



FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

*Honoring those who served U.S.*

Dear Council Members,

Below is information regarding lodging, parking and movement to and within the Capitol for the Florida Veterans Hall of Fame meeting scheduled on March 27, 2015 from 8am – 10am in ***House Office Building 28\****. Please refer to page 2 for a map of the Capitol grounds.

### **YOUR TRIP**

**Lodging:** It is recommended that visitors to the Capitol stay at the DoubleTree Hotel in downtown Tallahassee. It is within walking distance from the Capitol, making it the hotel's most convenient feature for accessing the Capitol. ***To assist with your hotel reservations for a government rate, contact Robin Ridley at the Florida Veterans Foundation at (850) 488-4181 or email [Ridleyr@fdva.state.fl.us](mailto:Ridleyr@fdva.state.fl.us)***

**Parking:** Should you stay elsewhere; you'll need to find parking near the Capitol. There is nearby available metered parking on select side streets, but your best option is to park at [Kleman Plaza](#) where parking is \$2/2hours. The address is 200 S. Duval Street and the words "Kleman Plaza" above are hyperlinked to take you to their website.

**Getting into the Capitol:** Once you park, you'll see the Capitol building across the street (Kleman Plaza is one block north of the Florida Supreme Court which faces the Capitol). The Capitol building is accessible by the public, but requires those without a Capitol badge to enter through security. Once you enter – most likely at Plaza level – you'll take the bank of elevators located in the Capitol building proper to get to your next destination.

**Getting to the meeting room in HOB 28\*:** The meeting room is in the House Office Building as shown by the green star on the map on Page 2. Once you enter the Capitol building, take any of the elevators up to the 2<sup>nd</sup> floor and head left (when facing East) and enter through the double bank of doors. Turn right and walk along the carpeted hallways, across the bridge with a slight grade downward until you reach another set of elevators. Select "Lower Level" and upon exiting, follow the hallways around either left or right to the opposite side of the lower level. HOB 28 is located at the far north end on the lowest level of the building.

**Questions:** Please call our main office line at (850) 487-1533.

# CAPITOL GROUNDS MAP

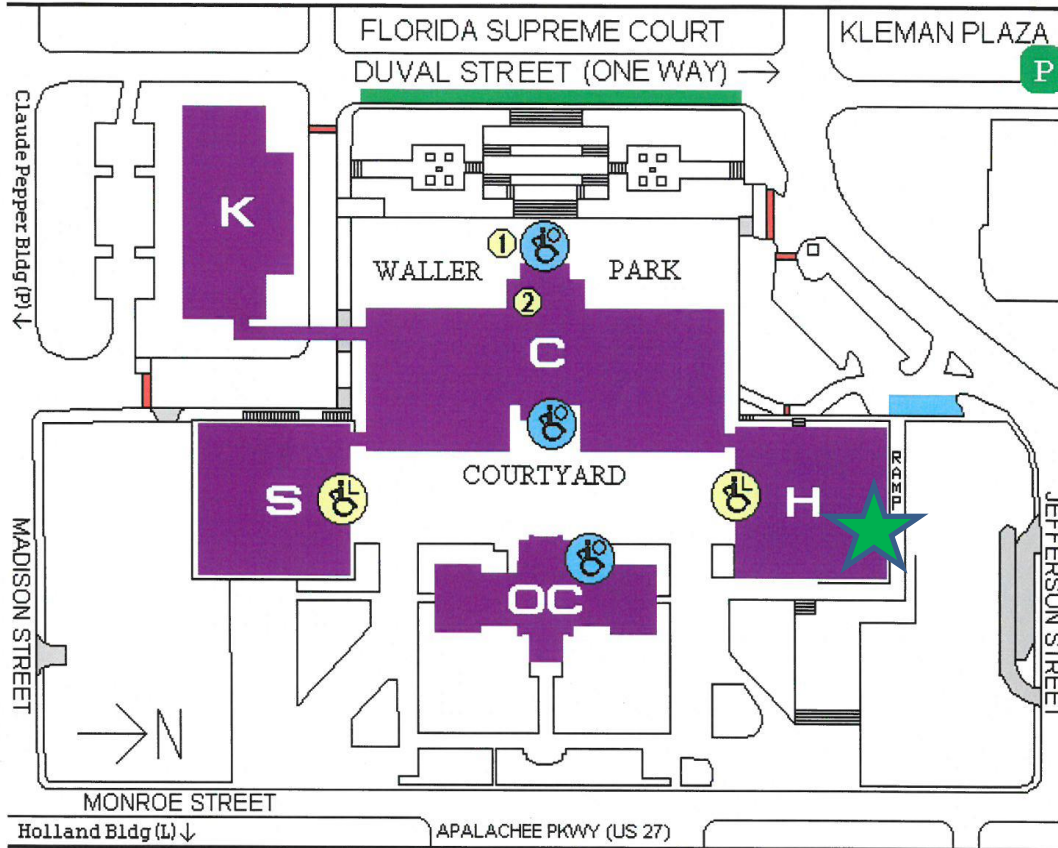
**HOURS OF OPERATION:** Capitol/HB/SB/KB: Monday through Friday - 8:00 am to 5:00 pm; Saturday, Sunday, & State Holidays - Closed.  
 Old Capitol: Monday through Friday - 9:00 am to 4:30 pm; Saturday 10:00 am to 4:30 pm; Sunday & State Holidays - Noon to 4:30 pm.

