups of five or more children under the age of eighteen years shall be in the charge of some adult person who shall be held responsible for the conduct of the children. (Authorized by K.S.A. 75-3706, K.S.A. 1978 Supp. 75-3762; effective Jan. 1, 1966; amended May 1, 1979.)

1-49-5. Damage to public property.

No person shall write, scratch, cut or otherwise deface or damage any of the walls, floors, woodwork, doors, glass or other public property located in or on any of the buildings or grounds of buildings listed in K.A.R. 1-49-1. Any person violating this regulation shall be prosecuted as provided by law. (Authorized by K.S.A. 75-3706, K.S.A. 1978 Supp. 75-3762; effective Jan. 1, 1966; amended May 1, 1979.)

1-49-6. Dome visitors.

- (a) No person under eighteen (18) years of age shall be permitted to visit the dome of the capitol building unless accompanied by an adult. The adult shall be held responsible for any person or persons under the age of eighteen (18) years within the capitol dome area under his or her supervision.
- (b) Any child under eighteen (18) years of age within the dome area shall remain in the immediate company of the adult responsible for his or her supervision. No adult shall permit any child under his or her supervision to run ahead or lag behind, or otherwise leave the immediate area in which the adult may be located.

- (c) No person shall leave the designated stairways or walkways within the dome area. No person shall climb upon any girders or supporting beams located within the dome area. No person shall go upon either the glass, girders or catwalks of the glass inner dome ceiling. (Authorized by K.S.A. 75-3706, K.S.A. 1978 Supp. 75-3762; effective Jan. 1, 1966; amended May 1, 1979.)

1-49-7. General dome provisions.

- (a) No person shall carry into the dome any bottle, cup or other trash. No person shall litter or drop any article whatsoever from any steps within the dome or from the observation tower outside the upper dome.
- (b) All persons within the dome area shall carefully and promptly follow the directions of any official state guard or guide on duty therein. (Authorized by K.S.A. 75-3706, K.S.A. 1978 Supp. 75-3762; effective Jan. 1, 1966; amended May 1, 1979.)

1-49-8. State office building observation tower.

The provisions of K.A.R. 1-49-7 shall be equally applicable to persons visiting the observation tower of the Docking State Office Building. (Authorized by K.S.A. 75-3706, K.S.A. 1978 Supp. 75-3762; effective Jan. 1, 1966; amended May 1, 1979.)

(Note: This regulation is referring to the observation tower of the Docking State Office Building.)

1-49-9. Penalty and enforcement.

Any person violating any of these regulations may be expelled and ejected from any of the buildings or grounds of buildings listed in K.A.R. 1-49-1. If any person is responsible for damage to or destruction of public property as the result of violation of these regulations, he or she may be prosecuted as provided by law. (Authorized by K.S.A. 75-3706, K.S.A. 1978 Supp. 75-3762; effective Jan. 1, 1966; amended May 1, 1978; amended May 1, 1979.)

1-49-10. Prior approval of activities.

No person shall post any notices or petitions upon any of the grounds or in any of the public areas of the buildings listed in K.A.R. 1-49-1, except on the bulletin board of an agency when the consent of the agency has been secured. No person shall conduct any meeting, demonstration or solicitation on any of the grounds or in any of the buildings listed in K.A.R. 1-49-1 without the prior permission of the secretary of administration or a designee. (Authorized by K.S.A. 75-3706, K.S.A. 1978 Supp. 75-3762; effective May 1, 1978; amended May 1, 1979.)

1-49-11. Possession of firearms prohibited.

The provisions of K.S.A. 1992 Supp. 21-4218, as amended, with respect to possession of firearms shall apply to all state-owned or leased buildings in which the agency or agencies occupying the building have conspicuously placed signs clearly stating that firearms are prohibited within that building. (Authorized by 75-3706, 75-4505; implementing K.S.A. 1992 Supp. 21-4218, as amended by L. 1992, ch. 298, sec. 80; effective Dec. 27, 1993.) (Note: See also K.S.A. 21-4218 on page A-6.)

1-49-12. Smoking prohibited.

