

STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of Shared Services of Alaska	S.O.P.# DGS 014-09	Page 1 of 3
SUBJECT: <b>Public Events on State of Alaska Property</b>	EFFECTIVE DATE: 3/6/14	
WRITTEN BY: Katie Spears, Acting State Leasing & Facilities Manager  APPROVED BY: Thomas Millar, Director of Shared Service of Alaska	SUPERSEDES S.O.P.# N/A	DATE REVISED: 3/20/2019

**PURPOSE:** This SOP provides standards and written instructions for the use of public space within State of Alaska property, leased and owned.

**AUTHORITY:** Per AS 36.30 and AS 44.21, the Department of Administration is responsible for the procurement and allocation of space used by the Executive Branch.

**POLICY:** It shall be the general policy of the Department of Administration to limit the use of State property, within all applicable statutes, to preclude commercial, illegal and/or non-state sanctioned activities. This shall be done with a focus on safety, security and equitable use of the space.

**PROCEDURES:**

**1. EVENT REQUEST PROCEDURE**

- a. Requests for an event on State property shall be made through the Division of Shared Services (SSoA). For Juneau events phone (907) 465-5689. For Anchorage, Palmer and all other event locations phone (907) 269-0330.
- b. Staff will direct the requestor to fill out an Event Request Form which can be found online at <http://doa.alaska.gov/dgs/facilities>
- c. If you are requesting to use the Atwood Conference Center, please navigate to the Atwood Conference Center website at <http://doa.alaska.gov/dgs/facilities/acc.html>.
- d. The completed form together with a certificate of insurance covering general liability should be returned to the relevant SSoA office for processing and approval. Further explanation concerning **the** requirements is contained in paragraph 4.
- e. Acceptance or denial for an event will be provided to the event organizer within four business days from time the completed Event Request Form is received by the SSoA. A decision regarding the denial of an event is made at the sole discretion of SSoA and that decision is final.
- f. This section does not apply to any state property currently used for residential purposes.

**2. EVENTS ALLOWED ON STATE PROPERTY**

State facilities may be used for the following types of events:

- a. **Governmental Activities:** Activities conducted for the purpose of furthering the better understanding of any level of government operations when conducted by a local State or Federal government agency.
- b. **Educational, Cultural, or Civic Activities:** Activities which are primarily educational, cultural, or civic in purpose for the enhancement of the health, welfare, and public benefit of the citizens of the State.
- c. **Charitable:** Events conducted for the direct informational benefit of recognized nonprofit charitable organizations (i.e. 501 (c) organizations) and charitable donation events which are sponsored by the State of Alaska.

3. EVENTS WHICH ARE NOT ALLOWED ON STATE PROPERTY The following activities are not allowed on State property:

- a. Activities where the exchange or donation of money or payment for goods or services or where any other sales transaction is involved.
- b. Commercial or business activities by private companies.
- c. Events which may be reasonably expected to incite violence or illegal activity.
- d. Any Illegal activity.

#### 4. INSURANCE

Insurance requirements are established to provide adequate funding for the indemnification of the State of Alaska for claims of bodily injury or property damage arising out of or in any way connected with use of State facilities. It is the policy of the Division of Risk Management to require commercial general liability insurance with minimum coverage limits of \$300,000 combined single limit per occurrence, naming the State of Alaska as additional insured. The certificate of insurance must be attached to the Event Request Form when it is submitted to the Division of Shared Services of Alaska. Alternate arrangements may be made for self-insured government entities.

#### 5. EVENT EQUIPMENT

The Division of Shared Services Building Management does not provide equipment such as chairs, tables, P.A. speakers/amplifiers, electrical cords etc. Equipment brought onto State property to be used at the event must be in a safe and serviceable condition and is subject to inspection by State maintenance technicians.

#### 6. EVENT TIMES

Times of events should be scheduled for Monday to Friday (State holidays excluded) between 9AM to 3PM. Musical or choral events are to commence no earlier than 12PM and should end at 1PM promptly. Note that the Kimball organ concerts at the Juneau State Office Building occur each Friday at lunchtime. Event requests outside of these times will be reviewed and subject to additional approvals.

#### 7. EVENT ETIQUETTE

The event organizer is to be mindful that events held on State property should be conducted without:

- a. Creating a loud or unusual noise or a nuisance.
- b. Obstructing the use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots.
- c. Impeding or disrupting the official duties of State employees.
- d. Preventing the general public from obtaining the services provided on the property in a timely manner.

#### 8. EVENTS WITH FOOD AND NON ALCOHOLIC BEVERAGES

Under State Statute 23.15.133 the distribution of food and beverages on State property shall be organized under license by the Department of Labor, Division of Vocational Rehabilitation. The Division of General Services can assist the event organizer with obtaining the necessary permissions from Voc. Rehab.

#### 9. ALCOHOLIC BEVERAGES

State policy prohibits persons on State property from consuming alcohol or being under the influence of alcohol. This policy also applies to controlled substances. This section concerning alcoholic beverages does not apply to any state property currently used for residential purposes.

#### 10.UNATTENDED CHILDREN

The State is dedicated to providing an environment that encourages the public to visit and enjoy our facilities. However, the State is not responsible for children who are left unattended at events which occur at State buildings. Parents, guardians, or other responsible caregivers are solely responsible for the safety and behavior of children while on State premises.

#### 11.DOGS AND OTHER ANIMALS

Except for service dogs or other recognized guide animals used to assist the disabled. Dogs or other animals are not allowed on State property. This section does not apply to any state property currently used for residential purposes.