

Facility Use Rules and Regulations

ARIZONA CAPITOL MUSEUM

1. Food and drink service is limited to the Historic Supreme Court Room and the Conference Room Suite 200. **All food/drinks items must remain in the Historic Supreme room and Conference Room 200.** No foods, or drinks, are allowed in the **Historic Senate and Historic House Chambers.** **KITCHEN IS FOR STAFF USE ONLY.**
2. State of Arizona and the Arizona Capitol Museum are not responsible for personal property.
3. Nothing may be affixed to the walls or furnishings inside the rooms.
4. **No tables or items are allowed in the hallway outside the rooms, so please keep it in the designated area.
5. Please advise caterers that beverages containing alcohol are not permitted at the Arizona Capitol Facilities. This includes nonalcoholic beer and wine that contains a very low percentage (.05%) of alcohol. **Caterers will need to contact the Schedule Coordinator at 602-926-3620 x 2 so that I can clear them for food drop off at the House of Representative parking lot, north side of our building, off Adams Street.**
6. Open flames, including Sterno™, CANNOT be used in warming trays. No plants or flowers are allowed in any area of the Arizona Capitol and 1938 addition for presentation purposes.
7. Parking is available across the street in Wesley Bolin Memorial Plaza 1700 W. Washington and the West parking lot off 19th avenue and Jefferson St.
<https://maps.google.com/maps?q=arizona+capitol+museum&hl=en&sl=33.605415,-112.125051&ssp=0.955036,1.783905&hq=arizona+capitol+museum&t=m&z=15>
8. **No parking allowed on the House of Representative and Senate parking lot, vehicle will be towed immediately.**
9. Parking in front of the dumpsters, in the loading zones, or fire lanes is not permitted.
10. Business phones are not available for personal use.
11. **Setup and cleanup of facilities is to be done by the organization or caterer booking the room.**
12. **All trash is to be bagged and taken out of the building by the organization using the room.**
13. **We ask groups using the room to please leave the room as clean organized as possible.**

We truly appreciate your cooperation. Thank you.