

## **IDAPA 38 – IDAHO DEPARTMENT OF ADMINISTRATION**

### **Division of Public Works / Facility Services**

#### **38.04.07 – Rules Governing Use of the Interior of State Property in the Capitol Mall and Other State Facilities**

##### **Who does this rule apply to?**

*This rule applies to the general public and state employees who access the interior of the Capitol Mall buildings, not including the capitol, and other state facilities named in the rule.*

##### **What is the purpose of this rule?**

*This rule provides enforceable guidelines for the safe operation of state properties for the benefit of Idaho citizens.*

##### **What is the legal authority for the agency to promulgate this rule?**

*This rule implements the following statute passed by the Idaho Legislature:*

- [Section 67-5709, Idaho Code](#) – Management of State Facilities

##### **Who do I contact for more information on this rule?**

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**38.04.07 – RULES GOVERNING USE OF THE INTERIOR OF STATE PROPERTY  
IN THE CAPITOL MALL AND OTHER STATE FACILITIES**

**000. LEGAL AUTHORITY.**

Section 67-5709, Idaho Code, gives the Director of the Department of Administration authority to promulgate rules governing the State Properties in the Capitol Mall and other state facilities. (3-31-22)

**001. SCOPE.**

These rules contain the provisions for use of the interior of the Capitol Mall Office Properties, the Parking Facilities, the Other State Properties, and the Multi-agency Facilities. The interiors of such facilities occupied by a tenant under lease may be subject to additional requirements imposed by the tenant. (3-31-22)

**002. -- 009. (RESERVED)**

**010. DEFINITIONS.**

**01. Camping.** Any activity prohibited under Section 67-1613, Idaho Code. (3-31-22)

**02. Capitol Annex.** The interior of improvements located at 514 West Jefferson Street, Boise, Idaho. (3-31-22)

**03. Capitol Mall Office Properties.** The interior of improvements set forth in Section 67-5709(2)(a) and (b), Idaho Code. The Capitol Mall Office Properties do not include the Idaho State Capitol or its grounds. (3-31-22)

**04. Common Space.** The portion of the Interior State Facility that is not Tenant Space. Common Space includes but is not limited to interior lobbies not within Tenant Space and restrooms not accessed through Tenant Space. Common Space does not include Tenant Space or any area marked "private," "no admission," "staff only," or similarly designated as not open to the public. (3-31-22)

**05. Department.** The Department of Administration. (3-31-22)

**06. Director.** The Director of the Department of Administration or his designee. (3-31-22)

**07. Interior State Facilities.** The interior spaces within the Capitol Mall Office Properties, the Parking Facilities, the Multi-agency Facilities, and the Other State Properties. (3-31-22)

**08. Multi-Agency Facilities.** The interior of buildings and improvements set forth in Section 102 of these rules. (3-31-22)

**09. Other State Properties.** The interior of buildings and improvements set forth in Section 101 of these rules. (3-31-22)

**10. Parking Facilities.** The interior of improvements set forth in Section 67-5709(2)(b), Idaho Code. (3-31-22)

**11. Security Personnel.** A state of Idaho employee or a staff member of a state of Idaho contractor whose job duties include monitoring compliance with and enforcing these rules. (3-31-22)

**12. State Business Day.** Monday through Friday, excluding the holidays set forth in Section 73-108, Idaho Code. (3-31-22)

**13. Tenant Space.** The portion of the Interior State Facilities occupied by a state of Idaho officer, official, agency, board or commission or leased to a public agency or a private individual or entity. (3-31-22)

**011. -- 100. (RESERVED)**

**101. OTHER STATE PROPERTIES.**

These rules apply to the following Other State Properties pursuant to the request of the state of Idaho public entity owning or controlling the property: (3-31-22)

**01. Idaho State Historical Society Properties.** (3-31-22)

**a.** The interior of the following properties owned or operated by the Idaho State Historical Society are Other Properties under these rules: (3-31-22)

- i. Idaho State Historical Museum, located at 610 North Julia Davis Drive, Boise, Idaho. (3-31-22)
- ii. Old U.S. Assay Office, located at 210 Main Street, Boise, Idaho. (3-31-22)
- iii. Old Penitentiary site located in Boise, Idaho and defined in Section 58-337, Idaho Code. (3-31-22)
- iv. Idaho History Center, located at 2205 Old Penitentiary Road, Boise, Idaho. (3-31-22)
- v. Franklin Historic Properties, located in Franklin, Idaho. The Franklin Historic Properties include the Franklin Co-operative Mercantile Institution Building, the Hatch House, the Doney House, and the Relic Hall. (3-31-22)
- vi. Pierce Courthouse, located in Pierce, Idaho. (3-31-22)
- vii. Rock Creek Station and Stricker Homesite, located at 3715 Stricker Cabin Road, Hansen, Idaho. (3-31-22)

