



Legislators'

**GUIDE
TO
CAPITOL
HILL**

2013

Legislative Session



The General Assembly
Atlanta, Georgia 30334

Dear Legislators,

Welcome back to Capitol Hill for the 152nd legislative session of the Georgia General Assembly.

We are looking forward to a very productive Session and want to support the work that you do here on behalf of your district and to the citizens you represent.

The Georgia Building Authority also is dedicated to ensuring your time on Capitol Hill is comfortable, pleasant and productive. GBA has produced this "Guide to Capitol Hill" with each of you in mind.

It provides important information about parking, your building access cards, food service and public safety.

Please take a few minutes to review this valuable information and share with your staff.

Yours very truly,

Casey Cagle, Lt. Governor
State of Georgia

David Ralston, Speaker
Georgia House of Representatives

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GEORGIA BUILDING AUTHORITY

- **GBA Overview**

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex 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.

- **GBA Vision & Mission**



Vision

Setting the standard of excellence for facility management in government.

Mission

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

- **GBA Governing Board**

Governor Nathan Deal serves as the Chairman of the Board. Biographies of all members are available on the GBA Website under About GBA/[Governing Board](#).

- [Governor Nathan Deal](#).
Board Chairman
- [Alan Skelton](#).
State Accounting Officer
Board Vice-chairman
- [Brian P. Kemp](#).
Secretary of State
Board Secretary
- [Steve McCoy](#).
State Treasurer
Board Member
- [Phil Carlock](#).
Citizen Member appointed by Governor
- [Mike Nixon](#).
Citizen Member appointed by Speaker of the House
- [Dr. George Snelling, III](#).
Citizen Member appointed by Lieutenant Governor

- **GBA Annual Report**

The Georgia Building Authority's Annual Report is available on the GBA Website's [publications](#) page.

- **GBA Website**

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. Visit our website at www.gba.georgia.gov for the most up-to-date information. We also invite you to visit www.howmyservice.gba.ga.gov and tell us how we're doing.

PARTNERS ON CAPITOL HILL

- **Department of Public Safety**
The Department of Public Safety (DPS), which includes the Capitol Police Division and the Georgia State Patrol, provides general security to the GBA facilities on the Capitol Hill Complex. 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. DPS has established a new patrol post (post 50) on Capitol Hill that is in the Capitol Education Center building located behind the Central Presbyterian Church.
- **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.

BUILDINGS

- **Building Access Cards**
Legislators are issued a Building Access Card with access to the Capitol, Coverdell Legislative Office Building and common entrances on Capitol Hill. Card issuance is authorized through Robyn Underwood in the General Assembly Fiscal Office. Any changes to access or replacement of the access card must be submitted by Robyn Underwood through the Online Building Access System. The cost to replace a building access card is \$20.

Personal Interns and Aides are not provided with building access cards. They are required to show identification to Capitol Police for entry into the Capitol and the Coverdell Legislative Office Building.
- **Tenant Notifications**
The Georgia Building Authority e-mails notifications regarding issues related to the buildings it maintains on Capitol Hill. GBA has a notification system that allows individual users to automatically receive these notifications.

To view the most recent notifications or to sign up for the email notifications, simply visit www.gba.ga.gov and click on "Tenant Notifications" on the homepage menu.

PARKING

- **Parking Assignments**
Legislators are assigned a space in the #1 Capitol Lot Parking Facility. A Representative parking space assignment is issued through the Speaker's Office and Senator parking space is assigned by the Secretary of Senate Office. Each Legislator is issued one space which is non-transferable and cannot be subleased to anyone else. One permit/hangtag is issued to each legislator for use in vehicle using parking space. Payment is made to the GBA Parking

Office at a cost of \$30 for an annual permit expiring on Dec. 31 of each year and \$10 for a three-month (legislative session) permit expiring March 31. Three-month legislative parking permits are not valid during a special session. The cost to replace a lost parking hangtag is \$20. Vehicles displaying an expired permit or a reported missing/lost hangtag will be booted or towed at the owner's expense.

If a vehicle is parked in your assigned space, contact the House of Representatives Office or the Secretary of Senate Office to have the violator towed.

- **Parking Permit/Hangtag**

Parking permits must be visible at all times.

Parking permits/hangtags must be visible on the vehicle dash or the rearview mirror at all times to identify the responsible person for the vehicle. Permission cannot be granted for someone else to park in a legislator's space without the legislator's permit being displayed.

- **Visitor Parking**

Legislative visitor parking (Steve Polk or Pete Hackney) - The Capitol Lot (CL) Parking Facility does not provide public/visitor parking during the Legislative Session. Parking for visitors and private contractors to the Capitol is available at Steve Polk Parking located on MLK Jr. Drive or Pete Hackney Parking located at the corner of Decatur and Jesse Hill Jr. Drive for a daily fee.

