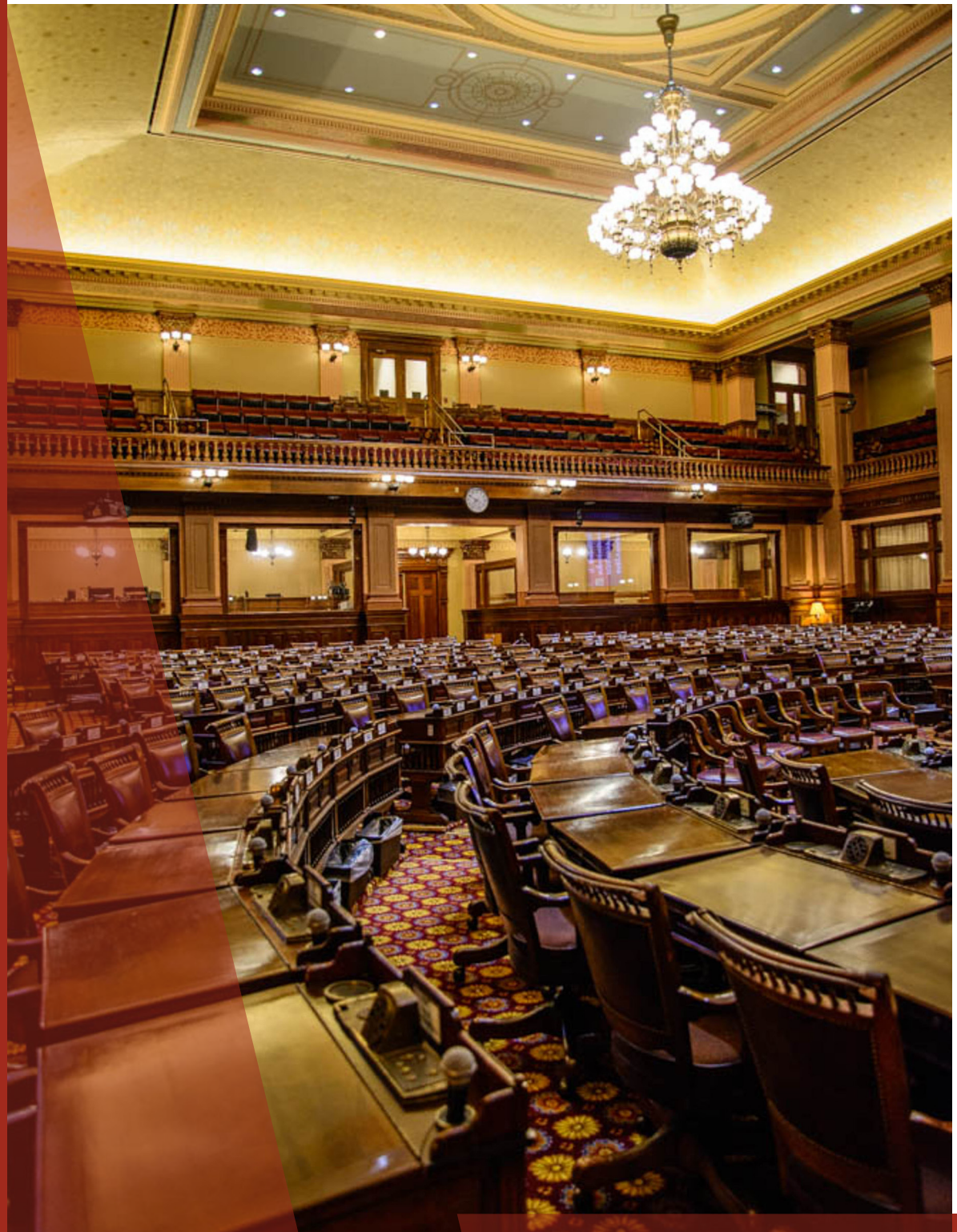




# LEGISLATORS' GUIDE TO CAPITOL HILL

2024 Georgia Legislative Session



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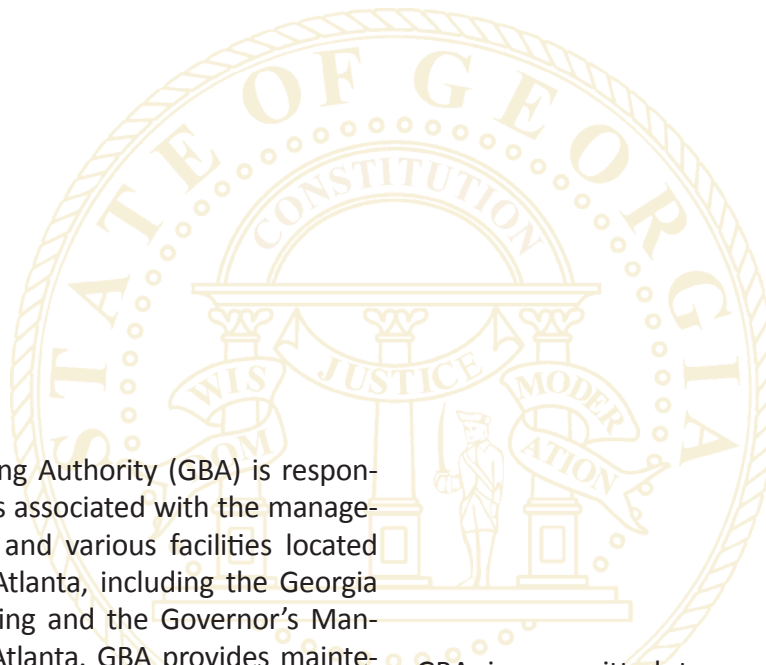
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# WELCOME



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](http://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](http://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](http://www.howsmyservice.gba.ga.gov) and tell us how we are doing.





## 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).

## 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. 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.

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

*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



