

LOBBYIST
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.

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.

Vision

Setting the standard of excellence for facility management in government.

Mission

To provide a clean, comfortable, and safe environment on Capitol Hill.



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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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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

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.

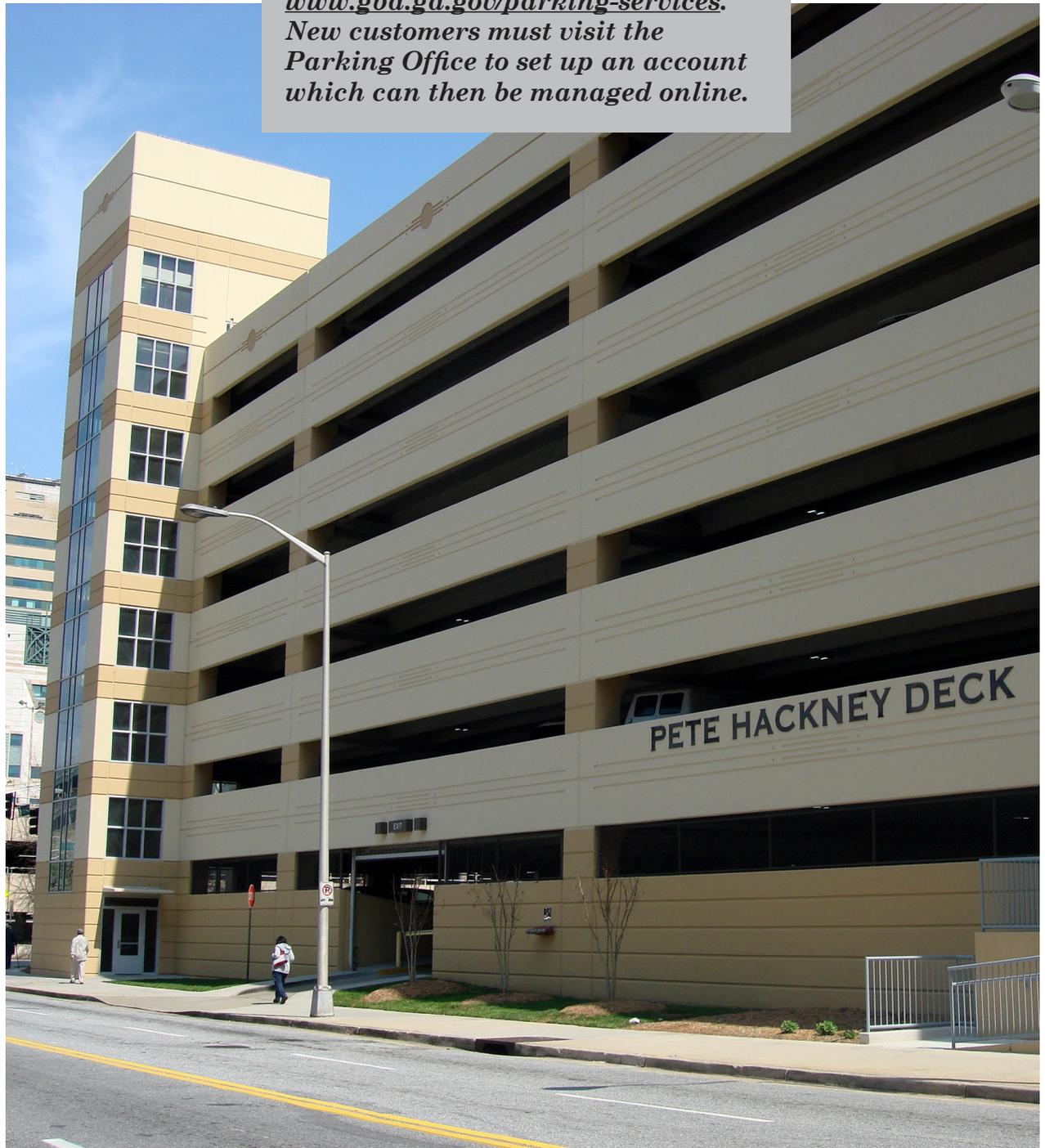
Visitor Parking

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. New customers must visit the Parking Office to set up an account which can then be managed online.





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.

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 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.



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.

MISCELLANEOUS



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. 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.

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.



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

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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 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