

INSTRUCTIONS AND REGULATIONS

1. Permits ordinarily will be issued for a maximum of four (4) hours, excluding setup and cleanup. Requests for an extended time period may be granted upon fully documented need. Requests will not be considered more than one year in advance of the event date. The Department of Administration reserves the ability to reasonably adjust the time or location of permitted uses to accommodate government operations, public order and safety.
2. Permit holder is responsible for the removal of all trash generated from activity conducted on state grounds.
3. Events held during work hours (7:30 a.m. to 5:30 p.m. Monday through Friday) affect employees in nearby offices. Public address (PA) systems to amplify voice are permitted, but the sound should not be audible more than 100 feet from the speaker location.
4. Electrical outlets are generally available but are the permit holder's responsibility to confirm in advance of the event. Water hook-ups are not provided.
5. Regardless of which site is authorized by permit to use, do not block entrances, exits or sidewalks. These must always be available for pedestrians and visitors to the building.
6. Inside of public buildings, utilization of public corridors must ensure that no entrance, exit, restroom or office doors are blocked and that handicapped accessibility is not impeded. Guests must be mindful of their impact on employees working in these facilities.
7. **VEHICLE USE AND PARKING:**
 - a. Parking is not permitted on the State Capitol grounds, Bicentennial Mall and Halifax Mall. Use of vehicles at permitted sites is restricted to loading and unloading purposes. Violation of terms may result in permit cancellation and future denials.
 - b. Vehicles are only permitted in the designated area of the Halifax Mall between the Education and Revenue buildings for loading and unloading purposes. Lightweight vehicles such as a golf cart may be used to transport materials and supplies from this area to the event area.
 - c. Visitor parking is available at the corner of Wilmington and Jones streets.
8. **RULES SPECIFIC TO THE STATE CAPITOL BUILDING:**
 - a. In addition to submitting this permit application, all requests for the State Capitol must notify the [State Capitol Historic Site office](#) at 919-733-4993 and ask for its permit request form. This Application to use Public Buildings and/or Grounds is only for a request to use the grounds and does not include access to the State Capitol.
 - b. Vehicles are only permitted in the driveway loop on the north side of the Capitol Building for loading and unloading purposes. Parking on sidewalks is expressly prohibited.
9. **USE OF TENTS AND CANOPIES:**
 - a. Tents and membrane structures with an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the [State Construction Office](#).
 - b. Specific rules regarding erection of tents and canopies are available from the State Construction Office, 919-807-4100. Ask for a Code Consultant if you have questions. The authorization request form is available online at <http://www.nc-sco.com/documents.aspx>.
 - c. Tent/canopy approvals from the State Construction Office must be submitted no later than 36 hours before installation. Failure to submit tent/canopy approvals may result in cancellation of permit.
 - d. All tents/canopies used must be weighted and not stake driven. The structure will be inspected by the appropriate fire code official on the day it is constructed. Any structure that is in violation of NC Fire Code or not specifically approved by permit must be removed. If not removed, the event permit will be terminated.
 - e. State Construction Office mailing address is 1307 Mail Service Center, Raleigh, NC 27699-1307 (Courier Number 56-02-01). Plans may be delivered to its offices located in the Education Building, 301 N. Wilmington St., Suite 450, Raleigh, or faxed to 919-807-4110.