Lobbyists'

GUIDE TO CAPITOL HILL

2017

Legislative Session

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GEORGIA BUILDING AUTHORITY

- **GBA Overview**
  The Georgia Building Authority (GBA) is responsible for all services associated with the management of 32 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.

- **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
  - S. Michael Howell
    Citizen Member appointed by Speaker of the House
  - John Breakfield
    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.howsmyservice.gba.ga.gov and tell us how we're doing.

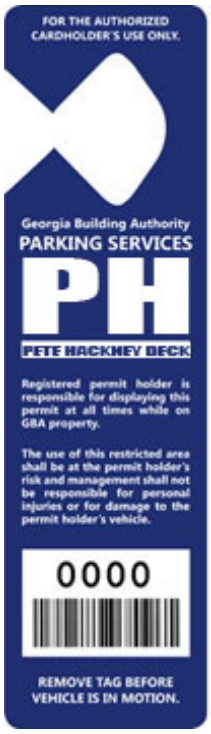
PARTNERS ON CAPITOL HILL

- **Department of Public Safety**
  The Department of Public Safety (DPS), which includes the Capitol Police Division and the Georgia State Patrol, provides security to the GBA facilities on Capitol Hill. 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 patrol post (Post 50) on Capitol Hill that is in the 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**
  All visitors to Capitol Hill buildings, including lobbyists, are required to show identification to Capitol Police for entry. The Ethics Commission's lobbyist identification badge is considered proper identification for entry into the Capitol and the Coverdell Legislative Office Building.

PARKING



- **Parking Assignments**
  Lobbyists can request parking in the fall for the following legislative session. Parking is assigned on a first-come, first-served basis. The cost is $600 for the Capitol Lot D Level and $280 for parking at Pete Hackney.
  For an additional $20 lobbyists can request an access card for ingress/egress through the Sloppy Floyd Building common areas and exterior doors to Pete Hackney.
- **Parking Permit/Hangtag**
  Parking permits must be visible at all times.
  Parking permits/hangtags must be visible on the vehicle rearview mirror at all times to identify the responsible person for the vehicle. Permission cannot be granted for someone else to park in a lobbyist's 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 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 cross walks to walk to the Capitol.

USE OF CAPITOL AND GROUNDS

- **Use of State Capitol**
  The interior public areas located on the second floor in the south wing and rotunda are available for nonprofit and community service events. Outdoor events shall be held in Liberty Plaza. Counter protests will be held at the Pete Wheeler Georgia War Veterans Memorial Plaza located in front of the Sloppy Floyd Building. For use of these facilities, please contact the GBA Events Coordinator at 404-657-7407 or refer to the Capitol and Grounds Exhibit and Event Guidelines on the publications page of the GBA website. Tours of the Georgia State Capitol cupola are prohibited.

  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.

  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 who will work with GBA to schedule use of a location during an available time.

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. Compass provides catering for many renowned events, including the Georgia Chamber 100 Year Anniversary Celebration, 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.

  Eurest provides food services for the Capitol Commons Café, Coverdell Café and catered events at the Georgia Railroad Freight Depot and the Sloppy Floyd Building. Eurest Administration may be reached by contacting 404-656-2595. Catering and banquet services may be reached at 404-656-3850 or by email at DistinctiveCapitalCaterers@compass-usa.com.

- **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, 2 Mato, Cactus Flats, Hog Mountain BBQ, a Chef's Exhibit Station, 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. The Coverdell Café also features Starbucks Coffee, Seattle's Best Coffee, So Deli sandwiches and Au Bon Pain soups.
    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 800 guests for a seated event and 1300 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 200 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)
    800 Seated - 1300 Reception
  - ***The Blue Room***
    (located in the Historic Georgia Railroad Freight Depot)
    150 Seated - 200 Reception
  - ***The Floyd Room***
    (located on the 20th floor, West Tower of the Sloppy Floyd building)
    300 Seated - 400 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)
    125 Seated - 200 Reception
    Overlooking the State Capitol
  - ***The Georgia Room***
    (located on the 20th floor, West Tower of the Sloppy Floyd building)
    30 Seated - 75 Reception

  For all of your event solutions please contact Distinctive Capital Caterers at 404-656-3850, by email at DistinctiveCapitalCaterers@compass-usa.com or visit their website at http://eurestdining.compass-usa.com/gba.

