

STATE BUILDING COMMISSION POLICIES		
SUBJECT	POLICY	LOCATION
Property Sale or Acquisition	Action by SBC. Real Property Transactions (Sale, Purchase, Trade, Donation, Etc.). W.S. 9-5-102 & 105.	Statewide
Building Management	SBC Authorized to Adopt Rules and Regulations Relative to the Operation, Management and Use of Any State Leased or Owned Building Except Those Assigned to Another State Agency. W.S. 9-5-106	Statewide
Use of State Facilities	Approval by SBC Secretary. SBC Advised of All Activities. Unusual or Controversial Requests for Use of Capitol Complex Buildings or Grounds - Secretary Will Flag or Personally Discuss Requests with Governor=s Office.	Cheyenne Facilities
Use- State Bldg Rooms	Approval by SBC Secretary. SBC advised of all activities. Use of State Bldg Rooms (Conf/other) Rooms Are to Be Used for Agency or Agency Sponsored Non-profit Events and Non-profit Organizations.	Cheyenne Capitol Complex
Emerson Building Auditorium	Approval by SBC Secretary. SBC advised of all activities. Use of Auditorium--available for Use by Agencies or Agency Sponsored Non-profit Events and Non-profit Organizations - During Normal Work Hours Only.	Emerson Building Cheyenne
Capitol Rotunda Non-use	Approved by SBC. Rotunda Social Events-weddings and Other Non-state Business Related Social Activities Are Not Allowed unless approved by governor/SBC.	Cheyenne State Capitol
Displays in Herschler Building Gallery	Approval by SBC Secretary. SBC Advised of All Displays. Controversial Displays - Secretary Will Flag or Personally Discuss Requests with Governor's Office.	Cheyenne Herschler Building
SBC Contingency Funds	Action by SBC. SBC Funds--expenditures from SBC Contingency Fund, Except for Postage, Printing, Legal Ads, Etc., Needed for SBC Business.	Statewide
SBC Rules Policies	Action by SBC. New Rules or Policies or Changes to Existing SBC Rules or Policies.	Statewide

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Smoking - interior all buildings	SBC approved smoking Policy October 1, 1989. Policy Amended to Put the Supreme Court Building under the Control of the Individual Agencies (Judicial and A&I) Housed in the Building interior. Smoking--clarification. In State Capitol Smoking Will Not Be Allowed in the Basement and 1st Floor Common Areas, other areas governed by LSO.	Statewide
Locking Capitol Doors	Approved by SBC. Doors Locking--the Front Doors of the Capitol Will Be Locked at 5:00 Pm Weekdays.	State Capitol
POW/MIA Flag Display	Approved by SBC. Exterior Flag. a POW/MIA Flag Will Be Permanently Displayed at the Capitol.	State Capitol
Capitol Physical Changes	Approved by SBC. Facilities Modifications--any Physical Changes to the Capitol must Be Reviewed and Approved by Parks - Historic Preservation.	State Capitol
Capitol Press Room Leases	Approved by SBC. Press Rooms Leases--lease of Office Space to Media Will Be Limited to Time the Legislature Is Not in Session. During Sessions, the Offices Will Be Shared with All Media Representatives.	State Capitol
Flag Display Capitol Complex	Approved by SBC. Exterior Flags--flags, Except at the State Capitol, Will Not Be Flown During Periods of High Winds.	Capitol Complex Cheyenne
Artworks Capitol Complex Grounds	Approval by SBC per Plan. Placement of Artworks on Complex Grounds as per Capitol Complex Master Plan Adopted by SBC.	Capitol Complex Cheyenne
Conduct in State capitol	SBC Rules Formally Adopted by Commission Govern Conduct in state capitol.	State Capitol