



LOBBYISTS' GUIDE TO CAPITOL HILL

2024 Georgia Legislative Session

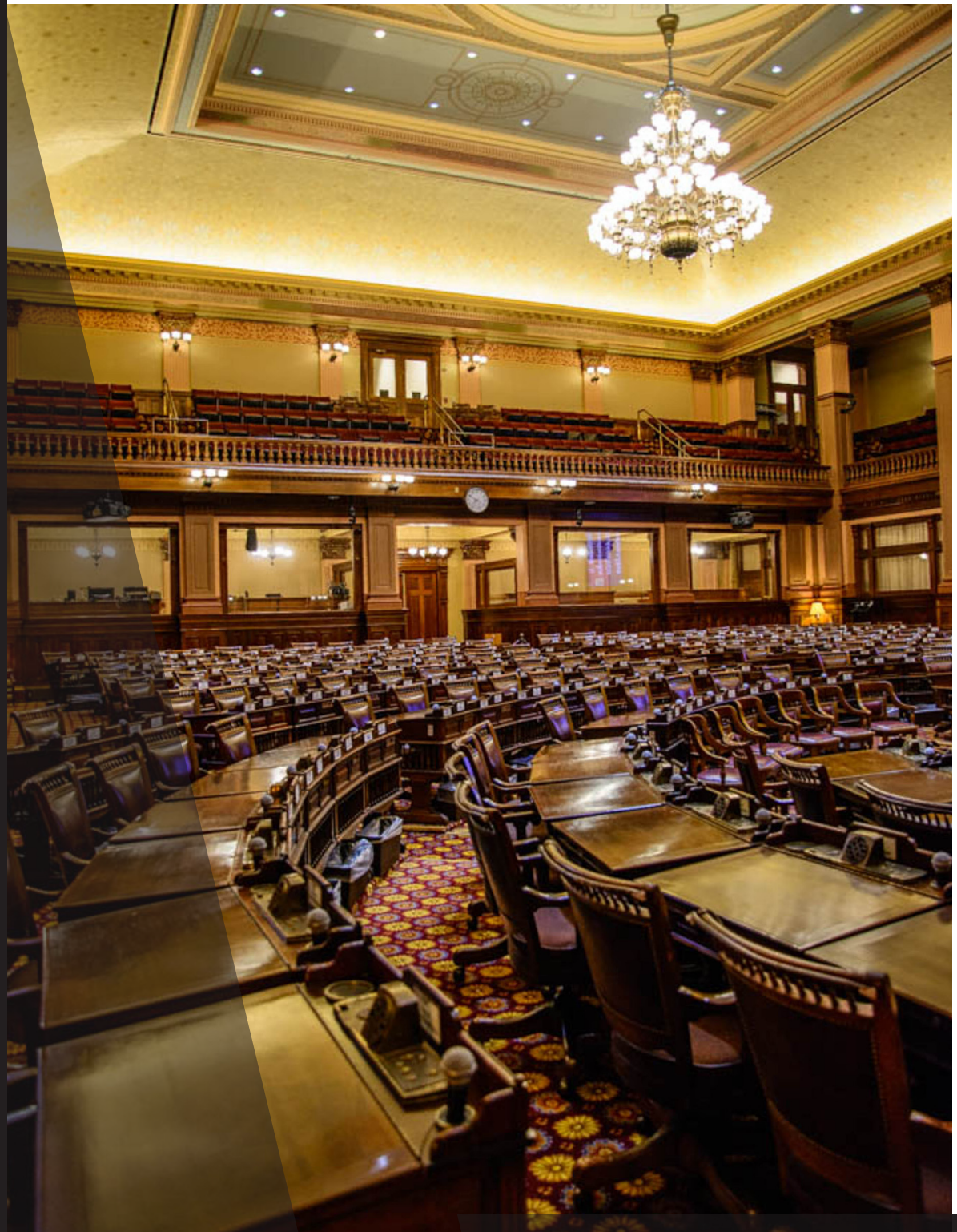


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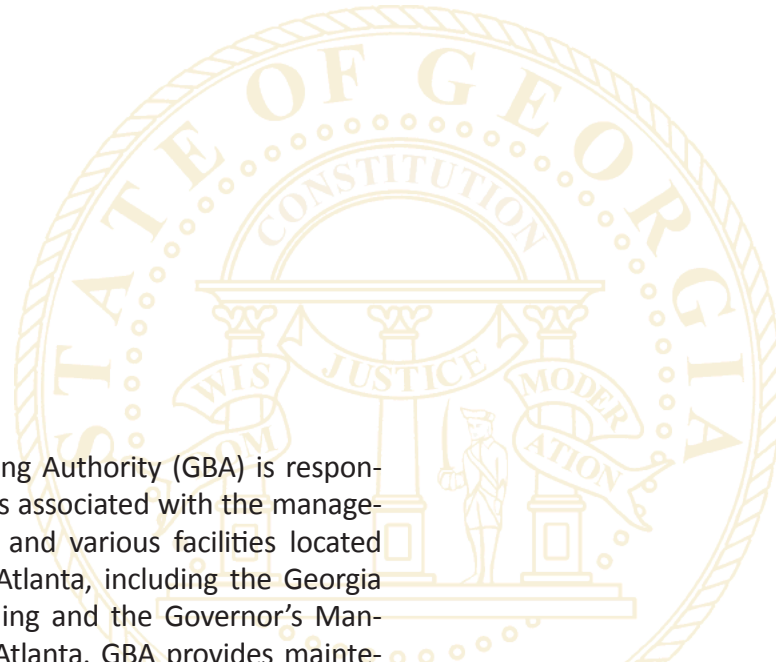
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WELCOME



The Georgia Building Authority (GBA) is responsible for all services associated with the management of buildings and various facilities located on Capitol Hill in Atlanta, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

The Governor of Georgia serves as the Chairman of the Board for the Georgia Building Authority. Biographies of all members are available on the GBA website at www.gba.ga.gov/governing-board.

Vision

Setting the standard of excellence for facility management in government.

Mission

To provide a clean, comfortable, and safe environment on Capitol Hill.

GBA is committed to supporting the Capitol Hill complex by providing the highest quality comprehensive facilities management services for state agencies, state employees, and the citizens of Georgia.

Routine GBA service requests such as light bulb replacement, spills, power outage, plumbing overflows, emergency cleaning requests, etc., can be reported by anyone by phone to Tenant Services at 404-463-HELP (4357), or reported online at www.maintenance.gba.ga.gov. Regular business hours are 7:30 a.m. - 4:30 p.m., Monday-Friday.

After hours facility emergencies should be reported to Tenant Services at 404-463-HELP (4357).

We also invite you to visit www.howsmyservice.gba.ga.gov and tell us how we're doing.



Department of Public Safety

The Department of Public Safety (DPS), which includes the Capitol Police Division and the Georgia State Patrol, provides security to all GBA facilities on Capitol Hill. DPS has established a patrol post and police department (Post 50) on Capitol Hill located at 180 Central Avenue.

To report a crime, suspicious activity, emergencies, or if you need assistance, please call 404-624-7281.

DPS has primary responsibility during an emergency or crisis and may order the evacuation of a building when there is evidence that there is a grave risk to life or property within a particular building.

State Fire Marshal

Office of Insurance and Safety Fire Commissioner

All buildings owned, operated, or occupied by the state are subject to fire safety inspections by the State Fire Marshal's Office. State inspectors are given the authority to determine whether the life safety of the occupants and the general public is in danger from fire, explosion, or related hazards, and to enforce requirements set forth by law (OCGA 25-2-22). The Fire Marshal's Office is charged with determining if the level of safety of each building is acceptable through a combination of prevention, protection, egress, and accessibility, which are established as a state minimum fire safety standard by the Safety Fire Commissioner.

The Fire Marshal's Office is charged with determining if the level of safety of each building is acceptable through a combination of prevention, protection, egress, and accessibility reviews.



