



# LOBBYISTS' GUIDE TO CAPITOL HILL

2020 Georgia Legislative Session



## Georgia Government Transparency and Campaign Finance Commission

*Formerly known as the State Ethics Commission, the Georgia Government Transparency and Campaign Finance Commission collects campaign contribution disclosure reports, personal financial disclosure reports and lobbyist disclosure reports. The Commission serves candidates and elected officials for state and local governments, advises and educates the public on aspects of the Campaign Finance Act, and investigates potential campaign finance violations.*

Jake Evans  
**Chair**

James D. Kreyenbuhl  
**Vice Chair**

Eric L. Barnum  
**Member**



Robert A. Watts  
**Member**

Rick Thompson  
**Member**

David H. Emadi  
**Executive Secretary**

### Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue SE | Suite 1416 – West Tower | Atlanta, Georgia 30334

Phone (404) 463-1980 | Facsimile (404) 463-1988

[www.ethics.ga.gov](http://www.ethics.ga.gov)

October 10, 2019

The Georgia Government Transparency & Campaign Finance Commission is the agency that administers and enforces provisions contained within the Campaign Finance Act. While we do serve the public, our primary customers are public officials, candidates for public office, non-candidate committees and lobbyists. The Commission advises and educates the public on all aspects of the Campaign Finance Act, as well as teach classes to educate candidates and lobbyists about the proper filing procedures regarding disclosures and financial reports. Lobbyists are required to register with the Commission and wear proper identification while visiting all Capitol Hill buildings. Current lobbyists are encouraged to renew online and pick up their identification badges from the Commission after December. The Georgia Government Transparency & Campaign Finance Commission lobbyist identification badge serves as proper identification for entry into the Capitol and the Coverdell Legislative Office building. The Commission is located at 200 Piedmont Ave. SE, Suite 1416 Atlanta, GA 30334 and can be reached at 404-463-1980.

