

Legislators'

**GUIDE
TO
CAPITOL
HILL**



2015

Legislative Session



The General Assembly
Atlanta, Georgia 30334

Dear Legislators,

Welcome back to Capitol Hill for the legislative session of the Georgia General Assembly.

We are looking forward to a very productive Session and want to support the work that you do here on behalf of your district and to the citizens you represent.

The Georgia Building Authority also dedicated to ensuring your time on Capitol Hill is comfortable, pleasant and productive. GBA has produced this "Guide to Capitol Hill" with each of you in mind.

It provides important information about parking, your building access cards, food service and public safety.

Please take a few minutes to review this valuable information and share it with you staff.

Yours very truly,



Casey Cagle, Lt. Governor
State of Georgia



David Ralston, Speaker
Georgia House of Representatives

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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 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.howmyservice.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.

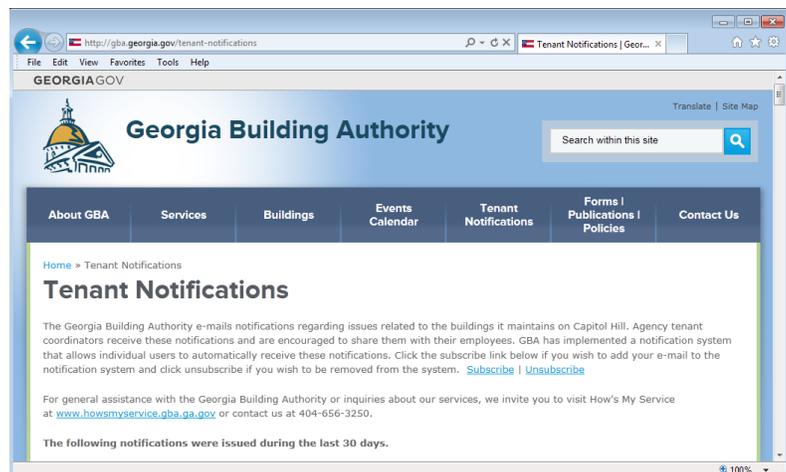
BUILDINGS

- Building Access Cards**
 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. 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 encouraged to obtain a GBA temporary building access card at a cost of \$20. Those without a GBA issued card will be required to go through the visitor screening process each time they enter a state building.

- 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.ga.gov and click on "Tenant Notifications" on the homepage menu.



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 vehicle using parking space. 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. The cost to replace a lost parking hangtag is \$20. 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.

- **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 must be visible at all times.

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.

- **Interns and Aides Parking**

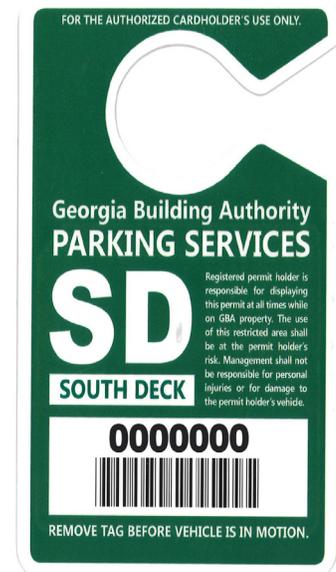
Personal interns and aides working for a House or Senate member may receive a parking permit to the Pete Hackney parking deck during the legislative session for a cost of \$60. A letter or email (parking@gba.ga.gov) must be sent by the House or Senate member to the GBA Parking Office including the name, office address and office phone where the intern/aide will work on Capitol Hill. Parking permits are not valid during a special session.

- **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 building access 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. If DPS manpower allows, the Freight Depot gate located on MLK Jr. Drive will be open for legislative events. ***Please remember cars parked illegally at or around the Depot are subject to being towed.***



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.

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. Eurest provides food services for the Capitol Commons Café, Coverdell Café and catered events at the Old 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, Barberitos Southwestern Grill, 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
450 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)
40 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/qba>.

- **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.

- **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 or musical performance. 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 to be delivered to the Garden Room. Contact GBA at 404-656-3252 for more information. 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 with the exception of holidays from 9 a.m to 4 p.m.

- **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.

- **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.

- **Severe Weather**
The Capitol Police Communications Center monitors weather alerts from the National Weather Bureau (NWB) and the Georgia Emergency Management Agency (GEMA) and will notify and advise agency emergency coordinators of severe weather.
- **Escort to Vehicle**
Limited coverage during evening hours and is dependent on officer being available. Contact DPS Capitol Police at 404-624-7281.
- **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 from 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 located at the open field adjacent to 455 Capitol Avenue, Atlanta, GA. This property has a Department of Driver Services office on site.
 - **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.

Georgia Building Authority
1 MLK Jr. Drive
Atlanta, Georgia 30334
404-656-3253