BUILDINGS



Access to the Capitol and Legislative Office Building

All visitors to Capitol Hill buildings, including lobbyists, are required to show identification to Capitol Police for entry. The Georgia Government Transparency and Campaign Finance Commission's (Ethics Office) lobbyist identification badge is considered proper identification for entry into the Capitol and the Coverdell Legislative Office Building. Lobbyists are also eligible to receive a GBA building access card with an approved background check. For more information, please contact the Parking and Access Services Office at 404-656-3251 or parkit@gba.ga.gov.



Public entry to the Capitol building is on Capitol Square (Mitchell St.) first floor.



Parking Assignments

Lobbyists may request parking in the Pete Hackney Deck for the upcoming legislative session starting on September 1. Spaces are awarded based on current parking inventory at a cost of \$650. Once inventory is exhausted, requests will be placed on a waitlist and awarded on a first-come, first-served basis. One permit/hangtag (which is non-transferable) is issued to each lobbyist for use in the vehicle using a parking space. The cost to replace a lost parking hangtag is \$30. Vehicles displaying an expired permit or a reported missing/lost hangtag will be booted or towed at the owner's expense. For more information, please contact the Parking and Access Services Office at 404-656-3251 or parkit@gba.ga.gov.

Parking Permit/Hangtag

Parking permits/hangtags must be visible on the vehicle dash or the rearview mirror **when parked** to identify the responsible person for the vehicle. Permission cannot be granted for someone else to park in the lobbyist's parking space without the lobbyist's permit being displayed.

Visitor Parking

Parking for visitors and private contractors to the Capitol is available at Steve Polk on MLK Jr. Drive, Pete Hackney at the corner of Decatur Street and Jesse Hill Jr. Drive, or the Capitol Lot across from the State Capitol building for a daily fee.

Bus Parking

Parking for buses is available on a first come, first serve basis along Washington Street directly across from the Capitol on the west side next to the curb on the right. Please use crosswalks to walk to the Capitol. Please coordinate with DPS before your arrival by calling 404-463-1211.

Current parking customers can manage their accounts online at www.gba.ga.gov/parking-services. New customers must visit the Parking Office to set up an account which can then be managed online.





EVENTS ON CAPITOL HILL

Use of State Capitol

The interior public areas located on the second floor in the South Wing and Rotunda are available to book for events on weekdays from 7:00 a.m. to 5:00 p.m. Outdoor events shall be held in Liberty Plaza. Requests for an event to be held in the interior public areas of the Capitol after normal business hours will not be honored unless such event is: a) being held or hosted by a constitutional officer of the State of Georgia; b) the purpose for such event is of statewide significance and non-partisan based. As chair of GBA, the Governor retains the discretion to determine whether or not events meet the above-referenced conditions.



Please note that an event organizer can only host (1) event per 90 day period in the Capitol. Tours of the Georgia State Capitol cupola are prohibited.



Liberty Plaza

Liberty Plaza is an outdoor green space that accommodates up to 3,400 people and is ideal for large gatherings. Liberty Plaza is open to the public Monday through Friday from 6:00 a.m. to 6:00 p.m., excluding State holidays.

Events occurring outside normal business hours in Liberty Plaza will require a license agreement and licensing fee. GBA does not provide AV or equipment for Liberty Plaza.



Capitol Room

The Capitol Room is available in the Sloppy Floyd Twin Towers Building, café level - West Tower. The room seats up to 32 attendees at tables. An over-head projector and screen are built-in and connectors are available for the attendee's laptop. Reservations can be made through the Legislative and Governmental Affairs Liaison at 404-798-2122.

For use of these facilities, you can reserve online at <http://gba.reserveany.com> or call 404-798-2122. Please note, events must be reserved at least (10) business days in advance.



CAFETERIAS

Capitol Commons Café – Located one level below the main lobby of the Twin Towers. The Café offers a wide variety of menu options including the Hot Off the Grill station, Home-style Entrée, Chef's Selection, Soup of the Day, International Flavors and Fusion, Pizzas & Flatbreads, and Grab & Go - Salads and Sandwiches. Hours of operation are Monday through Friday from 7:00 a.m. to 1:30 p.m.