No person shall smoke in any of the following areas:

- (a) In any of the buildings identified in K.A.R. 1-49-1;
- (b) in or near the exterior doorways of those buildings, except in any area designated as a smoking area by means of a posted sign; or
- (c) in any area designated as a nonsmoking area by means of a posted sign, on the grounds of those buildings. (Authorized by K.S.A. 75-3706 and 75-4505; implementing K.S.A. 75-3762 and K.S.A. 75-4505; effective June 6, 2003.)

**Article 45: Motor Vehicle Parking on Certain
State-Owned or State-Operated Property in Shawnee County**

NOTE: The following regulations apply to parking in the Capitol Complex for areas other than the Statehouse grounds. At the present time, parking on the Statehouse grounds is by Statehouse parking permit only.

1-45-18. Definitions and application of regulations.

(a) The following definitions shall apply to these regulations:

- (1) "Director" means the director of facilities management.
- (2) "Motor vehicle" shall have the meaning prescribed by K.S.A. 8-126, and amendments thereto.
- (3) "Parking permit" or "permit" means a decal, hang tag, electronic key card, or any other form of parking authorization specified and issued by the secretary, which shall be displayed in a manner determined by the secretary.
- (4) "Person" shall mean either of the following:
 - (A) The individual, partnership, corporation, association, or governmental body to whom a motor vehicle is registered as provided in K.S.A. 8-127, and amendments thereto; or
 - (B) a person who has the lawful possession of a motor vehicle as provided in a lease entered into for valuable consideration, including the individual or state agency to which a state-owned or state-leased motor vehicle is assigned in accordance with K.S.A. 75-4601 et seq., and amendments thereto, and article 17 of these regulations.
- (5) "Secretary" means the secretary of administration or the secretary's designee.

- (6) "State agency" shall have the meaning prescribed by K.S.A. 75-4112, and amendments thereto.

- (b) Each vehicle parked upon any state-owned or state-operated property in Shawnee County, Kansas shall be parked in compliance with these regulations. These regulations shall not apply to any of the following:
 - (1) State-owned or state-operated property in Shawnee County, Kansas, that is under the jurisdiction and control of any of the following:
 - (A) The department of corrections;
 - (B) the Kansas neurological institute;
 - (C) the juvenile justice authority; or
 - (D) the Kansas national guard;
 - (2) the facilities governed by article 46 of these regulations; or
 - (3) the state highway shops and laboratory. (Authorized by K.S.A. 75-3706, K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1, and K.S.A. 75-4507; implementing K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1; amended February 28, 2003.)

1-45-19. Application for a parking contract and issuance of a parking permit.

- (a) Any state employee or state agency may request to enter into a parking contract for a parking location at which parking is restricted to vehicles that display a parking permit by submitting an application in the form and manner determined by the secretary, except that eligibility to enter into a parking contract for those parking locations may be limited to those state employees and state agencies with offices located in buildings and facilities specified by the secretary as associated with the requested parking location. Parking contracts for a state agency shall be issued only as the secretary determines necessary.

- (b) These regulations shall be considered to be part of each parking contract, and each state employee or state agency entering into a parking contract shall agree to abide by all applicable regulations.
- (c) A unique parking permit shall be issued for each parking contract that is executed by a state employee or state agency. The parking permit shall be issued only after the state employee or state agency has signed the written parking contract and, where required, paid the fee prescribed by K.A.R. 1-45-21 or K.A.R. 1-45-22.
- (d) Each parking permit shall be in a form designated by the secretary. Each state employee or state agency to which a parking permit is issued shall display the permit in the manner specified by the secretary. If the parking permit is required to be permanently affixed to the vehicle, the parking permit may be issued to a state employee in a manner that permits display of the parking permit in a maximum of two vehicles. Any permit issued to a state agency may be restricted by time period or location, or both.
- (e) When a parking contract is cancelled or terminated, the parking permit issued in connection with that parking contract shall be invalid and shall be returned to the secretary.
- (f) A temporary parking permit authorizing parking in a stated location or locations for a specified period of time may be issued if the secretary determines that doing so would facilitate conduct of official state business, assist any individual who is visiting a facility located on property subject to these regulations, or otherwise be in the best interests of the state. Each application for a temporary parking permit and for renewal or extension of a temporary parking permit shall be submitted in the form and manner designated by the secretary. Each temporary parking permit shall be in a form designated by the secretary, shall be displayed in the manner specified by the secretary, and may be subject to other conditions established by the secretary. (Authorized by K.S.A. 75-3706, K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1, and K.S.A. 75-4507;

implementing K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1; amended February 28, 2003.

