



## STATE PRESERVATION BOARD

### REQUEST FOR EVENTS IN THE CAPITOL AND CAPITOL EXTENSION

**CONTACT: Capitol Events Coordinator**  
**(512) 463-3051**  
**FAX (512) 463-3372**

Instructions: Please complete the entire application. Incomplete applications will not be considered. If you have any questions, please contact the Capitol Events Coordinator at (512) 463-3051 or Capitol.Events@tspb.texas.gov

1. Event Name/Sponsoring Organization: \_\_\_\_\_
  
2. Location (check one):                     Extension Open Air Rotunda\*\*                     Capitol Rotunda 1st Floor  

**Available from 12-1 only**

*\*\* There are no electrical outlets in Extension Open Air Rotunda*
  
3. Date(s) and Time(s) requested: \_\_\_\_\_
  
4. Contact Name: \_\_\_\_\_
  
5. Address: \_\_\_\_\_
  
6. Phone Number: \_\_\_\_\_                    Email: \_\_\_\_\_  
  
Day-of-event contact's name/# if someone other than yourself : \_\_\_\_\_
  
7. State Official Sponsor (print name): \_\_\_\_\_  
*(Required for approval of all events and exhibits at the Texas State Capitol. Must be the Governor, the Lieutenant Governor, the Speaker, a State Senator, or a State Representative. **Applications are considered incomplete without a sponsorship form completed and signed by a State Official Sponsor.**)*
  
8. Type of Event (ex: choir performance): \_\_\_\_\_
  
9. Description of banners, signs, placards or any other decorative or explanatory items. **Nothing may be attached to any Capitol structure or wall.**  
  
\_\_\_\_\_  
  
\_\_\_\_\_

10. Time schedule for programs:

Set Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Program (Attach program if available):

11. Please mark equipment requests. State Preservation Board (SPB) does not provide event holders with any equipment other than what is listed below.

\_\_\_\_ Portable microphone (Battery operated) \$50 per event

\_\_\_\_ Chairs (10 available) \$50 per event

\_\_\_\_ Lectern with microphone and speakers (Requires electricity) \$50 per event  
*(\*note: Lectern is only available for use in the First Floor Capitol Rotunda. Nothing may be affixed or attached to the SPB lectern.)*

\_\_\_\_ Electrical Power \$35 per event

12. Please list all additional equipment (provided by event holder) to be used during the event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Number of persons expected to attend: \_\_\_\_\_  
Participants

\_\_\_\_\_  
Other (ex: chaperones)

14. Payment of Fees: Fees for equipment and services requested under #11 above must be paid in full no later than 24 hours prior to the event. If fee is not received, the reservation will be cancelled. Fees may be paid by check made out to the State Preservation Board. The SPB Event Coordinator will contact you with the fee total after review and approval of this application.

15. Cancellations and Refunds: Refunds will only be issued if cancellations are received at least 24 hours prior to the event.

16. Is the sponsoring organization tax exempt?  Yes  No

Fed ID # \_\_\_\_\_ (If exempt, you must include proof of tax exempt status with event application. Otherwise, you will be charged sales tax.)

***I have read the State Preservation Board Policy for Events at the Capitol and agree to comply with this policy. I understand that all events are subject to cancellation. In addition, I understand that I am responsible for any damages to the building as a result of my event.***

\_\_\_\_\_  
Event Holder Signature

\_\_\_\_\_  
Date