

LEGISLATOR
GUIDE TO
CAPITOL HILL

2019 Georgia Legislative Session





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.georgia.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. 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.



Safety & Security on Capitol Hill

- 4 Department of Public Safety
State Fire Marshal

Buildings

- 5 Building Access Cards
Access to the Capitol
Tenant Notifications

Parking

- 6 Parking Assignments
Legislator Spouse Parking
Parking Permit/Hangtag
Visitor Parking
Personal Legislative Aides Parking
Prepaid Parking
Freight Depot Event Parking (after 5PM)



Capitol & Grounds

- 7 Use of State Capitol

Food Services

- 8 Eurest Dining Services
Cafés
Limited Service for Cafés Before Holidays
Eurest Banquet and Conference Rooms
Banquet and Conference Room Capacity
Box Lunches and Deli Trays

Miscellaneous

- 9 Capitol Room
Commemorative Flags
James “Sloppy” Floyd Veterans
Memorial Building
Capitol Tours
Garden Room

Emergency Services

- 10 Emergency Reference Guide
Emergency Evacuations
Capitol Hill Emergency Notification System
Escort to Vehicle
Severe Weather

State Government Complex

- 11 Capitol Hill Services Map



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.

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.



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

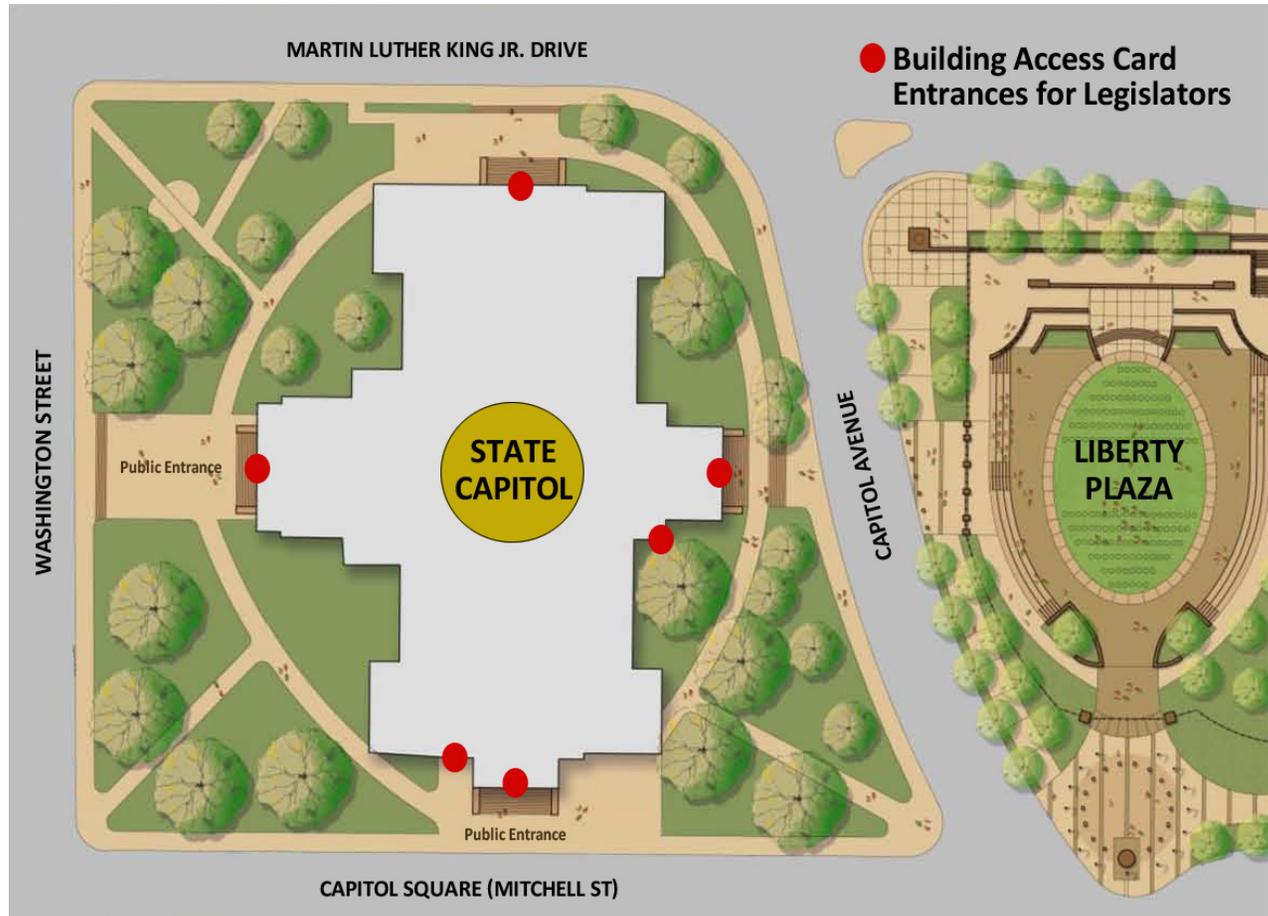
The Georgia Building Authority e-mails notifications regarding issues related to the buildings it maintains on Capitol Hill. GBA has a notification system that allows individual users to automatically receive these notifications. To view the most recent notifications or to sign up for the email notifications, simply visit www.gba.georgia.gov/tenant-notifications.

