

**STATE HOUSE LAWN**  
**115 STATE STREET, MONTPELIER, VERMONT**

**SCHEDULING INFORMATION**

**PROCESS FOR RESERVING THE STATE HOUSE LAWN**

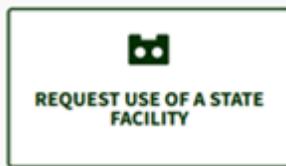
**Scheduling Events:** Use of the State House Lawn is scheduled through the Department of Buildings & General Services' (BGS) Request to Use State Facilities (RUSF) process. The process allows the Department to minimize scheduling conflicts, make the applicants aware of the rules, as well as give the Department an opportunity to consider potential security issues.

**Application Form:** We ask that all event organizers submit the Request to Use State Facilities (RUSF) application form (link below)

**HOW TO SUBMIT RUSF ONLINE APPLICATION | 1, 2, 3**

Go to BGS website - <https://bgs.vermont.gov/>

Click on this box



You will need to create a profile for yourself the first time – the system is intended to maintain your profile for subsequent applications.

**Rules/Guidelines:** All activities on the State House grounds are governed by the State Facilities Rules and the State House Lawn Guidelines (links below):

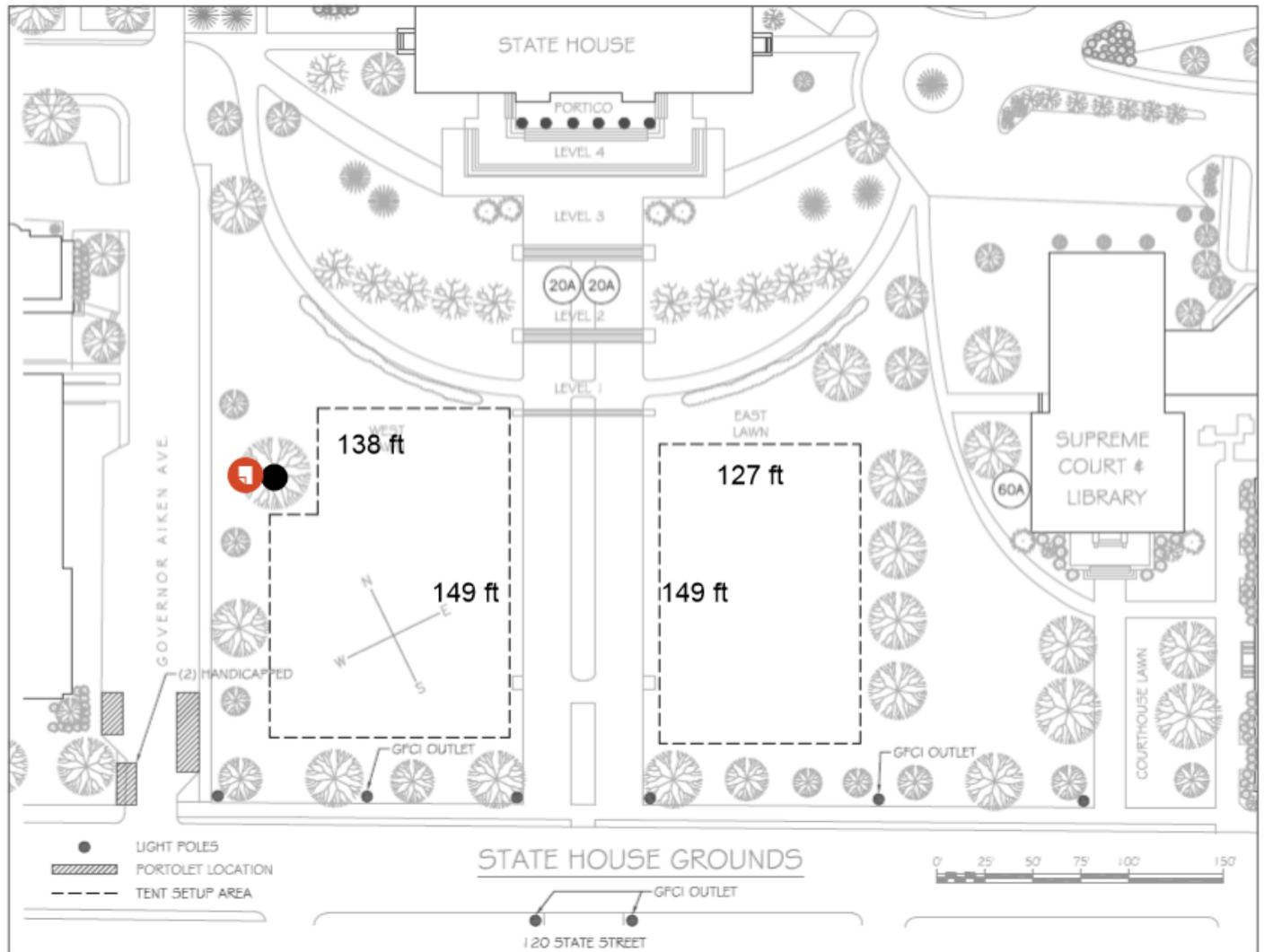
Link to Vermont State Facilities Rules: [http://bgs.vermont.gov/commissioner/facilities\\_rules](http://bgs.vermont.gov/commissioner/facilities_rules)