Café 244 – Located at the main entrance of the 244 Washington Street SW building. The Café offers a wide variety of menu options including the Hot Off the Grill station, Home-style Entrée, Chef's Selection, Soup of the Day, International Flavors and Fusion, Pizzas & Flatbreads, and Grab & Go - Salads and Sandwiches. Hours of operation are Monday through Friday from 7:00 a.m. to 1:30 p.m.



GBA provides food services for the Capitol Commons Café, Café 244, and catered events at the Georgia Railroad Freight Depot and the Sloppy Floyd Building.



Catering Spaces on Capitol Hill

The Georgia Freight Depot

The historic Georgia Railroad Freight Depot, built in 1869, is a rustic yet polished event venue conveniently nestled in the Capitol Hill district of downtown Atlanta. The Freight Depot is 12,000 square feet of open space made up of the Freight Room and Blue Room.

Freight Room

Showcasing expansive brick walls, original concrete floors, sliding barn-style doors for natural light and ceilings that rise over 18 feet, this versatile venue is ideal for all types of special events. This space is a perfect venue for weddings, trade shows, corporate meetings and celebrations. The Freight Room accommodates up to 750 guests seated or 1,300 reception style. With elegant draping, the room can easily be tailored for smaller, more intimate gatherings.

800 Seated - 1300 Reception



Blue Room

Located inside the historic Georgia Freight Depot, the Blue Room is a beautiful pale blue set against original honey-colored hardwood floors. With large bay windows, the room is filled with abundance of natural lighting. Featuring an antique chandelier complimented by elegant gold mirrors over the fireplaces, The Blue Room embodies the grace and charm of the South's past and present.

150 Seated - 200 Reception

Blue Room Courtyard

Adjacent to the Blue Room is a gated manicured courtyard that sits in the middle of the city, surrounded by landmarks like Underground Atlanta, the State Capitol and the original World of Coca-Cola. Accented by original architecture and a historical placard, the courtyard is great for networking socials, cocktail hours or just a break area during a meeting in The Blue Room.

Empire Room

Located on the 20th floor of The "Sloppy" Floyd building in downtown Atlanta, The Empire Room boasts a remarkable view of the State Capitol. A view that is spectacular during the day becomes extraordinary after dark with the glowing city lights. The room comfortably accommodates 120 guests seated and 200 reception style. The Empire Room is a warm, intimate setting for any special event; featuring a built-in coat check, conversational wall art and adorned with custom wood paneling.

125 Seated - 200 Reception

Floyd Room

Located on the 20th floor of The "Sloppy" Floyd building, the Floyd Room offers guests a breathtaking panoramic view of Atlanta's city skyline. On a clear day you can see as far as Georgia's Stone Mountain. The Floyd Room houses built-in screens and projectors that can be used for meetings or showcasing a slide show during a reception. The Floyd Room comfortably accommodates up to 300 guests seated or 400 reception style and is a versatile room for both meeting and social events. **300 Seated - 450 Reception**

Reserved together, the Empire Room is a fabulous setting for an intimate wedding ceremony followed by a grand reception in the Floyd Room.

Georgia Room

The Georgia Room is the perfect space for a board meeting or small gathering of up to 40 people. The room nicely accommodates a range of settings from a conference-style table to crescent-style round tables to theater seating.

40 Seated - 60 Reception

Catering & Events

From small "drop + go" deliveries including box lunch and deli tray options to full catered events for large groups, we have menus for every occasion and dietary preference. Our team is here to help with all of your catering needs. Please contact our Catering & Events team at 404-798-2152.



TOURS & SOUVENIRS



Capitol Tours

The Georgia Capitol Museum, administered by the Richard B. Russell Library for Political Research and Studies at the University of Georgia, is a public educational institution housed in the State Capitol building. The museum seeks to preserve and interpret the history of the State of Georgia. To carry out this purpose, the museum collects, maintains, and exhibits significant artifacts, including historic flags and works of art, within the State Capitol. The State Capitol is open to the public Monday through Friday, 7:00 a.m. to 5:00 p.m., and is closed on weekends and State holidays. Visit the museum website at www.libs.uga.edu/capitolmuseum or call the tour desk at (404)463-4536 for additional information. Tours of the State Capitol cupola are prohibited.