**b.** The following sections of these rules apply to the Idaho State Historical Society Properties set forth in Paragraph 101.01.a. of these rules only as modified by this Paragraph 101.01.b.: (3-31-22)

- i. Subsection 010.06. “Director” means the Executive Director of the Idaho State Historical Society when these rules are applied to the Idaho State Historical Society Properties. (3-31-22)
- ii. Subsection 200.01. “Authorized Uses by the Public” applies except that the Director may authorize public or private uses of the interior of the Idaho Historical Society Properties and the exclusion of members of the public from attending such events. For the purpose of this subsection, the grant of a lease or a license is authorization to exclude members of the public from the interior of the Idaho Historical Society Properties. (3-31-22)
- iii. Section 302. “Hours and Locations of Use” applies as if the Idaho State Historical Properties were Capitol Mall Office Properties unless other hours of use or access restrictions are designated at the property, or posted on the Idaho State Historical Society website. (3-31-22)

**c.** The Idaho State Historical Society Properties set forth in Paragraph 101.01.a. of these rules may be licensed or leased and such license or lease may vary the provisions of these rules applicable to use of the property under this chapter, including but not limited to the following: hours of use; authorized uses; consumption and distribution of alcohol; affixing of materials to the Idaho State Historical Society Properties; use of sound amplification; and, use of utilities. (3-31-22)

**102. MULTI-AGENCY FACILITIES.**

These rules apply to the following Multi-agency Facilities managed and administered by the Department: (3-31-22)

- 01. Lewiston State Office Building.** 1118 F Street, Lewiston, Idaho 83501. (3-31-22)
- 02. Idaho Falls State Office Building.** 150 Shoup Avenue, Idaho Falls, Idaho 83401. (3-31-22)

**103. -- 199. (RESERVED)**

**200. USE OF INTERIOR STATE FACILITIES.**

**01. Authorized Uses by the Public.** Public access to the Interior State Facilities is limited to the conduct of business with a tenant. Public access to the Tenant Space is limited to the conduct of business with the tenant. (3-31-22)

**02. Prohibited Uses.** The following uses are prohibited at the Interior State Facilities: (3-31-22)

a. Events. The Interior State Facilities shall not be used by the public for press conferences, performances, ceremonies, presentations, meetings, rallies, receptions or gatherings. (3-31-22)

b. Exhibits. The Interior State Facilities shall not be used by the public for attended or unattended displays, including but not limited to equipment, machines, vehicles, products, samples, paintings, sculptures, arts and crafts, photographs, signs, banners or other graphic displays. (3-31-22)

c. Commercial Activity. The Common Space shall not be used for any activity conducted for profit and no persons may solicit to sell any merchandise or service in the Common Space. (3-31-22)

**201. -- 299. (RESERVED)**

**300. RESTRICTIONS AND LIMITATIONS ON USE.**

Except as otherwise provided, the restrictions and limitations on use of the Interior State Facilities set forth in Sections 301 through 399 of these rules apply to all use of the Interior State Facilities. (3-31-22)

**301. USES INTERFERING WITH ACCESS OR USE OF FACILITY.**

**01. Interference With Primary Use of Facility or Real Property.** No person shall interfere with the primary use of the Interior State Facilities. The primary uses of the Interior State Facilities include but are not limited to public meetings and hearings, court proceedings, and the conduct of public business by agencies or officials of the state of Idaho that normally occupy and use Interior State Facilities and the conduct of business by a tenant of a state facility. (3-31-22)

**02. Interference With Access.** No person shall block fire hydrants, fire or emergency vehicle lanes, vehicular drives, pedestrian walkways, doorways, steps or similar access routes through, in or out of the Interior State Facilities. (3-31-22)

**302. HOURS AND LOCATIONS OF USE.**

**01. Capitol Mall Office Properties and Multi-Agency Facilities.** The hours for public access to the interior of the Capitol Mall Office Properties and the Multi-agency Facilities are 8 a.m. to 5 p.m. on State Business Days. (3-31-22)

**02. Parking Facilities.** The hours of use of the Parking Facilities are governed by IDAPA 38.04.04, "Capitol Mall Parking Rules." (3-31-22)

**303. BICYCLES, SKATES, SKATEBOARDS, SCOOTERS, AND OTHER NON-MOTORIZED TRANSPORTATION.**

Bicycles, skates, skateboards, scooters, and other non-motorized transportation may not be used in the Interior State Facilities. Where indicated by a posted notice or where requested by Security Personnel, law enforcement or a state employee or agent supervising a state facility, users must store non-motorized transportation in a designated storage area on the exterior of a state facility. Child strollers and wheelchairs and other equipment providing individual mobility to the disabled are not non-motorized transportation for the purposes of this section. (3-31-22)