Link to the State House Lawn Guidelines: <C:\Users\deb.ferrell\OneDrive - State of Vermont\RUSF\SH Lawn Guidelines\State House Guidelines - Rev 2018\2018-09-25 - State House Lawn Guidelines.pdf>

**Liability Insurance:** Some reservations require proof of liability insurance, e.g., if the proposed activity or size and/or makeup of a group is perceived to pose a potential risk of injury.

**Considerations:**

- RUSF considers compliance with rules/guidelines and issues such as the use of the electrical service, placement of port-o-lets, or the preservation of the turf when reviewing an application.
- These parameters are used to determine whether the event organizer is granted permission to hold an activity on the State House Lawn. There are no other factors considered that would discriminate against any group/ideology asking permission to use the State House lawn. The State House Lawn is a public forum.
- Practice has been to schedule only one group on the SH Lawn at a time.



### ELECTRICAL SERVICE

The Department of Buildings & General Services (BGS) will provide electricity at no charge if you utilize the circuits in place. The circuits are located between the stairs leading up to the State House at the second landing level (see 20A on the map above). There are four 20-amp circuits on a three-foot, green pedestal. These ground-fault protected receptacles may require pushing the reset buttons to utilize them at times. We do not provide extension cords.

If you find that the electrical service is not working,

- Weekends, evenings, and holidays, call BGS Security at 828-0777
- Week days, call BGS Maintenance at 828-3312

**LIGHTS:** The walkway lights on the State House Lawn will not be turned off due to safety/liability concerns.

**PODIUM & SOUND SYSTEM:** There is no podium or sound system provided for events on the State House Lawn.

**PORT-O-LETS:** It is suggested that you consider providing port-o-lets for the convenience of the folks attending this large event. If you do provide the port-o-lets, let BGS know how many and when they will be delivered; BGS Security will make arrangements to reserve space to have them placed on the street at the west edge of the State House Lawn (see map above).

**REPETITIVE USE:** Organizations that request repeated use of the SH Lawn -- e.g., the weekly City Band, — are situated on the on the State House grounds in front of 111 State Street. The intent is to free up the area in front of 115 State Street to accommodate tourism, photographs of the facility, and the impromptu use by citizens.

**SECURITY:** While there will be a BGS Security employee on duty within the Capital Complex, there is no service that they provide to the groups gathering on the State House Lawn. If you have security concerns regarding your gathering, it is suggested that you advise the Montpelier Police Department of your event. If there is an emergency during your gathering, call 911.

**SNOW REMOVAL:** Snow is removed from the main front walk/steps by BGS Grounds staff. If there is snow or ice to deal with, the BGS Grounds staff would be in to clear this prior to any scheduled event. However, no one will be “on call” or standing by to do this.