1-45-19. Application for a parking contract and issuance of a parking permit.

- (a) Any state employee or state agency may request to enter into a parking contract for a parking location at which parking is restricted to vehicles that display a parking permit by submitting an application in the form and manner determined by the secretary, except that eligibility to enter into a parking contract for those parking locations may be limited to those state employees and state agencies with offices located in buildings and facilities specified by the secretary as associated with the requested parking location. Parking contracts for a state agency shall be issued only as the secretary determines necessary.
- (b) These regulations shall be considered to be part of each parking contract, and each state employee or state agency entering into a parking contract shall agree to abide by all applicable regulations.
- (c) A unique parking permit shall be issued for each parking contract that is executed by a state employee or state agency. The parking permit shall be issued only after the state employee or state agency has signed the written parking contract and, where required, paid the fee prescribed by K.A.R. 1-45-21 or K.A.R. 1-45-22.
- (d) Each parking permit shall be in a form designated by the secretary. Each state employee or state agency to which a parking permit is issued shall display the permit in the manner specified by the secretary. If the parking permit is required to be permanently affixed to the vehicle, the parking permit may be issued to a state employee in a manner that permits display of the parking permit in a maximum of two vehicles. Any permit issued to a state agency may be restricted by time period or location, or both.
- (e) When a parking contract is cancelled or terminated, the parking permit issued in connection with that parking contract shall be invalid and shall be returned to the secretary.

- (f) A temporary parking permit authorizing parking in a stated location or locations for a specified period of time may be issued if the secretary determines that doing so would facilitate conduct of official state business, assist any individual who is visiting a facility located on property subject to these regulations, or otherwise be in the best interests of the state. Each application for a temporary parking permit and for renewal or extension of a temporary parking permit shall be submitted in the form and manner designated by the secretary. Each temporary parking permit shall be in a form designated by the secretary, shall be displayed in the manner specified by the secretary, and may be subject to other conditions established by the secretary. (Authorized by K.S.A. 75-3706, K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1, and K.S.A. 75-4507; implementing K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1; amended February 28, 2003.)

1-45-20. Parking permit required.

- (a) The provisions of this regulation shall apply only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, holidays excepted, and to those locations at which parking is restricted to vehicles displaying a parking permit.
- (b) Except as otherwise expressly indicated in this regulation, a motor vehicle shall not be parked in any of the parking locations subject to this regulation, unless the motor vehicle plainly displays a parking permit that authorizes the motor vehicle to be parked in that parking location. A motor vehicle with a parking permit shall not be parked on the statehouse grounds, in a parking lot or garage other than the location for which the parking permit has been issued, or in stalls that are designated for visitors.
- (c) (1) Any motor vehicle displaying the appropriate parking permit for that particular parking lot or garage may be parked in any parking stall that is not specifically marked as reserved, or that is not specifically designated or posted for the use and benefit of specified vehicles, state agencies, or state employees.

- (2) Each motor vehicle displaying a temporary permit for parking shall be parked only in those locations specified by the temporary permit and only on those dates and for the length of time specified by the temporary permit.
- (d) At no time shall more than one vehicle per parking contract use the parking permit for that contract to park at locations subject to this regulation.
- (e) Each parking permit shall be used only by the employee or state agency to which that parking permit is issued. Parking contracts, parking permits, and temporary permits shall not be loaned, assigned, sublet, or in any other manner permitted to be used by any other person or individual. If a parking permit is designed to be permanently affixed to a specific vehicle, that parking permit shall not be used for parking any motor vehicle other than that for which it was specifically issued, except with the prior permission of the secretary. (Authorized by K.S.A. 75-3706, K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1, and K.S.A. 75-4507; implementing K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1; amended February 28, 2003.)