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

Personal interns and aides are not employees of the General Assembly (i.e. not on payroll, Legislator pays directly) and therefore 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 and Washington Street, second floor.





PARKING

Parking Assignments

Legislators are assigned to the South Parking Deck facility. One permit/hangtag (which is non-transferable) 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 hangtag will be booted or towed at the owner's expense. If you have a parking issue, contact the House of Representatives Office or the Secretary of Senate Office.

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.



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/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 legislator's parking area without a 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.

Personal Legislative Aides Parking

Personal aides working for a House or Senate member may receive a parking permit to the Pete Hackney parking deck 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.

Prepaid Parking

Prepaid parking may be provided at the GBA parking office for Pete Hackney 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.

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. 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.

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.

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





FOOD SERVICES

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.

Contact Distinctive Catering & Events for all of your event solutions at 404-656-3850, by email at DistinctiveCatering&Events@compass-usa.com or visit their website at www.dceatlanta.com.

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 State Farm Arena, the Georgia World Congress Center, Mercedes-Benz Stadium, and the Georgia Aquarium.

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.

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.

Café 244 – located at the main entrance to the 244 Washington building. Offerings include Chicken Coop, Butcher-Baker, 2mato, Taco Cantina, Starbucks and Seattle’s Best Coffees, and an exhibition station with rotating live-action chef specials.

Breakfast: 7 a.m. to 10 a.m.
Lunch: 11 a.m. to 2 p.m.

The Capitol Commons and Café 244 have limited service and operating hours the business 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

Freight Room

Historic Georgia Railroad Freight Depot
800 Seated - 1300 Reception

Blue Room

Historic Georgia Railroad Freight Depot
150 Seated - 200 Reception

Floyd Room

20th floor-West Tower, Sloppy Floyd building
300 Seated - 400 Reception
3 LCD projectors, large screens, and audio
Panoramic view of downtown Atlanta

Empire Room

20th floor-West Tower, Sloppy Floyd building
125 Seated - 200 Reception
Overlooking the State Capitol

Georgia Room

20th floor-West Tower, Sloppy Floyd building
30 Seated - 75 Reception

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: 770-357-3398. Box lunches are offered Monday through Friday. 24 hours notice is requested.



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.

Commemorative 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 \$35. Please visit www.gba.georgia.gov/commemorative-flags for more information or contact our office at flags@gba.ga.gov for an order form.

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. Georgia Veteran's Hall of Fame is located on the balcony level.

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/capitol-museum for additional information. Tours of the State Capitol cupola are prohibited.

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 Eurest Dining Services (404-656-3850) to be delivered to the Garden Room. Contact GBA at 404-656-3252 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.





EMERGENCY SERVICES

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

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

Home » Capitol Hill Alerts

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 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 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.



CAPITOL HILL MAP



- P** Public Parking
- S** Snack Bar/Vending
- A** ATM
- C** Cafeteria
- EV** Electric Vehicle Charging Station



GEORGIA
BUILDING AUTHORITY

1 MLK Jr. Drive, Atlanta, Georgia 30334

www.gba.georgia.gov

404-656-3253