## 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 the General Assembly Human Resources Office. Current General Assembly policy only allows issuance of access cards to legislators and permanent, full-time employees of the General Assembly. Any changes to access or replacement of the access card must be submitted by the General Assembly Human Resources Office through the Online Building Access System. The cost to replace a building access card is \$20.

Personal interns and aides that ARE NOT on the payroll of the General Assembly do not qualify to receive an access card. **All personal interns and aides will be required to go through the visitor screening process when they enter a state building.**

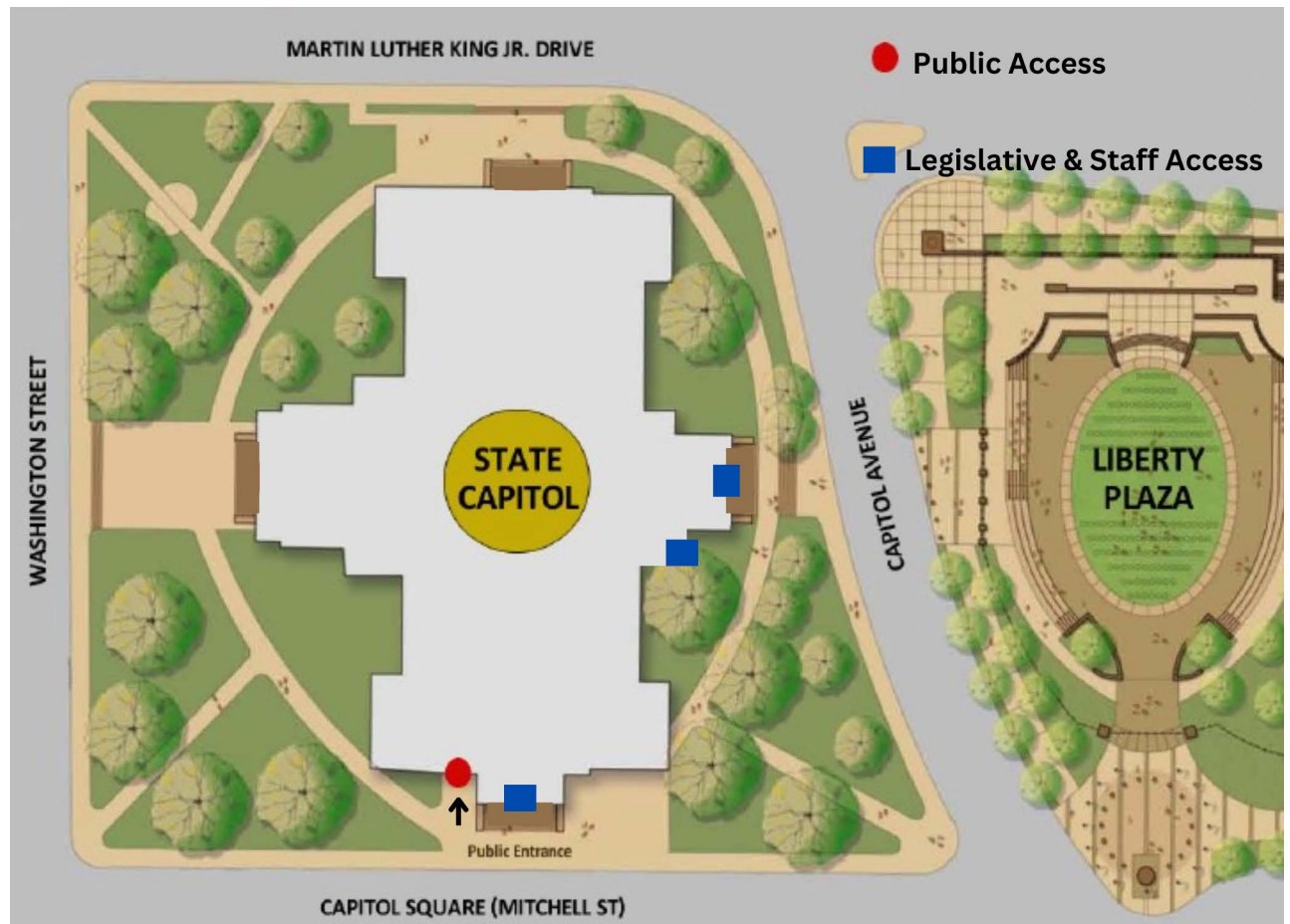
*Public entry to the Capitol building is on Capitol Square (Mitchell St.) first floor.*