1-45-23. Parking restrictions.

- (a) Unless otherwise authorized by the secretary or the secretary's designee for reasons of business or emergency, a motor vehicle shall not be parked in any of the following locations:
 - (1) A tunnel or archway;
 - (2) a pedestrian walk;
 - (3) a driveway;
 - (4) any location other than within a marked parking stall; or
 - (5) any location in which the vehicle is double-parked.
- (b) Signs indicating "no parking" or any other parking restrictions specific to that parking lot or garage may be posted. In lieu of posting "no parking" signs or

signs indicating any other parking restrictions, any officer of the capitol area security patrol or any designee or agent of the director may lawfully prohibit or direct the parking of a motor vehicle upon any property subject to these regulations. The order of an officer of the capitol area security patrol or a designee or agent of the director shall take precedence over any parking permit or posted sign. (Authorized by K.S.A. 75-3706, K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1, and K.S.A. 75-4507; implementing K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1; amended February 28, 2003.)

1-45-24. Violations and enforcement.

(a) Fines.

(1) In any parking location that is restricted to vehicles displaying a parking permit, each person whose vehicle is parked in violation of any of these regulations shall be subject to the following administrative fines:

(A) First violation: \$15 fine;

(B) second violation: \$25 fine;

(C) third violation: the person's motor vehicle shall be subject to being mechanically immobilized, and the person shall be subject to a \$50 fine; and

(D) each violation after the third violation: the person shall be subject to a \$100 fine and removal of the motor vehicle as specified in subsection (c).

A violation shall be deemed to have occurred each time that a motor vehicle is found to be parked in a manner prohibited by these regulations, except that a second or subsequent violation shall not be deemed to have occurred on the same day when that motor vehicle continues in the same violation at the same location.

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(2) In metered visitor parking areas, each person whose vehicle is parked after the expiration of the paid meter time or otherwise in violation of these regulations shall be subject to the following fines:

(A) First violation: \$3 fine; and

(B) subsequent violations in the same day and at least two hours after the previous violation: \$10 fine for each violation.

The administrative fines specified in this paragraph (a)(2) shall apply only to vehicles not bearing a parking permit. Each person whose vehicle bears a parking permit and is parked in violation of this paragraph (a)(2) shall be subject to the fines specified in paragraph (a)(1).

(3) Persons paying the administrative fines specified in this regulation shall not be deemed guilty of violating these regulations under K.S.A. 75-4508, and amendments thereto, and shall not be subject to the criminal penalties prescribed by K.S.A. 75-4508, and amendments thereto.

(b) Appeal of administrative fines.

(1) Any person who is assessed an administrative fine under this regulation may submit a written appeal of the fine to the director within 10 days of the date on which the fine was assessed.

(2) An appeal review committee consisting of at least three individuals shall be convened by the director to consider each appeal. The fine may be affirmed, modified, or vacated by the appeal review committee based on the written documentation submitted with the appeal. Before affirming, modifying, or vacating the fine, the person may be requested by the appeal review committee to submit additional information in writing or in person.

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- (3) Written notice of the appeal review committee's decision to affirm, modify, or vacate the fine shall be given to the person within 30 days of the date on which the appeal is received by the director. The decision of the appeal review committee shall be final.
- (c) Removal of vehicles. In addition to any criminal penalties imposed under K.S.A. 75-4501 *et seq.* and amendments thereto or any administrative fines assessed under this regulation, any motor vehicle, whether privately or publicly owned, that is parked in violation of any of these regulations may be deemed to be a common nuisance. Upon the direction of the secretary, the nuisance may be abated through removal and impoundment of the motor vehicle. The cost of the abatement by removal and impoundment shall be a lien against the motor vehicle until paid to the director or the director's designee.
- (d) Termination of parking contract. Any parking contract may be terminated and any parking permit may be revoked by the secretary for any violation of the terms and conditions of the parking contract, these regulations, or any statute pertaining to parking. Each person whose contract is terminated under this subsection shall be ineligible for a new parking contract until all other persons eligible for parking contracts for whom space was not available at the time the person's parking contract was terminated have been given an opportunity to enter into a parking contract. (Authorized by K.S.A. 75-3706, K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1, K.S.A. 75-4507, and K.S.A. 75-4508, as amended by L. 2002, Ch. 200, Sec. 2; implementing K.S.A. 75-3762, K.S.A. 75-4506, as amended by L. 2002, Ch. 200, Sec. 1, and K.S.A. 75-4508, as amended by L. 2002, Ch. 200, Sec. 2; amended February 28, 2003.)

