

## CHAPTER 4 - DIVISION OF ARCHIVES AND HISTORY

### SUBCHAPTER 4Q - STATE CAPITOL/VISITOR SERVICES SECTION

#### SECTION .0100 - GENERAL RULES

##### **07 NCAC 04Q .0101 STATEMENT OF PURPOSE**

The purpose of the State Capitol/Visitor Services Section is to interpret the history and present functions of North Carolina state government to the general public by using the State Capitol and the Executive Mansion as the chief educational tools, to provide information and other visitor services by operating the Capital Area Visitor Center, to promote educational visitation to the Raleigh area, to schedule and coordinate tours to the state government complex, and to restore and preserve the State Capitol.

*History Note:* Authority G.S. 121-4(9); 121-9(h); 143B-62(2)d;  
Eff. February 1, 1985;

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.*

##### **07 NCAC 04Q .0102 VISITING HOURS**

(a) The State Capitol and the Capital Area Visitor Center will be open Monday through Friday from 8:00 a.m. to 5:00 p.m., on Saturday from 9:00 a.m. to 5:00 p.m., and on Sunday from 1:00 p.m. to 5:00 p.m.

(b) The State Capitol and the Capital Area Visitor Center will be closed on New Years, Thanksgiving, and Christmas holidays as set by the State of North Carolina for state employees.

*History Note:* Authority G.S. 121-4(9); 121-9(h); 143B-62(2)d;  
Eff. February 1, 1985;

*Amended Eff. November 1, 1989;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.*

##### **07 NCAC 04Q .0103 MINIMUM AGE FOR VISITORS**

*History Note:* Authority G.S. 121-4(9); 121-9(h); 143B-62(2)d;  
Eff. February 1, 1985;

*Expired Eff. August 1, 2015 pursuant to G.S. 150B-21.3A.*

##### **07 NCAC 04Q .0104 TOURS**

(a) All tours of the Executive Mansion and guided tours of the Capitol shall be scheduled through the Capital Area Visitor Center. Visitors not scheduled in advance of arrival may receive tours after first priority has been given to scheduled guided tours, if time permits and if tour guides are available.

(b) All scheduled tours are subject to time change or cancellation caused by official state government activities. The Capital Area Visitor Center will inform groups and other visitors of such changes and cancellations as far in advance as feasible.

(c) Teachers, sponsors, and other leaders of groups will be held responsible for controlling the conduct of their groups during visits and tours. At least one teacher or other leader shall be located at the head, and one at the end, of each group during visits and tours.

*History Note:* Authority G.S. 121-4(9); 121-9(h); 143B-62(2)d;  
Eff. February 1, 1985;

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.*

##### **07 NCAC 04Q .0105 USE OF FACILITIES**

(a) No meeting or activity shall be held in the second or third floor or any first floor public areas of the State Capitol or in the Capital Area Visitor Center without the approval of the Chief, State Capitol/Visitor Services Section, or designated representative, provided that no approval shall be needed for meetings of the General Assembly.

(b) Official state government activities and ceremonial or educational activities directly related to the history of the Capitol or to the history and functions of state government may be conducted on the second or third floors or in the first floor corridors and rotunda of the State Capitol and in the Capital Area Visitor Center, provided that these activities will not endanger the buildings or their furnishings. All other activities are prohibited in the aforementioned areas of the

State Capitol in order that it and its historic furnishings may be better preserved for posterity. Specifically prohibited, for the purpose of preserving the aforementioned areas in the State Capitol, are activities not having official state government sponsorship which are conducted by a social, service, fraternal, business, commercial, industrial, political, religious, or related organization or by individuals.

(c) All requests to use the State Capitol and Capital Area Visitor Center shall be in writing and shall be directed to: Chief, State Capitol/Visitor Services Section, Division of Archives and History, 109 East Jones Street, Raleigh, North Carolina 27611.

*History Note:* Authority G.S. 121-4(9); 121-9(h); 143B-62(2)d;  
Eff. February 1, 1985;  
Amended Eff. June 1, 1989; February 1, 1987;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

#### **07 NCAC 04Q .0106 RESTRICTIONS AND CONDITIONS**

(a) Smoking and eating shall not be permitted in the State Capitol legislative chambers and the second and third floor public areas unless approved in advance by the Chief, State Capitol/Visitor Services Section.

(b) Pets are not permitted in the State Capitol or in the Capital Area Visitor Center.

(c) When the General Assembly convenes in the State Capitol, the rules of that body shall apply.

(d) Amateur photography will be permitted during visiting hours in areas of the State Capitol and Capital Area Visitor Center which are open to the public if there are no signs posted to forbid it. The use of tripods is permitted. The use of artificial lighting, other than shielded flash units, on the second and third floors of the Capitol must be approved by the Chief, State Capitol/Visitor Services Section, or a designated representative.

(e) Arrangements for professional and commercial photography, movie filming, videotaping, and related activities in the State Capitol and the Capital Area Visitor Center shall be made with the Chief, State Capitol/Visitor Services Section, or a designated representative.

*History Note:* Authority G.S. 121-4(9); 121-9(h); 143B-62(2)d;  
Eff. February 1, 1985;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

#### **07 NCAC 04Q .0107 ACQUISITION: USE: CARE: AND DISPOSAL OF ARTIFACTS**

Procedures for acquisition, use, care, and disposal of artifacts by the State Capitol/Visitor Services Section shall be the same as those used by the North Carolina Museum of History and contained in Subchapter 4O, Section .0300, Rules .0301 through .0305 of this Subchapter.

*History Note:* Authority G.S. 121-4(9); 121-9(h); 143B-62(2)d;  
Eff. February 1, 1985;  
Amended Eff. June 1, 1989;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

### **SECTION .0200 - PROGRAMS AND ASSISTANCE**

#### **07 NCAC 04Q .0201 VOLUNTEER PROGRAMS**

Volunteer docents, tour guides, receptionists, and workers in other activities of the section shall be required to satisfactorily complete training programs based on one or more of the following training manuals, as applicable:

- (1) Handbook for Guides to the State Capitol,
- (2) Operations Manual for the Capital Area Visitor Center, or
- (3) Manual For Docents to the Executive Mansion.

*History Note:* Authority G.S. 121-4(9); 121-9(h); 143B-62(2)d;  
Eff. February 1, 1985;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015.

#### **07 NCAC 04Q .0202 LENDING SERVICES**

#### **07 NCAC 04Q .0203 DISTRIBUTION OF PRINTED MATERIALS**

*History Note:* Authority G.S. 121-4(9); 121-9(h); 143B-62(2)d;  
Eff. February 1, 1985;  
Amended Eff. June 1, 1989;  
Expired Eff. August 1, 2015 pursuant to G.S. 150B-21.3A.