



From the State Patrol: What to Expect when Visiting the State Capitol

Dear Chaperone:

The following recommendations will ensure that your group is prepared for Capitol Security protocols prior to arriving at the Capitol. These recommendations will expedite the security process and help us to ensure the safety of our visitors:

All groups will enter at the **north** entrance. All school groups will need to have an adult to lead the group in and an adult to follow the group so that the group is together.

Children with special needs and/or medical devices should go to the **south** entrance at 14th and Sherman Street. There they will be assisted through the security process by a security guard or Trooper. Arrangements will have to be made to have that child meet up with the remainder of your group once inside the Capitol.

The **north** entrance is located on Colfax Avenue and Sherman Streets, north side of the Capitol, first floor. Your group will need to arrive early so that all persons can be screened and checked in and the tour that you will have arranged can begin as close as possible to the scheduled time.

Packed lunches should be stored in a 30-quart plastic labeled bin with class and school name and left with security upon entering the building. A Security Guard or Trooper will examine the bin and put it through the x-ray machine. A designated person in your group will be able to pick up the bin when it is needed.

The items listed below are also not recommended to bring into the Capitol:

- Backpacks and large bags
- Scissors and/or any other sharp objects

The following items are prohibited inside of the State Capitol: •Firearms- even for those with concealed- carry privileges •Any Dangerous or Illegal weapon (Persons who attempt to enter with a prohibited item may face criminal charges.)

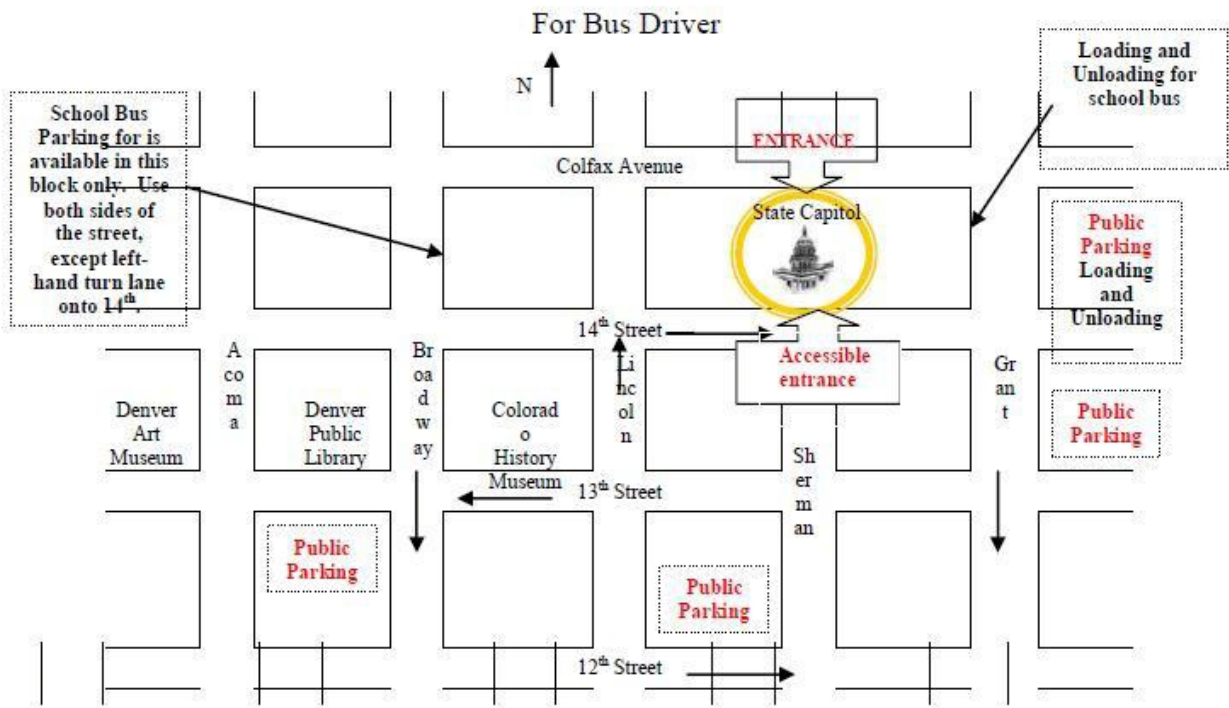
We respectfully recommend that you do not have your classes participate in scavenger hunts during your visit. Your cooperation with our security guidelines is vital due to the large number of visitors to the Capitol every year. Thank you again and we look forward to ensuring that your group's visit to the Colorado State Capitol is safe, enjoyable and educational.

Thank You,
Darce Weil
Colorado
State Patrol |
Executive
Security Unit



Parking Information

School bus parking is allowed on both sides of Broadway between Colfax and 14th Avenue. Bus drivers **do not** have to stay with the bus and should not block the left turn lane at 14th Avenue. **Please be aware that the west sidewalk near Broadway has been a gathering place for demonstrators.** Drivers may unload students on Grant Street between Colfax and 14th. Please see the map for directions.



*All public parking is paid; free handicap parking is available in the Capitol Building circle (14th and Sherman)

Limited handicapped parking is available - first come first served - on the southeast side of the Capitol; special placards and license plates are required.

Be advised that meter street parking around the Capitol may be limited to one hour.



Information and guidelines for scheduled Colorado State Capitol tour groups

BEFORE THE TOUR

- ◆ Make sure all participants know that the Capitol is a government office. Whether on a tour, talking to an official, or eating lunch, all visitors are expected to be on their best behavior.
- ◆ Arrive fifteen minutes prior to the tour start time to go through security and utilize bathrooms (as needed). Restrooms are located in north basement and should be utilized before tour.
- ◆ Divide entire group to scheduled tour groups of 30 or less (if applicable) and enter building in these groups.
- ◆ Tour guides plan to meet you inside north 1st floor upon security clearance. Teacher (not parent chaperone or students) should lead group through security.
- ◆ Lunches must be brought in bins/general boxes and stored at the tour desk. Box lunches can be ordered from the Capitol café in advance at 303-866-2985.
- ◆ The general public entrance is on the north side of the Capitol (Colfax and Sherman streets) as you go up the stairs. Persons with limited mobility use south side entrance (14th and Sherman streets).
- ◆ Students should wear a name tag with first name and school name printed in large letters for safety.
- ◆ Inform your guide of time limits, specific subject emphasis, or special needs.

DURING THE TOUR

- ◆ Chaperones are to assist tour guides in keeping the group together and quiet.
- ◆ Cell phones and other electronic devices must be off (lead teacher's should be on vibrate).
- ◆ Allow tour guide to lead the group; give guide undivided attention; walk quickly and quietly; raise hands to ask questions; keep feet on the floor at all times; stay with the group.
- ◆ Food, drink, water bottles, and chewing gum are not permitted (except for notified medical reasons).
- ◆ Expect the tour to last 45 minutes or so, except for the 30-minute attic tour. Those unable to climb the attic may watch a video tour on the 3rd floor.

AFTER THE TOUR

- ◆ Lunch benches are in the basement rotunda and must be reserved in advance. Cafeteria seating is for employees and customers. School groups must eat in the basement rotunda whether they bring or purchase lunch. Weather permitting, groups are encouraged to eat outside on Capitol grounds.

If you have scheduled other tours in downtown Denver be aware that it takes 10-15 minutes to walk to the Colorado History Museum; 10-20 ms to the Molly Brown House Museum; 15-25 ms to the Denver Art Museum; 30-45 ms to the Governor's Mansion; and 15-20 ms to the U.S. Mint.