- **Interns and Aides Parking**

Personal Interns and Aides working for a House or Senate member may receive a parking permit to Pete Hackney or Archives during the legislative session for a cost of \$60. A letter or email (parking@gba.ga.gov) must be sent by the House or Senate member to the GBA Parking Office including the name, office address and office phone where the intern/aide will work on Capitol Hill. Parking permits are not valid during a Special Session.

- **Prepaid Parking**

Prepaid parking may be provided at Pete Hackney if the daily rate is paid within 48 hours of the event. A list of prepaid guests must be included with payment to the GBA Parking Office prior to arrival. Refunds will not be provided.

- **Legislator Spouse Parking**

Due to limited parking space during the legislative session, parking permits are not provided to spouses of Legislators. Public parking is available at Steve Polk (private vendor) or Pete Hackney Parking Facilities at a daily rate.

- **Freight Depot Event Parking (after 5 p.m.)**

Legislators may park free at the 90 Central Parking Facility off Central Avenue adjacent to the Freight Depot after 5 p.m. for any event at the Freight Depot. A Legislator's building access card will provide entry through the electronic gate arm at the parking facility. The building access card can also be used for pedestrian entry at the access gate nearest the Freight Depot. ***Please remember cars parked illegally at or around the Depot are subject to being towed.***



USE OF CAPITOL AND GROUNDS

- **Use of State Capitol**

The large open areas located in the north and south wings of the Capitol on the second floor are available for nonprofit and community service events. These events can also be held outside on the Washington Street side (facing west) of the Capitol grounds. For use of these facilities, please refer to the “Capitol and Grounds Exhibit and Event Guidelines” on the [publications](#) page of the GBA Website.

The contact person is Nancy Negris, Events Coordinator, at Nancy.Negris@gba.ga.gov. Phone number 404-657-7407.

FOOD SERVICE

- **Eurest Dining Services**

Eurest Dining Services, A Division of Compass USA, provides the catering needs for Capitol Hill from casual events to black tie galas. Eurest is a division of the Compass Group, which employs more than 470,000 food service and support professionals worldwide, operating in more than 50 countries.

Compass provides catering for many renowned events, including the U.S. Open, the Ryder Cup and the Academy Awards, in addition to food services for the U.S. House and Senate. Georgia venues served by Compass include Philips Arena, the Georgia Dome and Georgia World Congress Center and the Georgia Aquarium.

Specializing in the corporate dining, Eurest provides food services for the Bank of America in Atlanta as well as our own Capitol Commons Café, Coverdell Café and catered events at the Old Freight Depot and the Sloppy Floyd Building. Eurest Administration may be reached by contacting 404-656-2595. Catering and banquet services may be reached by contacting 404-656-3850.

- **Cafés**

- **Capitol Commons Café** – located one level below the main entry in the Twin Towers. The Café offers a wide variety of menus from Starbucks Coffee, Seattle’s Best Coffee, Chick-fil-A, Quiznos, Barberitos Southwestern Grill, Hog Mountain BBQ, a Chef’s Table, soup and salad bar, grill, and entrée line.

Hours of Operation:

Breakfast 6:45 a.m. to 10 a.m.

Lunch 10:45 a.m. to 2 p.m.

Starbucks 6:45 a.m. to 1 p.m.

- **Coverdell Legislative Office Building Café** – located on the 6th floor. The Café offers an entrée line and grill. Guest food service providers such as Hog Mountain BBQ may also be seen during peak operating days. The Coverdell Café also features Starbucks Coffee and Seattle’s Best Coffee.

Hours of Operation:

Breakfast 7 a.m. to 10 a.m.

Lunch 11 a.m. to 2 p.m.