**TENTS ON THE STATE HOUSE LAWN:** Once approved and prior to the event, the placement of tents on the State House Lawn must be coordinated with the BGS Maintenance Division staff (828-3312) to address concerns regarding the placement of tent stakes. Because of security concerns, it is recommended that all tents be removed following the end of the event; BGS/the State cannot be liable for tents that are left on the State House Lawn overnight.

#### **Tents – Permit Required?**

The State of Vermont, Department of Public Safety (DPS), Division of Fire Safety requires a tent permit for tents larger than 1200 square feet. This is the link to the permit application:

[http://firesafety.vermont.gov/sites/firesafety/files/files/forms/dfs\\_tent\\_application.pdf](http://firesafety.vermont.gov/sites/firesafety/files/files/forms/dfs_tent_application.pdf) .

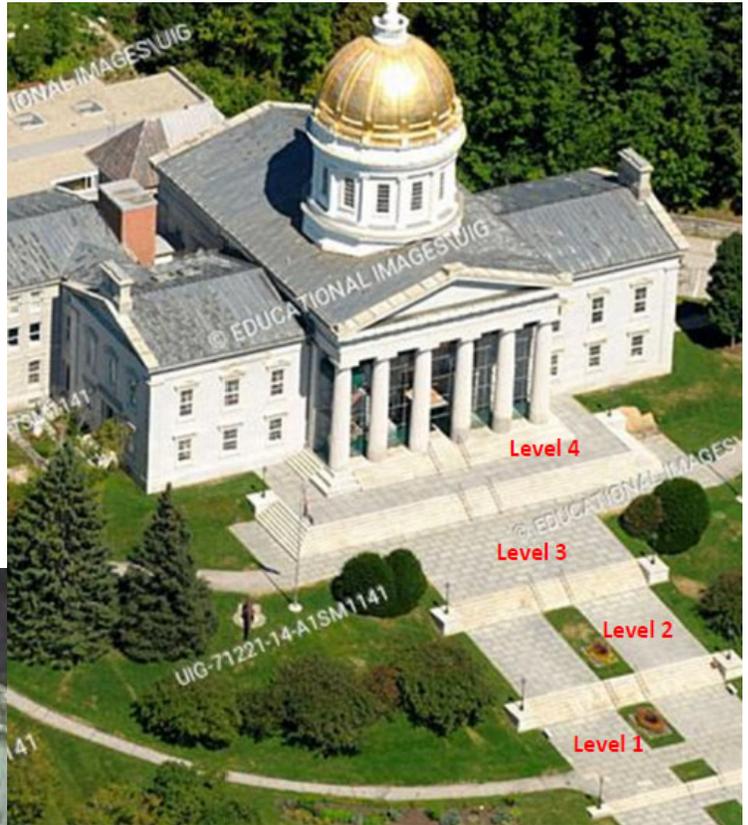
While Department of Buildings & General Services (BGS) does not require the permit, this is not a permit requirement that can or would be waived by BGS. I would suggest that you contact DPS Fire Safety Division if there are any specific questions about the permit or permit process. It is expected that the meeting organizer will agree to repair any damages to the lawn/turf, i.e., filling holes, etc.

**VENDING:** In keeping with the State Facilities Rules, there is no vending on State property, including on the State House Lawn and on the adjacent Governor Aiken Avenue. Event organizers frequently make arrangements with the City of Montpelier to reserve parking spaces along the City-owned State Street to provide a location for vending services.

**WIFI:** There is no WIFI available on the State House Lawn.







## STATE HOUSE STEPS

**FOUR LEVELS  
&  
DIMENSIONS OF  
PAVERS ON EACH LEVEL**

STATE HOUSE STEPS		DIMENSIONS OF PAVERS	
Level	Width	Depth	Total Area
Level 4	110 feet	13 feet	1,320 sq. ft.
Level 3	62 feet	35 feet	2,170 sq. ft.
Level 2 (each side)	25 feet	35 feet	875 sq. ft.
Level 1 (each side)	25 feet	38 feet	950 sq. ft.