



# Idaho State Capitol

# PUBLIC EVENT RESERVATION REQUEST FORM

## and Statement of Responsibility

Form Version: April 2018

Previous versions will not be accepted.

### 1 DESIRED LOCATION AND EQUIPMENT:

- Capitol Interior, Rotunda 2<sup>nd</sup> Floor
  - Lectern (no PA system)
- Capitol Exterior Steps, South Side
  - Lectern (no PA system)
  - Lectern (with PA system)

### 2 DATE AND TIME YOU'D LIKE TO RESERVE:

Date: \_\_\_\_\_

*Reservations may be made a minimum of 2 business days and a maximum of 6 months in advance.*

Start Time: \_\_\_\_\_ AM / PM

End Time: \_\_\_\_\_ AM / PM

<b>Available hours:</b>	<b>Max Time Allowed:</b>
Mon-Fri: 7:00am-7:00pm	Rotunda: 8 hours
Sat, Sun, Holidays: 9:00am-5:00pm	Steps: 4 hours

### 3 ABOUT THE EVENT:

Event Name/Description: \_\_\_\_\_

Approx. number of attendees expected: \_\_\_\_\_

Who will be managing this event on-site?

(Name) \_\_\_\_\_

(Mobile phone) \_\_\_\_\_

### 4 ABOUT EVENT SPONSOR/ORGANIZER:

Sponsor/Organizer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### 5 AGREEMENT & STATEMENT OF RESPONSIBILITY:

By signing you confirm that you have fully read, understood, & acknowledge your responsibility to abide by IDAPA 38, title 4, chapter 8, found at: [adminrules.idaho.gov/rules/current/38/](http://adminrules.idaho.gov/rules/current/38/)

SIGNATURE: \_\_\_\_\_

Print Name: \_\_\_\_\_

Your relationship to event sponsor (as listed in box 4):

\_\_\_\_\_

Date: \_\_\_\_\_

### 6 SUBMIT SIGNED FORM:

Use any method below to submit this **signed** form.

EMAIL (fastest): CapitolEvent@adm.idaho.gov

FAX: 208-334-4033

MAIL/DELIVER: Idaho Public Works  
502 N. 4<sup>th</sup> Street  
Boise, ID 83702

### WHAT'S NEXT?

We'll confirm availability of the date and time you've requested. Within 2 business days, you'll receive a confirmation by email to the email address you entered in Box 4. This completed form will be attached to that email, and serves as your reservation permit.



More info/instructions: [cms.idaho.gov](http://cms.idaho.gov)

For help with this form: 208-332-1930

For help on-site during event: 208-334-3468

**OFFICE USE ONLY – DO NOT WRITE HERE**

Notes:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_