APPENDIX B

Legislative Coordinating Council Policy 56

Use of rooms or other facilities of the Hiram Price Dillon House.

(a) The rooms and other facilities of the Hiram Price Dillon House, including its surrounding premises, are available for use by, or under the sponsorship of, the senate and house of representatives, committees of the house of representatives and senate, including special and select committees, and legislators, and are available to other than such legislative use only in accordance with this policy. In addition to other provisions of this policy, each use of the rooms and other facilities of the Hiram Price Dillon House, including its surrounding premises is subject to and shall be conducted in accordance with the following:

1. Use of the rooms and other facilities of the Hiram Price Dillon House or its surrounding facilities by, or under sponsorship of, the senate and house of representatives, committees of the house of representatives and senate, including special and select committees, and legislators take priority over all other usage.
2. State political party committees organized in accordance with Article 38 of Chapter 25 of the Kansas Statutes Annotated and other committees of such parties may be granted permission to use the rooms and other facilities of the Hiram Price Dillon House or its surrounding facilities.
3. State agencies may be granted permission to use the rooms and other facilities of the Hiram Price Dillon House or its surrounding facilities for ceremonial purposes, for conduct of educational programs or examinations, or for other activities in the conduct of state business. Other governmental agencies may be granted permission to use the rooms and other facilities of the Hiram Price Dillon House or its surrounding premises in the conduct of educational programs or in discharging their governmental duties.

4. Private nonprofit organizations may be granted permission to use the rooms and other facilities of the Hiram Price Dillon House or its surrounding facilities for programs designed for education in the state legislative process. No such organization shall be granted permission to use such rooms or facilities for the conduct of programs in which participation is limited or restricted on the basis of race, color, religion, sex, age, handicap, cultural heritage or national origin or ancestry, except that permission may be granted for the use of such rooms or facilities by youth groups consisting only of either boys or girls.
 5. Functions or activities that include luncheons, dinners, receptions, or other gatherings at which food or drink are served or consumed may be approved only for use of the rooms and other facilities of the Hiram Price Dillon House, or its surrounding premises, by, or under sponsorship of, the senate and house of representatives, committee of the house of representatives and senate, including special and select committees, and legislators. Each such use shall be conducted in accordance with this policy and with applicable policies of the department of administration. In any case of a conflict between the provisions of this policy and any policy of the department of administration, the provision of this policy shall govern. Approval of all such functions or activities shall require cleanup after such activity or function of all rooms and other facilities of the Hiram Price Dillon House, including its surrounding premises that are used for such functions or activities.
- (b) Any disruptive activity or a violation of this policy will result in immediate revocation of the privilege of any individual, organization, state agency or other governmental agency using the rooms and other facilities of the Hiram Price Dillon House, or its surrounding premises, and may result in such organization or agency being expelled and ejected from the rooms and other facilities of the Hiram Price Dillon House, including its surrounding premises.

