

CHAPTER 87. USE OF THE FORUM

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Authority

The provisions of this Chapter 87 issued under section 2402(j) of The Administrative Code of 1929 (71 P. S. § 632(j)), unless otherwise noted.

Source

The provisions of this Chapter 87 adopted February 4, 1977, 7 Pa.B. 386, unless otherwise noted.

§ 87.1. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Department—The Department of General Services.

Forum—The auditorium in the Forum Building, South Drive, Harrisburg.

Secretary—The Secretary of the Department.

§ 87.2. Purpose.

This chapter establishes procedures, defines responsibilities and provides provisions pertaining to the use of the Forum by private organizations or individuals.

§ 87.3. Scope.

The provisions in this chapter shall be specifically directed to persons and organizations requesting the use of the Forum.

§ 87.4. Responsibilities.

(a) The Director of the Bureau of Risk and Insurance Management will establish the extent of coverage to be provided by each entity granted a permit for the use of the Forum, such coverage to provide payment to the Department for any and all damages to the Forum premises by the using entity.

(b) The Director of the Bureau of Police and Safety will be responsible for the preservation of peace and order at the Forum.

(c) The Director of the Bureau of Buildings and Grounds, Department of General Services, Room 403 North Office Building, Harrisburg, Pennsylvania,

will approve or deny requests for permits and will issue granted permits, on Form GSGS-9, to successful applicants.

Source

The provisions of this § 87.4 amended April 29, 1977, 7 Pa.B. 1171.

§ 87.5. Staffing of Forum crowd control facility.

Staffing of the Forum crowd control facility will be accomplished by the Bureau of Police and Safety to assure that peace and order are maintained throughout the period the Forum is in use.

§ 87.6. Forum crowd control.

The Bureau of Police and Safety, with the aid of its own Capitol Police in addition to the enlistment of support from the State Police and National Guard, where necessary, will monitor all elements of crowd control at the Forum to assure that peace and order shall be maintained.

§ 87.7. Forum requests and permits.

(a) All persons and organizations requesting the use of the Forum must have requested and obtained an approved permit to use the Forum prior to the day of registration from the Director, Bureau of Buildings and Grounds, Department of General Services, Room 403 North Office Building, Harrisburg, Pennsylvania 17125.

(b) All persons and organizations requesting a permit to use the Forum must provide insurance coverage or security bonds for such use to the extent the Director of the Bureau of Risk and Insurance Management demands, binding the user to reimburse the Department for any and all damages to the Forum arising from the use of that structure by the successful applicant.

(c) Accompanying each approved permit to use the Forum will be a copy of the Forum Use Rules and Regulations.

(d) Form GSGS-8 (Request to use the Forum) as set forth in Appendix A of this chapter will be available from the Bureau of Buildings and Grounds, Department of General Services, Room 403, North Office Building, Harrisburg, Pennsylvania 17125.

(e) Form GSGS-9 (Forum Use Permit) as set forth in Appendix B of this chapter will be approved and issued by the Director of the Bureau of Buildings and Grounds.

§ 87.8. Provisions pertaining to the use of the Forum.

(a) The Forum area alone, not inclusive of the hallways, other floors, or other areas of the Education Building or other Commonwealth property, is the extent of the area granted for use by the permit.

(b) Application for use of the Forum must be submitted no later than seven days prior to the date requested for use.

(c) A permit must be presented to proper Commonwealth personnel, inclusive of the Capitol Police, on the day of use of the Forum but prior to the commencement of the programs.

(d) The use or possession of illegal drugs or alcoholic beverages is expressly prohibited, with penalty of expulsion of the offender and possible termination of the presentation.

(e) The creation of any hazard to person or property, including, but not limited to, the carrying of lighted cigars, cigarettes, pipes, matches, or any naked flame in a restricted area, the starting of open fires, the carrying or storage of explosives or radioactive material, and the tampering with equipment, is prohibited with penalty of expulsion of the offender and possible termination of the presentation.

(f) The use of corridors, sidewalks, areaways, tunnels, elevators, or rooms in such a manner as to materially hamper or obstruct their safe or necessary use is prohibited.

(g) The carrying of firearms, knives, or any other items capable of being construed and used as weapons, without authorization, upon the Forum area is prohibited with exception to peace officers, designated post office employes, and members of the Armed Forces of the United States on official duty.

(h) No animals or pets of any kind shall be permitted in the Forum except guide dogs used by blind persons.

(i) No child of the age of 14 or under shall be admitted to the Forum unless accompanied by a responsible person, 18 years of age or older.

(j) The display, posting, or distribution of advertisements, letters, circulars, or other written or printed material in the Forum is expressly prohibited unless allowed by a permit obtained through the Bureau of General Services, Room 502 North Office Building, Harrisburg, Pennsylvania 17125.