**304. ANIMALS.**

Animals are not allowed at the Interior State Facilities unless the animal is a service animal necessary to assist persons with disabilities or an animal in the service of law enforcement. Service animals must be leashed and under the control of the person bringing the animal to the Interior State Facilities. The person bringing the animal to the Interior State Facilities shall have in his possession the equipment necessary to remove the animal's urine and fecal matter and immediately remove all urine and fecal matter deposited by the animal. (3-31-22)

**305. FOOD AND BEVERAGES.**

Consumption of food and beverages at the Interior State Facilities is subject to the following: (3-31-22)

**01. Consumption May Be Prohibited.** The consumption of food and beverages may be prohibited by

- a notice posted at the entrance to all or a portion of the Interior State Facilities. (3-31-22)
- 02. Alcohol.** Alcohol may not be consumed or distributed in the Common Space. (3-31-22)
- 306. SMOKING.**  
Smoking is not allowed in the Interior State Facilities. (3-31-22)
- 307. FIRES, CANDLES, AND FLAMES.**  
No fires, candles or other sources of open flame are permitted in the Interior State Facilities. (3-31-22)
- 308. LIMITS ON USE OF COMMON SPACE.**  
The following provisions apply to the Common Space. (3-31-22)
- 01. Electrical Cords.** Electrical cords must be protected by cord covers or gaffers tape to prevent an electrical or trip hazard. (3-31-22)
- 02. Railings and Stairways.** No items may be placed on railings or stairways and no persons shall sit or stand on railings or stairways. (3-31-22)
- 03. Tossing or Dropping Items.** No items may be tossed or dropped over railings or from one level of a facility to another level or to the ground. (3-31-22)
- 04. Ingress or Egress.** No item, including tables, chairs, exhibits, equipment, materials, and displays shall be located so as to block ingress or egress to any portion of the Interior State Facilities, or to restrict the follow of individuals using the facility, or to restrict emergency egress or ingress. (3-31-22)
- 05. Attaching, Affixing, Leaning or Propping Materials.** Posters, placards, banners, signs, and displays, including any printed materials, shall not be affixed on any interior surface of the Common Space not designed for that purpose. No items may be leaned or propped against any interior surface of the Common Space. (3-31-22)
- 06. Materials Causing Damage to Interior Surface.** Stages, risers, chairs, tables, sound equipment, props, materials, displays, and similar items shall be constructed and used in a manner that will not damage, scratch, dent, dig or tear any surface in the Common Space or any systems or utilities of the Interior State Facilities, including but not limited to fire suppression systems, drains, ventilation systems, and lighting systems. (3-31-22)
- 309. ITEMS SUBJECT TO SEARCH.**  
To enhance security and public safety, Security Personnel and law enforcement may inspect: (3-31-22)
- 01. Packages and Bags.** Packages, backpacks, purses, bags, and briefcases reasonably suspected of concealing stolen items or items prohibited by these rules. (3-31-22)
- 02. Items.** Items brought to the Interior State Facilities, if there is a reasonable suspicion that an item may be capable of injuring, damaging or harming persons or property at the Interior State Facilities. (3-31-22)
- 310. PROHIBITED ITEMS.**  
The following, as defined in Title 18, Chapter 33, Idaho Code, are not permitted at the State Facilities; bombs, destructive devices, shrapnel, weapons of mass destruction, biological weapons, and chemical weapons. Security Personnel or law enforcement may direct that any person at the State Facilities immediately remove from the State Facilities any club, bat or other item that can be used to injure, damage, or harm persons or property at the Interior State Facilities. (3-31-22)
- 311. UTILITY SERVICE.**  
The public may not use the utility services of the Interior State Facilities except restrooms. (3-31-22)
- 312. LAW ENFORCEMENT AND FACILITY EXIGENCY.**  
In case of a fire, bomb threat, utility malfunction, structural failure or other unforeseen emergency or threat

endangering public safety or health, or endangering public property, law enforcement, Security Personnel and state employees or officials may direct all persons out of the Interior State Facilities and delay or postpone any activity until the emergency or threat is abated. (3-31-22)

**313. COMPLIANCE WITH LAW.**

All use of the Interior State Facilities shall comply with applicable law, including but not limited to fire and safety codes. (3-31-22)

**314. MAINTENANCE OF INTERIOR STATE FACILITIES.**

**01. Clean Condition After Use.** Users shall leave the Interior State Facilities in reasonably clean condition after use, including depositing all trash in designated receptacles. (3-31-22)

**02. Items Return to Proper Location.** Users shall return all items, including but not limited to movable furniture and trash receptacles to their location at the conclusion of use. (3-31-22)

**315. -- 999. (RESERVED)**