

GEORGIA BUILDING AUTHORITY

1 Martin Luther King Jr. Drive, SW
Atlanta, Georgia 30334

ASSEMBLY INFORMATION FORM

Please read the Awareness Statement attached to this form. Initial all pages and sign the last page to indicate your acceptance of the guidelines and restrictions for the use of the State Capitol and other State Buildings. Return all pages to the Georgia Building Authority.

PLACE: _____ DATE: _____

TIME OF EVENT: Beginning _____ Ending _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

NUMBER OF PERSONS ATTENDING: _____

PURPOSE OF EVENT: _____

EQUIPMENT NEEDS: _____

DATE: _____ SIGNATURE: _____

PLEASE RETURN TO: NANCY NEGRIS
Phone number: 404-657-7407
Fax number: 404-656-9744
E-mail: nnegris@gba.ga.gov

Georgia State Patrol
Special Operations Division
P. O. Box 1456
Atlanta, Georgia 30371-2303

Capitol Police Division
404-656-4831 (voice)
404-657-8539 (facsimile)
404-656-3281 (emergency communications)

Awareness Statement

Guidelines and Restrictions for the Use of the State Capitol and other State Buildings

To insure a safe, secure event in public spaces of State Buildings, sponsors, organizations, and persons (herein referred to as "requestor(s)") should be aware of certain legal guidelines and restrictions governing the use of state buildings including the State Capitol Building. Specific questions or concerns should be directed to either the Georgia Building Authority (GBA) or the Capitol Police Division of the Georgia State Patrol (GSP). Requestor(s) should review and sign then return an original, signed awareness statement to the Georgia Building Authority with the completed request for the use of state building(s). Please understand that the Georgia State Patrol takes its responsibility for the security and safety of individuals in State Buildings seriously.

In addition to the obvious, a discussion of relevant guidelines and restrictions for the use of the State Capitol and other State Buildings would include but not be limited to the following:

- Entrance to the State Capitol is contingent on consent to search and metal detector screening (applies also to certain other State Buildings as well). Interference with or circumvention of any security measure(s) is a serious offense and will be prosecuted.
- Public access hours for state buildings are typically 7:30 am until 5:00 pm (times may vary; confirm specifics with GBA or GSP). Public access to State Buildings at other than these hours is prohibited.
- The use of the capitol building and grounds is limited to departments of state government and to state and national political organizations and for no other purposes unless specifically authorized by law (OCGA §50-9-9(a)).
- The Georgia State Patrol and Georgia Bureau of Investigation are authorized and empowered to: deny entrance into or upon any property or building of the state when the person's activities are intended to disrupt or interfere with the normal activities and functions carried on in such property or building or have the potential of violating the security of the personnel therein; deny entrance of any person displaying any sign, banner, placard, poster, or similar device; remove any person from any such property or building when the person's activities interfere with or disrupt the activities and the operations carried on in such property or building or constitute a safety hazard to the property or building or the inhabitants thereof. The authority and power provided in this Code section and Code Section 50-16-15 shall also extend to any property or building utilized by the state or any agency thereof. (OCGA §50-16-14).
- It is illegal for any person to disrupt state employees in the performance of their official duties (OCGA §50-9-9(a)).

- It is illegal for any person recklessly or knowingly to commit any act which may reasonably be expected to prevent or disrupt a session or meeting of the Senate or House of Representatives, a joint session thereof, or any meeting of any standing or interim committee, commission, or caucus of members thereof (OCGA §16-11-34.1(a)).
- It is illegal for any person to parade, demonstrate, or picket within the state capitol building or any building housing committee offices, committee rooms, or offices of members, officials, or employees of the General Assembly or either house or to utter loud, threatening, or abusive language or engage in any disorderly or disruptive conduct in such buildings or areas (OCGA §16-11-34.1(g)).
- It is illegal for any person, firm, group, organization, or other entity to beg, panhandle, solicit, or to sell goods, wares, or any other objects or services within any buildings or on the grounds, sidewalks, or other ways owned by or under the control of the state, its agencies, authorities, commissions, boards, bureaus, or other state entities (OCGA §50-9-9(b)).
- It is illegal for any person to interfere with or obstruct the passage into or from government property (OCGA §16-7-24(b)).
- It is illegal for any person recklessly or knowingly to commit any act which may reasonably be expected to prevent or disrupt a session or meeting of the Senate or House of Representatives, a joint session thereof, or any meeting of any standing or interim committee, commission, or caucus of members thereof (OCGA §16-11-34.1(a)).
- It is illegal for any person to enter, occupy, or remain within the state capitol building or any building housing committee offices, committee rooms, or offices of members, officials, or employees of the General Assembly or either house thereof while in the possession of any firearm, knife designed for the purpose of offense and defense, explosive or incendiary device or compound, bludgeon, metal knuckles, or any other dangerous or deadly weapon, instrument, or device (OCGA §16-11-34.1(b)).
- It is illegal for any person to obstruct any street, sidewalk, hallway, office, or other passageway in that area designated as Capitol Square by Code Section 50-2-28 or to fail or refuse to remove such obstruction after receiving a reasonable official request or the order of a peace officer to do so (OCGA §16-11-34.1(c)).
- It is illegal for any person willfully and knowingly to enter or to remain upon the floor of the Senate or the floor of the House of Representatives or within any cloakroom, lobby, or anteroom adjacent to such floor unless such person is authorized to enter or remain upon the floor or within such area (OCGA §16-11-34.1(d)).
- It is illegal for any person willfully and knowingly to enter or to remain in the gallery of the Senate or the gallery of the House of Representatives in violation of rules governing admission to such gallery adopted by the Senate or the House of Representatives or pursuant to authorization given by such body (OCGA §16-11-34.1(e)).

Awareness Statement

Page 3 of 3 pages

- It is illegal for any person willfully and knowingly to enter or to remain in any room, chamber, office, or hallway within the state capitol building or any building housing committee offices, committee rooms, or offices of members, officials, or employees of the General Assembly or either house thereof with intent to disrupt the orderly conduct of official business or to utter loud, threatening, or abusive language or engage in any disorderly or disruptive conduct in such buildings or areas (OCGA §16-11-34.1(f).
- Any person violating code section 16-11-34.1 for the first time shall be guilty of a misdemeanor (OCGA §16-11-34.1(h)(1).
- Any person violating code section 16-11-34.1 for the second time shall be guilty of a misdemeanor of a high and aggravated nature (OCGA §16-11-34.1(h)(2).
- Any person violating code section 16-11-34.1 for the third or any subsequent time shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one nor more than three years (OCGA §16-11-33.1(h)(3).

On behalf of the requestor(s) named herein, I have reviewed and understand the foregoing guidelines. The requestor(s) agrees to abide by these guidelines and restrictions.

Organization's Printed Name

Sponsor's Printed Name

Sponsor's Signature on Behalf of Requesting Organization

Date

Sponsor Initial Here