



Information for scheduled Colorado State Capitol tour groups

This information is for confirmed tours. To schedule a tour, call 303-866-2604.

Thank you for your interest in visiting the Colorado State Capitol. Whether you have scheduled historical, attic, or legislative tours, plan on spending approximately 40-50 minutes per tour. If you have particular time constraints we will gladly work with you to make your visit memorable. It is very important to be prompt for your scheduled tour. ***Visitors not adhering to the items outlined below risk having their tour cancelled.*** By scheduling a tour you agree in advance to the following:

Before the tour

- You must read Colorado State Patrol's instructions regarding security protocol below.
- You will **arrive at least fifteen minutes prior** to the tour's start time to give yourselves enough time for security clearance and arrival at the start of your tour; the general **public entrance** is on the north side of the Capitol, next to Colfax and Sherman as you go **up the stairs**. Persons with disabilities may access through the entrance on the south side of the Capitol, next to 14th and Sherman on the **ground level**.
- **Please advise co-teachers and chaperons in advance that their help is required to help keep noise level to a minimum while in the building at all times.**
- If you plan to utilize the **restrooms** before your scheduled tour, you will arrive **twenty to thirty minutes prior to your tour**. Restrooms are located in the ground level basement at the north side, one level below the regular public entrance to the Capitol.
- If a **school tour**, the school **group size must be limited to a total of thirty people** with twenty seven students and no more than one teacher and two parents per group.
- The students are respectfully requested to **wear a name tag**. Please be sure to have their first names printed **in large letters**.
- **Inform** your guide of any **time limits**, any needed **special emphasis or special needs**.

During the tour

- Chaperones will assist tour guides in keeping their group together; chaperons will not chat with each other.
- Turn off or place on silence all cell phones and other electronic devices.
- Allow tour guide to lead the group; give your guide your undivided attention; walk quickly and quietly; raise silent hands to ask questions; keep feet on the floor at all times; stay with your group.
- Food, drink, water bottles and chewing gum are not permitted.



Where to meet: The Visitor Services tour desk is located at the south side of the first floor – next to the Governor’s Office and on the opposite end of the regular public entrance. All groups must check in at the Visitor Services tour desk.

Where to eat: The basement benches, located in the rotunda, can be utilized for **lunch** seating. They hold up to 35 people (3 per bench). If you are planning to bring lunch to the Capitol please advise the tour desk so that this area can be reserved. The Capitol cafeteria area is reserved for employees and café customers and cannot be utilized by tour participants who bring their own lunch.

Tour descriptions

The **historical tour** 45-minute guided walk through the capitol, the historical tour includes information regarding early Capitol construction, artwork, and much more.

The **attic tour** is a 38-step climb from the third floor. It is an exhibit featuring photographs and archival documents about the history of the Capitol. The attic tour used to be part of the tour of the dome, which is no longer accessible due to renovation that started in December 2011. For those unable to make the climb, a video tour of Mr. Brown’s Attic and the Dome is available on the third floor of the Capitol.

The **legislative tour** is a 45-minute lawmaking orientation for students and usually includes a visit to the House and Senate Galleries and a possible meeting with a lawmaker. The legislative tour usually takes place in the third-floor public galleries where groups may be filmed and televised (especially if introduced) on Colorado Channel, Comcast Cable 165.

Making reservations

Please be advised that each year we start taking tour reservations for the upcoming Sept - May tours during the first week in August. You can call 303-866-2604 between 9 a.m. and 3:00 p.m. starting in early August to set up the tours.

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



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

Dear Chaperon:

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.

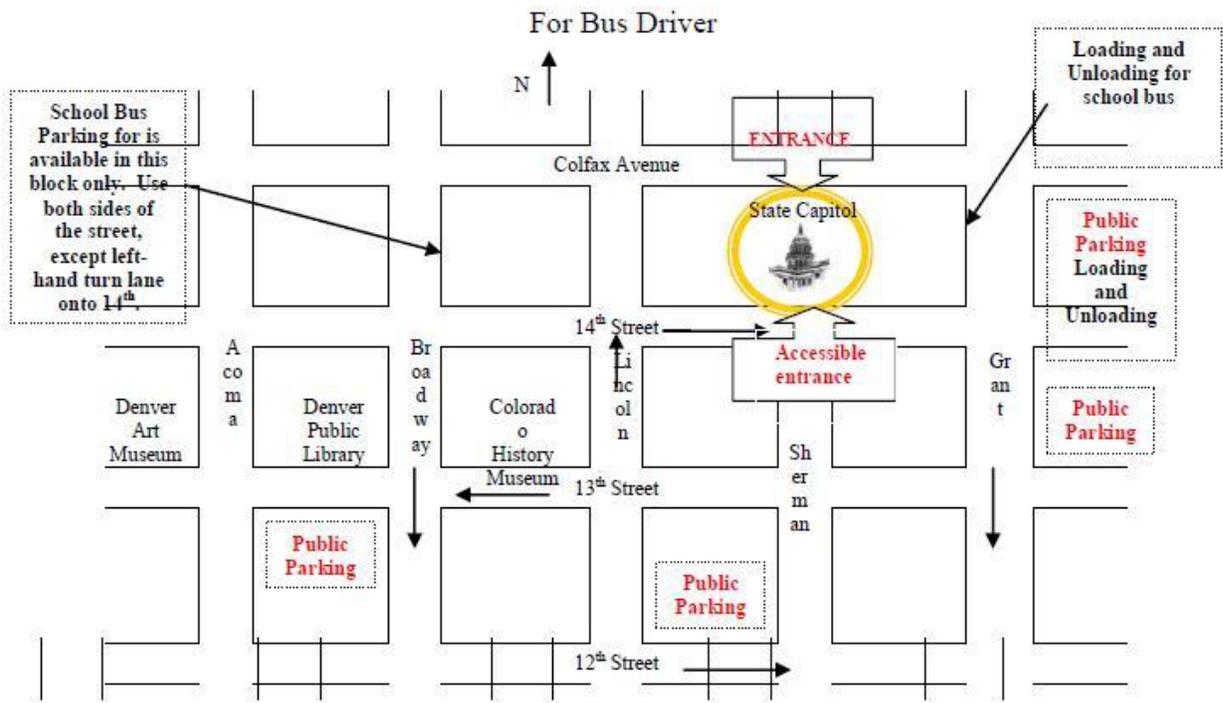
Thank You,

John Hahn

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)

Handicapped parking is available on the southeast side of the Capitol; special placards and license plates are required.