**CONDITION OF ENTRY:** For security reasons, access to the Capitol (and by extension the House and Senate Office Buildings and the Knott Building) is conditional upon consent to search. All persons must go through the detection aisle and must present purses, packages, and other objects for separate inspection. Further search may be required. No weapons or other hazards allowed. No sealed envelopes or packages permitted. Laptops must be removed from bags for inspection. All security inquiries are handled by Capitol Police at 850.488.1790.

**BUSES:** The Bus Loading Zone is located on the right curb of Duval Street in front of the Capitol. The Loading Zone is for loading and unloading only and available on a first-come, first-serve basis. Double parking is prohibited. Buses should never be left unattended. An unmanned bus will be ticketed and/or towed.

**CARS:** Visitors in automobiles may park at street meters or Kleman Plaza Parking Garage, which charges a nominal fee.

**FOOD:** Inside the Capitol, there is a cafeteria on the Lower Level and a snack bar on the tenth. Vending machines are near the bridges.



- Bus Loading Zone   ■ Traffic Barrier   ■ Handicap Parking   □ Driveway   ■ Stairs
- C-Capitol   H-House Office Bldg   S-Senate Office Bldg   K-Knott Bldg   OC-Old Capitol
- Handicap Entrance   ♿ Open Year Round   ⌚ Limited Times of the Year
- Ⓟ Kleman Parking Entrance   ① West Entrance   ② Florida Welcome Center

**BRIDGES:** The Knott Building is only accessible from the second floor of the Capitol. The House Office Building is accessible via walkways on the second and third floors. The Senate Office Building's walkways are on the second, third, and fourth floors.

**ROOM NUMBERS:** The Capitol Grounds buildings have the following room suffixes: C or CAP (Capitol); H, HB, or HOB (House Office Building); S, SB, or SOB (Senate Office Building); K or KB (Knott Building); and OC (Old Capitol). The first number (the first two in cases of four digit numbers) indicates the floor number. Room numbers of 500 or greater are in the Capitol. Two digit numbers that do not have a suffix, but a prefix of P (Parking), LL (Lower Level), or PL (Plaza Level) indicate their floor in the Capitol. Two digit numbers without a prefix are on the lower level of the House Office Building or Senate Office Building. Three digit numbers that begin with a one are on the first floor of the Knott Building, House Office Building, or Senate Office Building. Named rooms include the Cabinet Meeting Room (LL-03), James E. "Jim" King, Jr., Committee Room (401 S), Jerry Thomas Committee Room (301 C), Mallory Horne Committee Room (37 S), Morris Hall (17 H), Pat Thomas Committee Room (412 K), Reed Hall (102 H), Speaker Daniel Webster Hall (212 K), Sumner Hall (404 H), Toni Jennings Committee Room (110 S), and Verle A. Pope Committee Room (309 C). While not part of the Capitol Grounds, the Claude Pepper and Holland buildings use suffixes of (P or CP) and (L) respectively.

myfloridacapitol.com	Capitol Welcome Center	Updated 1.16.2014
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