Commemorative Flags

United States and State of Georgia commemorative flags are available for purchase through GBA. Flags can be purchased as a remembrance for veterans, current members of the armed services, family and friends, or to honor someone for a special accomplishment, service or retirement. Each flag is flown at the State Capitol and comes with a certificate of authenticity. Commemorative flags are \$50 each. Please visit www.gba.georgia.gov to order.



Emergency Reference Guide

Each office should be familiar with basic emergency procedures. The “Emergency Reference Guide” and other emergency management resources are available from the GBA website under Services/State Employees/Emergency Management.

This document provides basic response to a variety of emergencies:

- Emergency Contact Number - DPS Capitol Police - 404-624-7281, backup 404-656-3281
- Medical Emergency (9-9-1-1 office dialing out)
- Evacuation
- Severe Weather
- Fire Emergencies
- Elevator Entrapment
- Hazardous Material Spills
- Bomb Threats
- Suspicious Packages & Envelopes
- Civil Unrest
- Shooting Situation
- Public Relations During an Emergency Situation
- Emergency Quick Facts
- Bomb Threat Checklist
- Evacuation
- Map

Emergency Evacuations

The designated evacuation site for Capitol Hill buildings is Liberty Plaza.



Georgia Department of Public Safety

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Home » Capitol Hill Alerts

Capitol Hill Alerts

Sign up to receive Capitol Hill Alerts!

The Georgia Department of Public Safety (DPS) is pleased to announce the implementation of a new Capitol Hill emergency notification system. DPS will use this system to send public safety announcements to registered users.

Capitol Hill Alerts is available to all state employees and contractors working in state office buildings located on Capitol Hill. Users with an active building access card (issued by the Georgia Building Authority) can sign up to receive voice, text, and/or email notifications on both work and personal devices.

Registered users can login at www.capitolhillalerts.ga.gov to update their notification preferences at any time. New users can sign up by carefully following the 10 steps outlined in the registration guide available below. The guide includes important information necessary to register successfully.

Stay Connected

Facebook | Twitter | YouTube | Instagram

Severe Weather

You can monitor weather alerts through the Georgia Emergency Management & Homeland Security Agency (GEMA)'s Ready Georgia app which is free for download on both the iPhone and Android app store.



Escort to Vehicle

This service is dependent on an officer being available. There is limited coverage during evening hours. Contact DPS Capitol Police at 404-624-7281

Capitol Hill Emergency Notification System

DPS uses this system to send public safety announcements to registered users. To enroll in the new SMS notification system, please text the word "JOIN" to 1-877-716-4318 or scan the QR Code below.





CAPITOL HILL MAP



STATE GOVERNMENT COMPLEX

CAPITOL HILL Parking Map

GEORGIA BUILDING AUTHORITY

- CT** 90 Central
- AB** Agriculture Building
- BD** Butler Deck
- HE** Health Deck
- LB** Law Building (old Judicial Building)
- JS** Nathan Deal Judicial Center
- PP** Plaza Park
- PH** Pete Hackney
- SD** South Deck
- SP** Steve Polk
- TW** Trinity Washington

- Underground Parking
- Multi-Level Deck Parking
- Surface Parking Lot
- Public Parking
- Accessible Loading and Unloading Zone
- Electric Vehicle Charging Stations
- Bicycle Racks
 - 1 MLK (Piedmont Ave)
 - Butler Deck (Inside-Level 1)
 - Coverdell Legislative Office Bldg/CLOB (Capitol Sq)
 - Floyd Building/Twin Towers (Piedmont Ave)
 - Law Building (Capitol Sq)
 - South Deck (Inside-Level 2)
 - TW Building (Trinity Ave)

- Accessible Public Entrance



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