



**From:** Reservations Reservations@dms.fl.gov    
**Subject:** RE: 2-Florida DMS, Reserve State Property Form: Response Received  
**Date:** October 18, 2021 at 4:40 PM  
**To:** chazstevens@gmail.com, Reservations Reservations@dms.fl.gov

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Hi Chaz –

As the applicant and coordinator for this event, we ask that you and others in your organization become familiar with the attached [Use of State Property Guidelines](#) which provides the policies and procedures for use, instructions for accessing the property, what is and is not permissible, and your obligations when reserving the space.

Please confirm receipt of this email indicating that you have reviewed the Guidelines and are in compliance with the requirements set forth.

This is your notice to proceed to use the **Rotunda (House Side) November 29<sup>th</sup> – December 6<sup>th</sup>, 2021, 9:00am to 5:00pm**, for your event.

We find no conflict with Administrative Rule 60H-6, Rules Governing the Use of State Buildings and grounds; therefore, this area is being made available to you as requested, subject to the following stipulations:

1. Utilities Requirements: If additional utilities, i.e., electricity, sound equipment, etc.,) and/or other structures of any nature are required, your organization or group shall be responsible for furnishing these items.
2. Damage to State Buildings or Grounds: The individual, organization or group using State Office Buildings or Grounds and squares contiguous thereto under the jurisdiction of the Department of Management Services shall hold the State harmless of any cost, liability, claim, or suit from damages resulting from their use thereof. It shall be the responsibility of the event facilitator to make necessary arrangements to protect all surfaces from damage during the delivery of materials being utilized in the space. Any damage to the space will be reimbursed by the user in the amount of repairs incurred.
3. Cleanup: The individual, organization, or group using State Buildings and/or Grounds shall be responsible for the cleanup of the premises when activities have been completed. Be advised that Chapter 89-73, Laws of Florida, authorizes a fine not to exceed \$500 per day for failure to accomplish cleanup, repair and restoration within 15 days after the date the event is concluded. Please remove all trash and discarded items at the conclusion of the event.
4. All Courtyard event vendors lists and set-up diagrams must be submitted to DMS Reservations no less than 48 hours prior to the event for final review, coordination with Capitol Police, and approval.
5. Please see the attached memorandum regarding the prohibited items list. For any concerns, contact Lt. Kevin Langston, Capitol Police at 850-414-8885.

Please be aware that because of threats to national security, the Florida Department of Law Enforcement, Division of Capitol Police has advised that all approved functions on State Property are subject to cancellation without prior notice. In such cases, the State of Florida, its agencies, employees, and agents, are not liable for any claims or expenses your organization may incur, or any third party associated with the event may incur, as a result of the cancellation of the work hereunder, including but not limited to, the cost to publicize the event, equipment rental fees and deposits, personnel costs, transportation, hotel accommodations, etc. Additionally, the Department of Management Services may need to re-schedule or cancel your event without prior notice due to scheduling conflicts with unforeseen legislative or government events.

**All after hours events require Canitol Police security. Please contact Lieutenant David**

**Henderson at 850-488-3232 at least two weeks prior to your event to coordinate.**

Should you have any questions or need additional information, please contact us.

Please note: Major construction is underway at the Florida Capitol. In addition to the State Space Guidelines, please exercise caution and leave no vehicles unattended near construction sites. Participants must use caution and remain clear of construction equipment and vehicles.

**Ashley Collins** | Property Logistics Administrator  
850-487-9928 (office) | 850-408-0490 (cell)  
Florida Department of Management Services  
**We Serve Those Who Serve Florida**



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**From:** Chaz Stevens <noreply@formresponse.com>  
**Sent:** Tuesday, September 21, 2021 11:45 AM  
**To:** Reservations <Reservations@dms.fl.gov>  
**Subject:** 2-Florida DMS, Reserve State Property Form: Response Received

**Caution:** This email originated from outside of the organization. Please ensure that you recognize the sender and know that the content is safe before clicking on any links or opening attachments.

Please review my request for State Property use.

