

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

Please print or type.

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

1. Public Building(s) and/or Grounds applied for:			2. Date of Application:	
3. Date Desired:		4. Time Desired: From: _____ To: _____		5. Expected Attendance
6. Describe Intended Usage. Provide Organization's Goals, Objectives, or Purpose for this Permit Request:				
Check if needed:	Electrical Power (voltage and amps): _____		Trash Cans	Recycle Bins
7. Individuals or Organization Requesting:				Phone:
Address:				Fax:
8. Person accepting Responsibility:				Phone:
Address:				Fax:
9. Give requested information about expected active participants (speakers, leaders, etc, attach separate sheet, if necessary).				
Name		Address		Phone
10. Use separate sheet to list names, titles, and addresses of all officers and board members of organization, corporation, or group.				
11. Applicant Signature:			12: Responsible Person Signature:	
13. Law Enforcement or Security Problem Yes No				
Recommend Approval: Recommend Disapproval because				

14. Use Approved

Permit Number: _____

Use Disapproved because:

Director, Facility Management Division

Date

RULES AND REGULATIONS

1. You are responsible for the removal of your trash from state grounds.
2. Events are held in areas near office buildings where employees work from 7:30 am until 5:30 pm. The amplification of sound should be minimal. However, the normal amplification of voice for speakers is permissible.
3. The State of North Carolina is currently under mandatory water restrictions. Water cannot be provided at this time.
4. All tents used must be weighted and not stake driven.
5. Do not block the entrances for pedestrian traffic to the museums located on the Bicentennial Mall in any way. The Bicentennial Mall is pedestrian-oriented. Vehicle use is only for emergency situations. Contact Steve Watson at 919-733-3855 to request a permit to drive on the mall.
6. Do not block the entrances, exits, or sidewalks leading to the entrances and exits to the State Capitol Building in any way. These must always be available for visitors to the building.
7. All requests for use of the State Capitol Building should be referred to 733-4994. The Application to use Public Buildings and/or Grounds is for requests to use the grounds only.
8. Vehicles are only permitted in the driveway loop on the north side of the Capitol Building for loading and unloading purposes.
9. Vehicles are only permitted in the designated area of the Halifax Mall between the Education and Revenue Buildings for loading and unloading purposes. Lightweight vehicles such as a gator or golf cart may be used to transport materials and supplies from this area to the event area.
10. Parking is not permitted on the Capitol grounds, Bicentennial Mall, and Halifax Mall.
11. Visitor parking is available at the corner of Wilmington and Jones Street.
12. Utilization of public corridors must be such that no entrance, exit, restroom or office doors are blocked and that handicapped accessibility is not impeded.