- (c) Requests for the use of the rooms and other facilities of the Hiram Price Dillon House, or its surrounding premises, by or under sponsorship of, the senate and house of representatives, committees of the house of representatives and senate, including special and select committees, and legislators shall be made to the director of legislative administrative services. The director of legislative administrative services shall maintain a record of all such requests for use of the rooms and other facilities of the Hiram Price Dillon House, or its surrounding premises, and the disposition thereof. Requests for use of the rooms and other facilities of the Hiram Price Dillon House, or its surrounding premises, submitted to the director of legislative administrative services under this policy shall be approved or denied by the director in accordance with the provisions of this policy.
- (d) Requests for the use of the rooms or other facilities of the Hiram Price Dillon House, or its surrounding premises, other than by, or under sponsorship of, the senate and house of representatives, committees of the house of representatives and senate, including special and select committees, and legislators, shall be made to the secretary of administration in accordance with policies and rules and regulations of the secretary of administration. The secretary of administration shall consult and coordinate with the director of legislative administrative services prior to taking action on requests for use of the rooms and other facilities of the Hiram Price Dillon House, or its surrounding premises, submitted to the department of administration. All such requests shall be subject to the provisions of this policy.
- (e) Use of the rooms and other facilities of the Hiram Price Dillon House, including its surrounding premises, shall be subject to reasonable fees which are directly related to the costs of such use and which are fixed and collected by the secretary of administration. The secretary of administration shall advise and consult with the director of legislative administrative services regarding all such fees.

- (f) Alcoholic liquor and cereal malt beverages may not be served or consumed in the Hiram Price Dillon House or on its surrounding premises except as authorized pursuant to this policy. Requests for authorization for alcoholic liquor or cereal malt beverages, or both, to be served and consumed at an appropriate function or activity held in the Hiram Price Dillon House or on its surrounding premises shall be made as part of the request submitted pursuant to this policy for the use of the rooms or other facilities of the Hiram Price Dillon House for such function or activity and shall be subject to approval in accordance with this policy by the director of legislative administrative services.
- (g) Alcoholic liquor or cereal malt beverages, or both, may be served and consumed at an appropriate function or activity held in the Hiram Price Dillon House or on its surrounding premises if alcoholic liquor and cereal malt beverages are specifically authorized to be served or consumed at such function or activity in accordance with this policy and subject to the following:
1. Alcoholic liquor and cereal malt beverages may be authorized to be served and consumed in the Hiram Price Dillon House only at functions or activities that are luncheons, dinners or receptions which have been approved in accordance with this policy and at which food is furnished.
 2. Nonalcoholic beverages shall be furnished at all functions or activities at which alcoholic liquors and cereal malt beverages are authorized to be served or consumed in the Hiram Price Dillon House.
 3. Alcoholic liquor and cereal malt beverages may not be served to or consumed by a minor or by any other person, or in any other manner, at any function or activity held in the Hiram Price Dillon House or on its surrounding premises in violation of any applicable law.
 4. Alcoholic liquor or cereal malt beverages may be served or consumed only within the Hiram Price Dillon House and shall not be served or consumed on the grounds or surrounding premises outside of the building.

- (h) Persons attending any function or activity in the rooms and other facilities of the Hiram Price Dillon House, or on its surrounding premises, at which food or drink, including any alcoholic liquor or cereal malt beverage, are approved to be served or consumed, shall be furnished such food or drink by the individual or organization for which such function or activity is approved. No food or drink, including any alcoholic liquor or cereal malt beverage, shall be sold to persons attending any such function or activity in the rooms or other facilities of the Hiram Price Dillon House, or on its surrounding premises, at any such function or activity. (Adopted September 16, 1998; amended January 28, 1999.)

APPENDIX C

21-4218. Unauthorized Possession of a Firearm on the Grounds of or Within Certain State-owned or Leased Buildings and County Courthouses

- (a) Possession of a firearm on the grounds of or in the state capitol building, within the governor's residence, on the grounds of or in any building on the grounds of the governor's residence, within the state office building at 915 Harrison known as the Docking state office building, within the state office building at 900 Jackson known as the Landon state office building, within the Kansas judicial center at 301 West 10th, within any other state-owned or leased building if the secretary of administration has so designated by rules and regulations and conspicuously placed signs clearly stating that firearms are prohibited within such building, and within any county courthouse, unless, by county resolution, the board of county commissioners authorize the possession of a firearm within such courthouse, in possession of a firearm by a person other than a commissioned law enforcement officer, a full-time salaried law enforcement officer of another state or the federal government who is carrying out official duties while in this state, any person summoned by any such officer to assist in making arrests or preserving the peace while actually engaged in assisting such officer or a member of the military of this state or the United States engaged in the performance of duties who brings a firearm into, or possesses a firearm within, the state capitol building, any state legislative office, any office of the governor or office of other state government elected official, any hearing room in which any committee of the state legislature or either house thereof is conducting a hearing, the governor's residence, on the grounds of or in any building on the grounds of the governor's residence or the Landon state office building, Docking state office building, Kansas judicial center, county courthouses unless otherwise allowed, or any other state-owned or leased building, so designated.