Thank you,

NAME OF ORGANIZATION PARTICIPATING IN EVENT	Chaz Stevens
Today's Date	09-21-2021
Organization Type	Citizen/Individual
Event Requestor	Chaz Stevens
Position	Citizen
E-mail	<a href="mailto:chazstevens@gmail.com">chazstevens@gmail.com</a>
Cell Phone	954-901-0971
Event Requestor's Work Address	Street Address: PO Box 1123 City: Deerfield Beach State: FL Zip Code: 33441
On-Site Coordinator (OSC) Name	Chaz Stevens

On-Site Coordinator Cell Phone	954-901-0971
Location	Rotunda
Occupied events will be limited to one day in duration. Unoccupied events (displays/posters) are limited to seven (7) calendar days. Will you need this space for multiple days?	Yes
1- Setup Date	11-29-2021
Setup Start Time	9:00 AM
Setup End Time	5:00 PM
Multi-Day Function Start Date	11-29-2021
Start Time	9:00 AM
End Time	5:00 PM
Multi-Day Function End Date	12-06-2021
Start Time	9:00 AM
End Time	5:00 PM
1- Alternate Dates and Times	12-07-2021 9am - 5pm thru 12-14-2021 9am - 5pm
Intended Activity	Displays (Posters or Signs)
Describe Intended Activity in detail	A fun celebration of the holiday spirit.
Is this activity related to a governmental-sponsored function?	No
Please explain in detail the public concern or public service performed.	A celebration of being alive in 2021 with the miracle of Christmas.
Provide a brief two sentence description highlighting your event/display to be published on the DMS Public Calendar of Events (250 character limit).	A 5'7" tall, color card board cutout of Fauci Klaus (see attached).
Service limited to members?	No

members.

Available to the general public? Yes

Number of Participants 1

Total Number of Attendees 1

Does the applicant desire to bring any physical objects or equipment on property? Yes

Will food or beverages be served? No

Check items and describe their details below (Rotunda). Select at least one. Displays (Posters or Signs)

Attachments - Please provide pictures/graphics of displays, posters or signs here. [cardboardfauciklaus.png](#)

General Comments Hope everyone is safe and well.

Vehicle Make Car

Vehicle Model Caddy CTS

Vehicle Color Blue

By selecting the box below, I confirm I have read and understand the conditions outlined by the State Space Guidelines. I understand and comply with the State Space Guidelines.

Printed Name TIMOTHY STEVENS



Use of State Space...es.pdf

## FDLE

Florida Department of  
Law Enforcement

Richard L. Swearingen  
Commissioner

Capitol Police  
400 South Monroe Street, Suite 213  
Tallahassee, Florida 32399-3300  
(850) 487-2700  
[www.fdle.state.fl.us](http://www.fdle.state.fl.us)

Ron DeSantis, Governor  
Ashley Moody, Attorney General  
Jimmy Patronis, Chief Financial Officer  
Nikki Fried, Commissioner of Agriculture

### MEMORANDUM 21-015

DATE: March 8, 2021

TO: Florida Department of Management Services

FROM: Mark Glass, Director   
Capitol Police

SUBJECT: Prohibited Items

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Please add the following list of items to the DMS Application process that is sent out to individuals/groups who want to reserve space on the grounds. Should an individual or group need to have an item(s) for their event, they will need prior approval from the Director of Capitol Police or his delegate.

**Prohibited Items List:**

- Weapons, tasers, knives, sharp objects, aerosol/pressurized cans, mace, pepper spray  
*(Private citizens with concealed weapons permits will be allowed on the Capitol Complex facility (per Florida State Statute))*
- Torches or open flame
- Any athletic equipment or other items which could be used as a weapon
- Flag poles, bats, clubs, sticks (including sticks on signs)
- Chains, padlocks, bicycle locks
- Shields
- Fireworks
- Liquid sprayers, water guns or other forms of hydra devices
- Signs made of anything other than cloth, paper, foam core, cardboard
- Cans, metal or glass containers, premixed beverages or alcoholic beverages
- Drones or other unmanned aircraft systems
- Grills, propane tanks
- Umbrellas
- Laser pointers
- Water balloons
- Any other items that Capitol Police determine pose a risk to safety

**\*\* Backpacks and bags are subject to being searched by Capitol Police**

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