(k) All equipment to be used in the Forum must be approved by the Bureau of Buildings and Grounds, Department of General Services, 403 North Office Building, Harrisburg, Pennsylvania 17125.

(l) News photographers, including television cameramen, visitors, and all others, may take pictures only in the areas designated by the Bureau of General Services.

(m) Unauthorized peddling, soliciting of business, trade, or contribution, or loitering in the Forum is prohibited.

(n) Defacing of the Forum by markings, scratchings or by any other means is prohibited; spray paint containers and the like shall not be permitted in the Forum area without authorization.

(o) Placing, discharging, or depositing, in any manner whatsoever, offal, garbage or any refuse in the Forum area, except in containers placed for that purpose, is prohibited.

(p) Trucks or delivery vehicles or both using loading platforms or delivery areas shall load and discharge at the places and times indicated by the Bureau of Buildings and Grounds, the Capitol Police (Bureau of Police and Safety) or the Security Guard (Bureau of Police and Safety).

(q) Capitol Police have a duty to prevent trespass, theft, and damage to the Forum and to maintain order in the Forum.

(r) The Capitol Police may take such action in times of emergency, such as fires, bomb threats, power failures, and unruly crowds, as may reasonably be necessary and lawful to maintain order, safety, and security in the Forum area.

(s) The entity group/individual granted a permit to use the Forum agree to reimburse the Commonwealth (Department of General Services) for any and all damages to the Forum occurring as a result of that entity's use of the Forum, through insurance or out of its own pocket or security bonds, in such manner and amounts as the Director of the Bureau of Risk and Insurance Management demands.

(t) The entity group/individual granted a permit to use the Forum shall agree to leave the Forum in a restorable condition in order that it may be restored within 12 hours of the termination of the event.

(u) Failure by the applicant to follow any of the provisions of this chapter will result in any combination of the penalties as follows:

- (1) Removal of the violator from the Forum for a stated period of time.
- (2) Confiscation of the object prohibited by this chapter.
- (3) Damages occurring from such use to be borne by the holder of the permit.

(v) A permit may be denied for any one or more of the following reasons:

(1) Where applicant falsely answers or fails to answer any part of Form GSGS-8 (Request of Use of Forum Permit) as set forth in Appendix A of this chapter.

(2) Where prior scheduling commitments will not allow the event to occur on the date requested.

(3) Where applicant fails to accept or follow any of the forms of this chapter dealing with requests to use the Forum.

(4) Where the activities of applicant, on the face of the Request For Use Of The Forum Permit, promise to do any one or more of the following:

- (i) To disrupt the public order.
- (ii) To create disorderly conduct.
- (iii) To involve the molestation of Commonwealth personnel or invitees.
- (iv) To unduly misuse or litter the Forum area.

(v) To materially disrupt the business of the Commonwealth so that the use of the Forum in the manner requested will not allow the normal business of the Commonwealth to take place.

- (5) Where applicant has, in the past, used the Forum in a manner violative of this chapter.
- (w) The Commonwealth reserves the right to refuse any or all applicants the use of the Forum.

APPENDIX A

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
GSGS-8

_____ Date of Issuance

**REQUEST FOR USE OF FORUM PERMIT
NOTE: THIS REQUEST MUST BE RETURNED WITHIN SEVEN (7) DAYS PRIOR TO THE REQUEST DATE**

NAME AND ADDRESS OF APPLICANT (Individual or Organization) _____ Phone Number: _____
NAME AND ADDRESS OF APPLICANT (Representative of Group Leader) _____ Phone Number: _____

DESCRIPTION OF ALL EQUIPMENT TO BE USED (All equipment is subject to approval of Department of General Services) _____ ESTIMATE OF PERSONS EXPECTED TO ATTEND _____

DESCRIPTION OF THE ACTIVITIES OR PROGRAM TO TAKE PLACE _____ TIME OF EVENT (Day, Beginning Hour, Ending Hour) _____
DATE: _____ TO: _____
TIME: _____ TO: _____

REQUIRED AMOUNTS OF INSURANCE COVERING:
PERSONAL LIABILITY _____ REQUIRED SECURITY BOND _____
PROPERTY DAMAGE _____

By signing this, I agree that I am aware than any and all applications may be rejected.

UPON COMPLETION, MAIL REQUEST TO:
SIGNATURE---OFFICIAL GROUP REPRESENTATIVE _____
DEPARTMENT OF GENERAL SERVICES
DIRECTOR, BUREAU OF BUILDINGS AND GROUNDS
ROOM 403, NORTH OFFICE BUILDING
HARRISBURG, PENNSYLVANIA 17125

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