- (b) It is not a violation of this section for the governor, the governor's immediate family, or specifically authorized guests of the governor to possess a firearm within the governor's residence or on the grounds of or in any building on the grounds of the governor's residence.
- (c) Violation of subsection (a) is a class B nonperson select misdemeanor.
- (d) This section shall be part of and supplemental to the Kansas criminal code. (Note: K.S.A. 21-4218 makes it a class B nonperson select misdemeanor to possess a firearm on the grounds of or in the Statehouse, the governor's residence, and the other Capitol Complex buildings except for law enforcement personnel identified in the statute.) See also K.A.R. 1-49-11 on page A-4.)

APPENDIX D

**After Hours
Capitol Complex and Grounds Fees**

Building Services:

Building Technician (electricity, etc.)	\$25.00 per hr.
Housekeeping (trash clean-up)	\$50.00 per event

Set-Up & Take Down:

Technical Equipment:

Two Hour Minimum	\$50.00
Each Additional Hour	\$20.00
Tables & Chairs	\$20.00 per event
Grounds Crew	\$25.00 per event

PLEASE NOTE

THE USE OF DUCT TAPE, MASKING TAPE, SCOTCH TAPE, ETC. ARE NOT PERMITTED TO SECURE EXTENSION CORDS TO THE FLOORS IN THE STATEHOUSE, AS THEY WILL MAR THE FINISH.

GAFFERS TAPE OR FLOOR MATS MUST BE USED TO SECURE THE CORDS.

THANK YOU.

Capitol Complex Event Application

Name: _____ Today's Date: _____

Organization: _____

E-mail: _____

Day Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Event: _____

Number of People Presenting: _____ Number of People Attending: _____

Event Date: _____ Arrival Time: _____

Event Start Time: _____ Ending Time: _____

Detailed description of proposed event (If an itinerary is available, please send with application.): _____

Legislative Sponsor: _____

Telephone Number of Legislative Sponsor: _____

Area of preference: ___ Docking State Office Bldg. ___ Landon State Office Bldg.

___ Memorial Hall ___ Curtis State Office Bldg. ___ Eisenhower State Office Bldg.

___ Dillon House – Only location allowing **food** - \$40 fee must accompany application.

___ *Easels* ___ *Podium/PA System* ___ *Tables* ___ *Chairs*

Areas of preference will be taken into consideration upon submission of completed application. Depending on the size of your group – there may be more than one event in a specific area.

Conditions of Approval

- ✓ The application must relate to a governmental purpose.
- ✓ The applicant must be domiciled in Kansas.
- ✓ The application must have a legislative sponsor or a state agency sponsor.
- ✓ Application must be filled out completely.

Limitations of Use

- ✓ Activity must not result in damage to or destruction of state property.
- ✓ No banners, signs, exhibits or any other materials will be taped, tacked, nailed, hung or otherwise placed in any manner within the Capitol Complex.
- ✓ The activity must be conducted in the area designated without creating a risk to life safety, of injury or illness to persons, or risk of danger to property or person, and must not impede the performance of public business to be conducted in the area.
- ✓ The maximum occupancy for each area, as posted, will be strictly enforced.
- ✓ No leaflets or handouts of any kind may be distributed except those that are part of an authorized exhibit or event and in the designated area of the event.
- ✓ The Kansas Department of Administration shall not be responsible for any injury, loss, or damage that may occur prior to, during, or subsequent to the period covered by this reservation. All property brought onto the premises by the applicant shall be at the risk of the applicant.
- ✓ No intoxicating beverages or substances will be allowed on any state property.

I have read and agree to the terms of this application and will conform to the Conditions of Approval and Limitations of Use. I verify that the above information is correct.

Applicant Signature

Date