## Access to the Capitol

Legislators have access, through their building access cards, to the designated entries shown below. All access card holders must use the turnstiles for entry and exit. Violation of the access control policies and misuse of the turnstiles, including card pass-backs and jumping the turnstile, WILL result in revocation of access through the private entry points.

## 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 e-mail notifications, simply visit [www.gba.georgia.gov/tenant-notifications](http://www.gba.georgia.gov/tenant-notifications).



## Parking Assignments

Legislators are assigned to the South Parking Deck. Entrances to the South Parking Deck are located on Capitol Avenue and Capitol Place (the road located between South Deck and the Coverdell Legislative Office Building). Reserved parking for legislators is located on the basement level, first level and second level ramp of the South Parking Deck.

*Payment is made to the GBA Parking Office at a cost of \$30 for an annual permit expiring on Dec. 31 of each year or \$10 for a three-month (legislative session) permit expiring March 31.*



If you have a parking issue, contact the General Assembly's Human Resources Office. The Coverdell Legislative Office Building can be accessed from the South Parking Deck via a bridge located on the fourth level; however, legislators cannot park on the fourth level.

## 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 on MLK Jr. Drive, Pete Hackney at the corner of Decatur Street and Jesse Hill Jr. Drive, or the Capitol Lot across the street from the State Capitol building for a daily fee.

## Parking Permit

One permit is issued to each legislator 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 permit will be booted or towed at the owner's expense. Parking permits/hangtags must be visible on the vehicle dash or the rearview mirror at all times while parked to identify the responsible person for the vehicle. Permission cannot be granted for someone else to park in the legislator's parking area without an active 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 the street 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.

## Personal Legislative Aides Parking

Personal aides working for a House or Senate member may receive a parking permit during the legislative session for a cost of \$60 at the Pete Hackney Deck.

A letter or e-mail ([parking@gba.ga.gov](mailto: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.

## Prepaid Parking

Prepaid parking may be sold by the GBA Parking Office for Pete Hackney Deck if the daily rate is paid within 48 hours of the event. Refunds will not be provided.

## 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 parking hangtag 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. All permits must be displayed to





# EVENTS ON CAPITOL HILL

## State Capitol - Press Conferences

GBA designates three locations for legislative press conferences: (1) the First Floor during regular hours of operation, (2) the South Wing during regular hours of operation based on its limited availability, and (3) the Rotunda for use only from 12:30 p.m. to 1:00 p.m. daily.



Legislators requesting a press conference are to contact their respective House or Senate press office which will work with GBA to schedule the use of a location during an available time between the hours of 7:00 a.m. and 5:00 p.m.



## 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 Legislative and Governmental Affairs Liaison at 404-798-2122.





## 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. 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 GBA Catering Services (404-798-2152) to be delivered to the Garden Room. Contact GBA at 404-798-2122 to schedule the Garden Room. 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 from 9 a.m. to 4 p.m. with the exception of holidays.

