

WISCONSIN STATE FACILITIES USER PERMIT SUMMARY

A permit from the State Capitol Police is generally required for public use of State facilities owned, managed or leased by the Department of Administration, including the State Capitol and State Capitol Grounds. For example, you need to apply for a permit if you wish to:

- Hold any event (such as a performance, wedding ceremony, presentation, meeting or rally) in the interior of a building, including the State Capitol.
- Hold any event on the exterior State Capitol Grounds where you reasonably expect 100 or more people to attend.
- Hold any event on the grounds of any building other than the State Capitol.
- Display any exhibit (such as signs, art work, banners, etc.) in the interior or exterior of any building.
- Use sound amplification equipment in any building or on the grounds of any building.
- Enter into any or on any such facility after it is locked and closed.
- Serve food or drink in or on the grounds any such facility.

Please also note:

- Individuals seeking a permit are encouraged to contact the State Capitol Police well in advance of any event or exhibit to allow for appropriate planning.
- Requests to use State Capitol areas under the control of the Assembly, the Governor, the Lieutenant Governor, the Senate, or the Supreme Court, should be addressed to that office instead of the State Capitol Police.
- Individuals obtaining a permit may be required to pay the costs of damage, repair, equipment set-up, clean-up, or excess security costs associated with the event or exhibit.
- Please see Appendix A of the *Wisconsin State Facilities Event and Exhibit Policy* for a complete list of buildings and grounds covered by the Policy.
- Exceptions to the permit requirement may be available for “spontaneous events.” Please *see* p. 5 of the Policy for the definition of “spontaneous event,” and review applicable guidelines found in the Policy.
- If you wish to have a tour of the Capitol you may book the tour(s) at:
<http://tours.wisconsin.gov/pub/reservations/default.aspx>.