- **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.

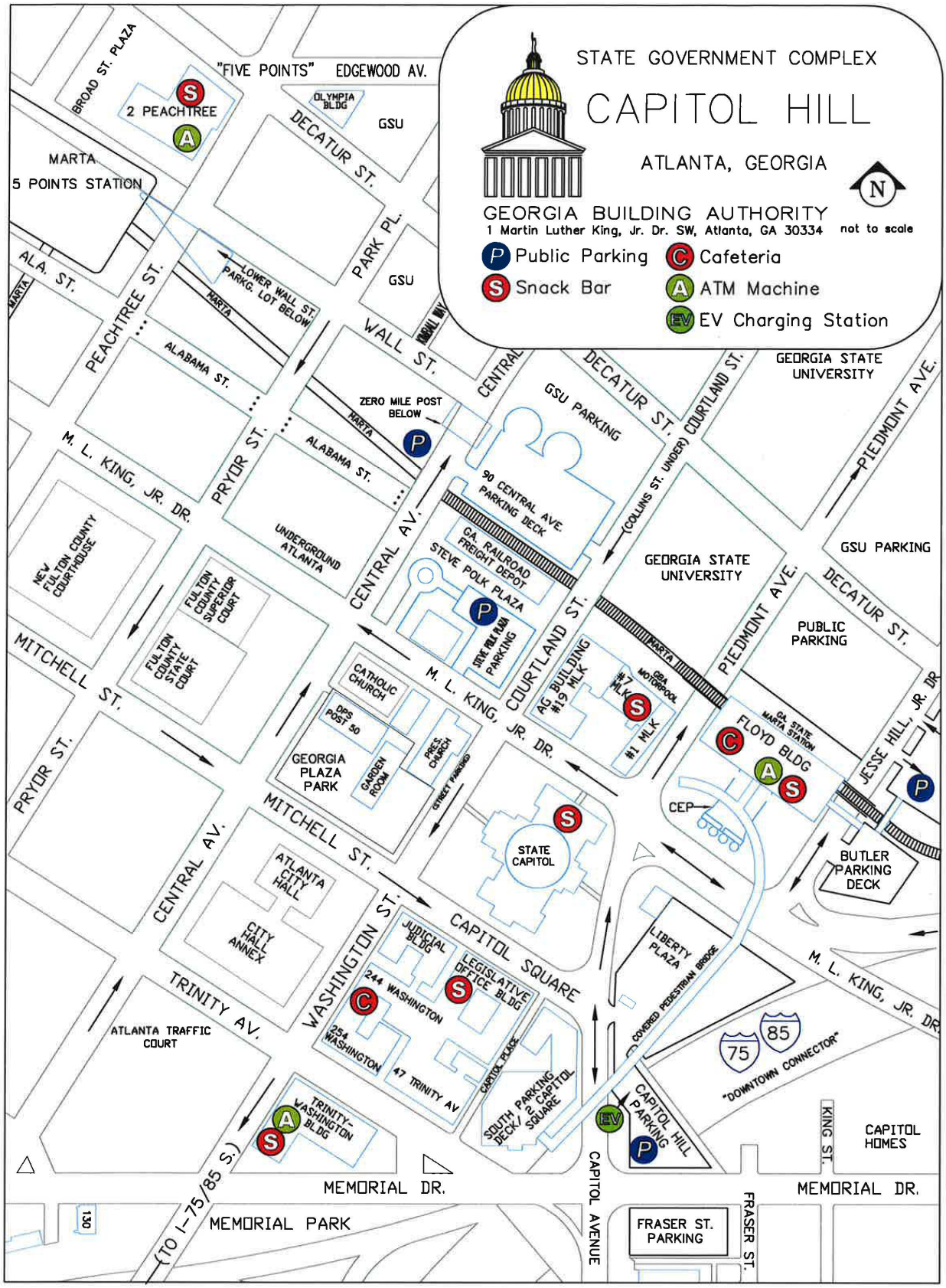
MISCELLANEOUS

- **Capitol Tours**
  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 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 for additional information. Tours of the State Capitol cupola are prohibited.