## 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.

*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 including weddings, trade shows, corporate meetings and celebrations. The Freight Room accommodates up to 800 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 an 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 a break area for 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 in the day becomes extraordinary after dark with the glowing city lights. The room comfortably accommodates 125 guests seated and 200 reception style. The Empire Room is a warm, intimate setting for any special event. It features 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 450 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. 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**

## GBA Catering & Events

From small "drop + go" deliveries, from 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 GBA Catering & Events 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](http://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](http://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 responses 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**

HOME | About DPS | Careers | Divisions | Services | Ask Us | Documents

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](http://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.

## 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

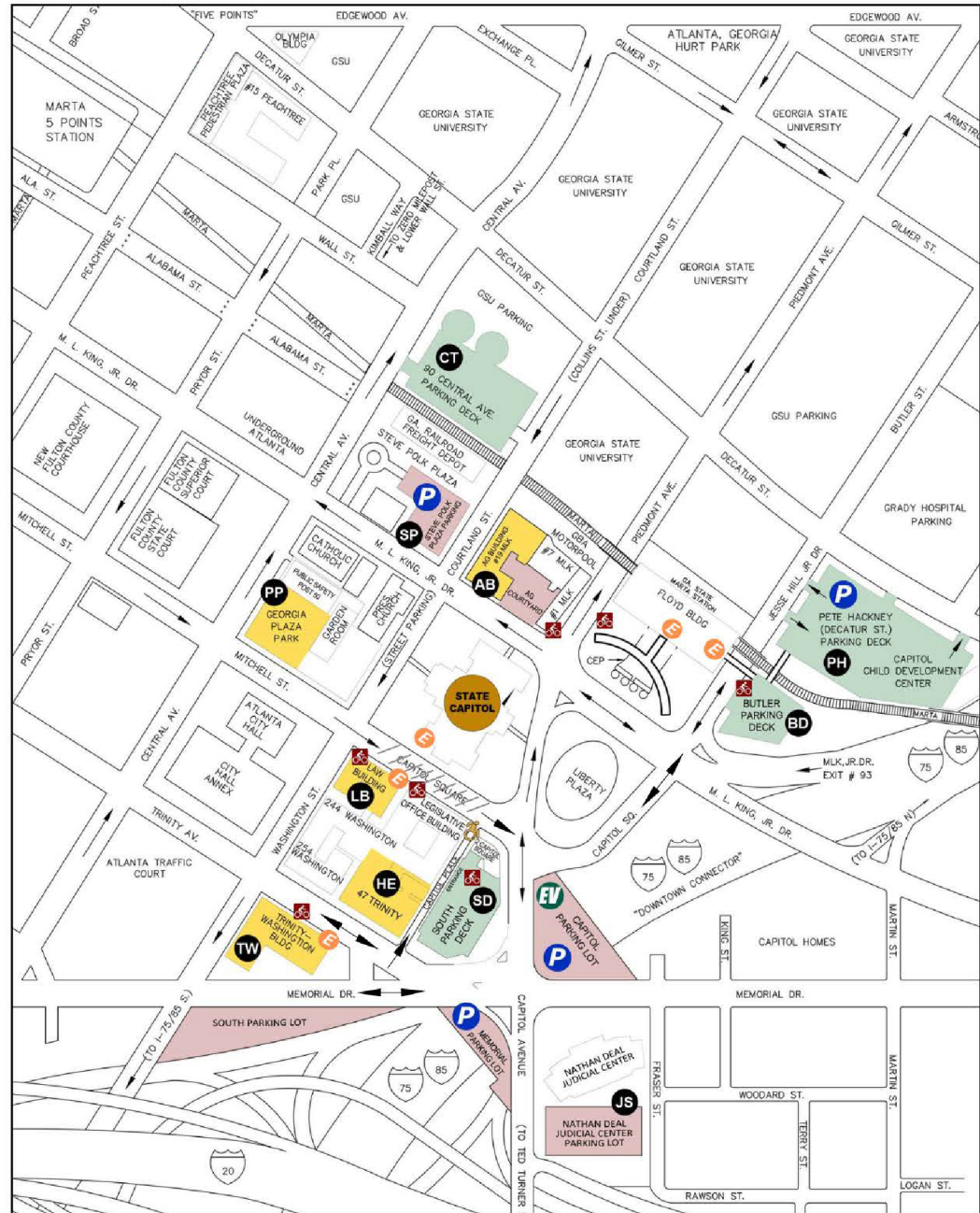
## CAPITOL HILL Parking Map

### 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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*Digital copies of this publication are available at [www.gba.georgia.gov](http://www.gba.georgia.gov).*





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