Best Regards,

Jeff Morris  
Legislative Liason

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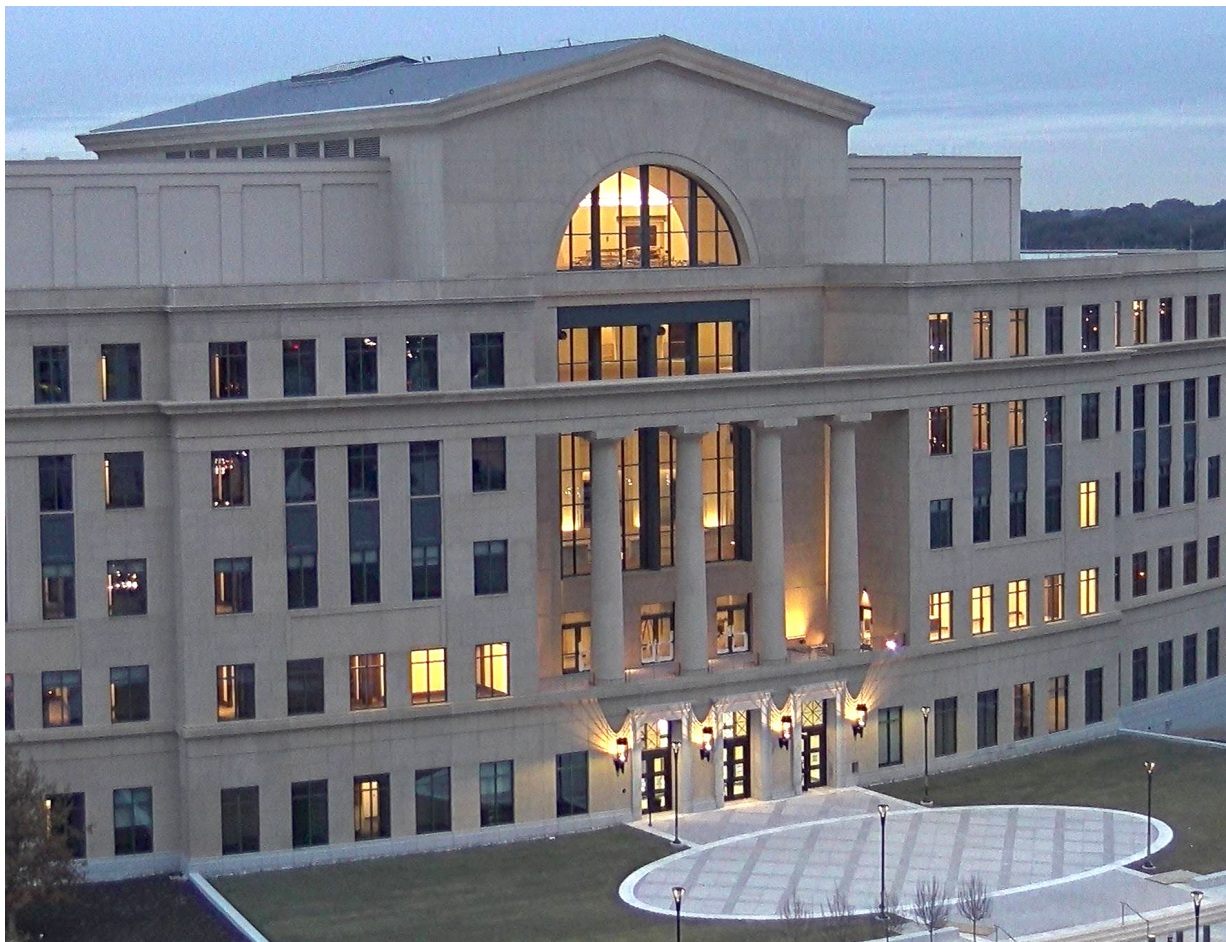
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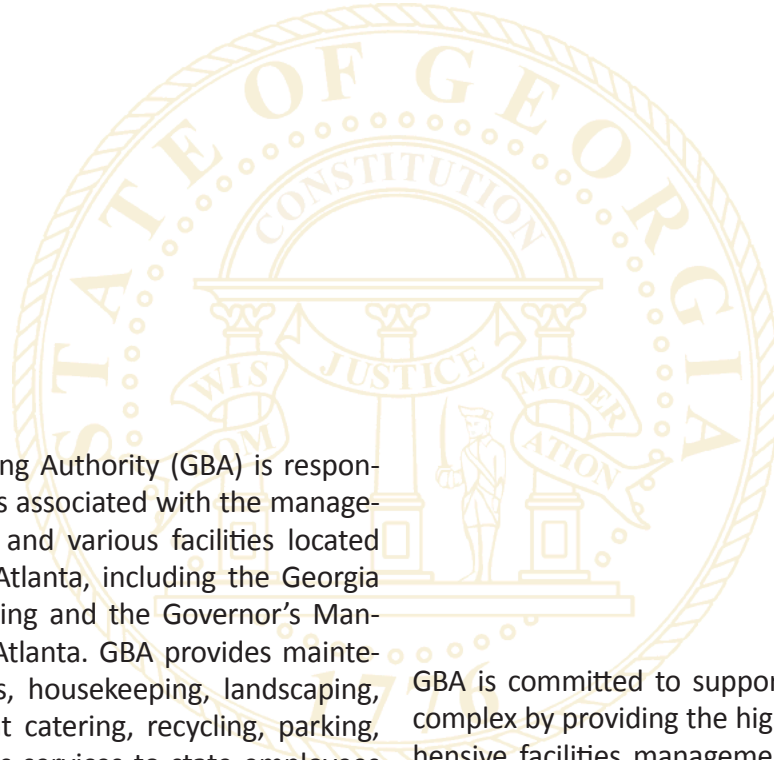
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# WELCOME



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 the Central Energy Plant (CEP) operator at 404-656-5350 or by email at [cepuser@gba.ga.gov](mailto:cepuser@gba.ga.gov).

We also invite you to visit [www.howsmyservice.gba.ga.gov](http://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.

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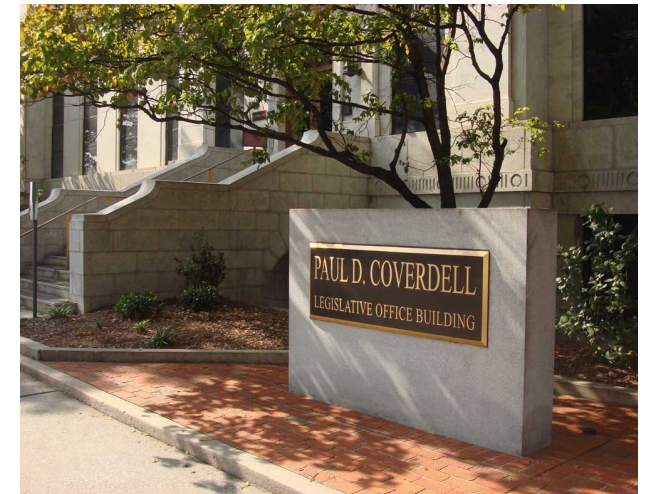


# BUILDINGS



## 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.



*The Ethics Office can be contacted at 404-463-1980 and is located at 200 Piedmont Avenue, SE, Suite 1416, Atlanta, Georgia 30334.*



## 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 \$600. 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.

## Parking Permit/Hangtag

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 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 cross walks to walk to the Capitol.