- **James "Sloppy" Floyd Veterans Memorial Building**
  The walk from the Capitol to the James "Sloppy" Floyd Veterans Memorial Building features monuments that honor our military. Starting at the breezeway leading to the building is a number of war memorials dedicated to the military including the American Legion "Flame of Freedom" and the Blue Star Memorial. Inside the Floyd Building you will find a mural honoring our citizen soldiers, along with the Georgia Medal of Honor wall, flags of our services and numerous service photos on the plaza level. Take home a piece of Georgia history by visiting the Capitol Hill Gift Shop located on the balcony level of the Floyd Building.

- **Flags**
  Commemorative flags of the United States and State of Georgia are available to the public through GBA. 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 Wanda Isabelle at wanda.isabelle@gba.ga.gov or 404-656-3252.


STATE GOVERNMENT COMPLEX
CAPITOL HILL
ATLANTA, GEORGIA
GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Dr. SW, Atlanta, GA 30334
not to scale
N
Public Parking
Cafeteria
Snack Bar
ATM Machine
EV Charging Station
"FIVE POINTS"
EDGEWOOD AV.
BROAD ST. PLAZA
2 PEACHTREE
OLYMPIA BLDG
GSU
DECATUR ST.
MARTA
5 POINTS STATION
PARK PL.
ALA. ST.
PEACHTREE ST.
LOWER WALL ST. PARKG. LOT BELOW
WALL ST.
ALABAMA ST.
ZERO MILE POST BELOW
GSU PARKING
CENTRAL
COURTLAND ST.
GEORGIA STATE UNIVERSITY
PIEDMONT AVE.
M. L. KING, JR. DR.
PRYOR ST.
90 CENTRAL AVE. PARKING DECK
(COLLINS ST. UNDER)
NEW FULTON COUNTY COURTHOUSE
UNDERGROUND ATLANTA
CENTRAL AV.
GA. RAILROAD FREIGHT DEPOT
STEVE POLK PLAZA
STEVE POLK PLAZA PARKING
FULTON COUNTY SUPERIOR COURT
FULTON COUNTY STATE COURT
MITCHELL ST.
CATHOLIC CHURCH
DPS POST 50
GEORGIA PLAZA PARK
GARDEN ROOM
PRES. CHURCH
STREET PARKING
AG BUILDING #19 MLK
#7 MLK
#1 MLK
GBA MOTORPOOL
PUBLIC PARKING
GSU PARKING
FLOYD BLDG
GA. STATE MARTA STATION
JESSE HILL, JR. DR.
CEP
BUTLER PARKING DECK
STATE CAPITOL
ATLANTA CITY HALL
CITY HALL ANNEX
WASHINGTON ST.
CAPITOL SQUARE
JUDICIAL BLDG
LEGISLATIVE OFFICE BLDG
244 WASHINGTON
254 WASHINGTON
47 TRINITY AV
CAPITOL POLICE
SOUTH PARKING DECK & CAPITOL SQUARE
LIBERTY PLAZA
COVERED PEDESTRIAN BRIDGE
TRINITY AV.
ATLANTA TRAFFIC COURT
TRINITY-WASHINGTON BLDG
75
85
"DOWNTOWN CONNECTOR"
CAPITOL HILL PARKING
KING ST.
CAPITOL HOMES
MEMORIAL DR.
MEMORIAL PARK
(TO I-75/85 S.)
CAPITOL AVENUE
FRASER ST. PARKING
FRASER ST.
130