- **Limited Service for Café Before Holidays**
The Capitol Commons and Coverdell Cafés have limited service and operating hours the day before a State holiday.
- **Eurest Banquet and Conference Rooms**
Eurest manages the historic Georgia Railroad Freight Depot as well as rooms in the Twin Towers. The Georgia Railroad Freight Depot was completed in April of 1869 and is one of the oldest buildings in downtown Atlanta. The building served as the main freight depot for the Georgia Railroad and was restored by the Georgia Building Authority in 1981 for public use. Most of the original brickwork and freight bays remain in place to give the facility a unique setting for special occasions. The Freight Room can accommodate 850 guests for a seated event and 2000 for a stand-up reception. The Freight Room is an ideal location for large award ceremonies, wedding receptions, lunch and dinner events, trade shows, or charity events with sufficient room for a DJ, band or other entertainment. You are only limited by your own imagination. The Blue Room is a quaint catering and meeting facility within the Freight Depot used for mid-size gatherings. The Blue Room's hardwood floors and two fireplaces give it an antique look that creates a beautiful setting. The Blue Room seats 150 guests and can house 225 people for a standing reception. The Blue Room is often used for breakfasts, luncheons, dinners, charity events, meetings and receptions.
- **Banquet and Conference Room Capacity**
 - **The Freight Room**
(located in the Historic Georgia Railroad Freight Depot)
850 Seated
2000 Reception
 - **The Blue Room**
(located in the Historic Georgia Railroad Freight Depot)
150 Seated
225 Reception
 - **The Floyd Room**
(located on the 20th floor, West Tower of the Sloppy Floyd building)
300 Seated
500 Reception
3 LCD projectors, large screens, and audio
Panoramic view of downtown Atlanta
 - **The Empire Room**
(located on the 20th floor, West Tower of the Sloppy Floyd building)
150 Seated
300 Reception
Overlooking the State Capitol
 - **The Georgia Room**
(located on the 20th floor, West Tower of the Sloppy Floyd building)
40 Seated
75 Reception

For all of your event solutions please contact Kashara Blake-Parks at Kashara.Parks@compass-usa.com or Stephanie Mule at SMule@compass-usa.com or 404-656-3850. Website: www.distinctivecapitalcaterers.com.

- **Box Lunches and Deli Trays**

A variety of box and sack lunches can be prepared for pickup or delivery. From meeting the needs of a healthy lunch for schools to the more sophisticated offering of deli trays, Eurest Dining Services can meet your needs. Contact Eurest Dining Services at Office: 404-656-3850 or Fax: 404-651-9614. Box lunches are offered Monday through Friday. 24 hours notice is requested. Please contact Kashara Blake- Parks at Kashara.Parks@compass-usa or Stephanie Mule at SMule@compass-usa.com at 404-656-3850.

MISCELLANEOUS

- **Capitol Tours**

The Georgia Capitol is open to the public Monday through Friday, 8 a.m. to 5 p.m., and is closed on weekends and holidays. Visit the Secretary of State's Web site at www.sos.ga.gov for additional information.

The Georgia Capitol Museum is a public educational institution housed in the State Capitol building under the administration of the Board of Regents. The Museum seeks to preserve and interpret the history of the Georgia State Capitol building itself, as well as the events that have taken place within its walls. To carry out this purpose, the Museum collects, maintains, and exhibits significant artifacts, including historic flags and works of art, within the State Capitol.

- **Garden Room**

The Garden Room is conveniently located adjacent to the Talmadge Plaza and provides space for students to eat lunch before or after a Capitol tour or musical performance. It is available to school groups free of charge on a first come, first served basis. The Garden Room features tables, chairs, and open floor space for groups to eat their lunches. The room has a food distribution counter, as well as restrooms. Groups may bring their lunches, or order sack lunches from Eurest Dining Services to be delivered to the Garden Room. Contact the Georgia Building Authority at 404-656-3252 for more information. During pleasant weather, students may also use the plaza, which contains many picnic tables and benches. While the Garden Room is reserved primarily for school groups, it can be used by groups coming to Capitol Hill to meet with their Legislators. The room is available Monday through Friday with the exception of holidays from 9 a.m to 4 p.m.

- **Flags**

Commemorative flags of the United States and State of Georgia are available to the public through the Georgia Building Authority. You may purchase a flag of remembrance for veterans, family, friends, current members of the armed services, or to honor someone for a special accomplishment, service or retirement. Each one of these memorial flags has flown at the State Capitol and comes with a certificate of authenticity including the date on which it was flown.



Commemorative flags are available for a charge of \$25. Please refer to the GBA website under General Public and Commemorative Flags for more information or contact Nancy Negris at Nancy.Negris@gba.ga.gov or 404-657-7407.

- **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 overhead projector and screen are built in and connectors are available for the attendee's laptop. Reservations can be made through the Executive Administrative Assistant for the State Property Officer at 404-463-2711.

- **Severe Weather**

The Capitol Police Communications Center monitors weather alerts from the National Weather Bureau (NWB) and the Georgia Emergency Management Agency (GEMA) and will notify and advise agency emergency coordinators of severe weather.

- **Escort to Vehicle**

Limited coverage during evening hours and is dependent on officer being available. Contact DPS Capitol Police at 404- 624-7281.

- **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 from 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 located at the open field adjacent to 455 Capitol Avenue, Atlanta, GA. This property is located across the street from the Holiday Inn and has a Department of Driver Services office on site.

Georgia Building Authority
1 MLK Jr. Drive
Atlanta, Georgia 30334
404-656-3253