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



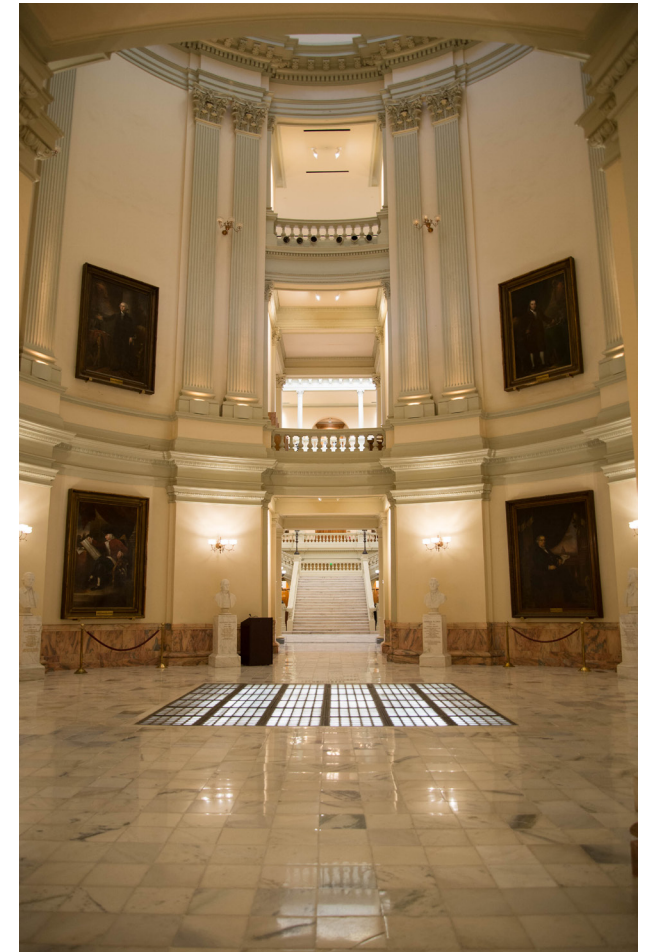


# EVENTS ON CAPITOL HILL

## Use of State Capitol

The interior public areas located on the second floor in the South Wing and Rotunda are available for events. 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 the above-referenced conditions are met.



*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 overhead projector and screen are built in and connectors are available for the attendee's laptop. Reservations can be made through the External Affairs Manager at 404-657-7407.

*For use of these facilities, you can reserve online at <http://gba.reserveany.com> or call 404-657-7407. Please note, events must be reserved at least (10) business days in advance.*



# CAFETERIAS

## Cafés

**Capitol Commons Café** – Located one level below the main lobby in the Twin Towers. The Café offers a wide variety of food and beverage menu offerings from Starbucks, Seattle's Best Coffee, Chick-fil-A kiosk, 2Mato pizza and deli, Roost, Cactus Flats, Hog Mountain BBQ, chef exhibition station, soup and salad bar, and a regional entrée station. Hours of operation are Monday through Friday from 6:45am to 2:00pm.

**Café 244** – Located at the main entrance of the 244 Washington Street SW building. Menu offerings include Chick-fil-A kiosk, Butcher and Baker deli, 2Mato Pizza, Taco Cantina, Seattle's Best coffee, chef exhibition station, soup and salad bar, and a regional entrée line. Cafe 244 is open for breakfast from 7:00am to 10:00am and lunch from 11:00am to 2:00pm.



*Eurest 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 750 guests seated or 1,300 reception style. With elegant draping, the room can easily be tailored for smaller, more intimate gatherings. **750 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 - 225 Reception**

#### Blue Room Courtyard

Adjacent to the Blue Room is a gated manicured courtyard that sits in the middle of 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 in 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. **120 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 - 400 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 - 75 Reception**

## Distinctive 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 Distinctive Catering & Events at 404-656-3850 or fax 770-357-3398.



## 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, 8 a.m. to 5 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) for additional information. Tours of the State Capitol cupola are prohibited.



### Gift Shop

Take home a piece of Georgia history by visiting the Capitol Hill gift shop located on the balcony level of the Floyd building, and the first floor of the Capitol (during Legislative Session only). The shops offer a variety of Georgia State Capitol souvenirs including t-shirts, journals, coffee mugs and postcards.



### 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 \$35 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 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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### 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.

## Capitol Hill Emergency Notification System

DPS uses this system to send public safety announcements to registered users. Visit [www.dps.ga.gov/capitol-hill-alerts](http://www.dps.ga.gov/capitol-hill-alerts) to sign up.

## Escort to Vehicle

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

## 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.





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*CREDITS: The 2020 Lobbyist Guide to Capitol Hill is published on behalf of the State Property Officer and Executive Director of the Georgia Building Authority, Marty W. Smith.  
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