

State Preservation Board

**Service Request Line
within Capitol Complex**
4.7777

Capitol Visitors Center
512.305.8400

Capitol Tour Guide Service
512.463.0063

Capitol and CVC Tour Scheduler
512.305.8402

CVC Giftshop
512.305.8408

Capitol Extension Giftshop
512.475.2167

Event and Exhibit Coordinator
512.463.3051

Curatorial Services
512.463.5495

Capitol Grill
512.472.5451

**The Bullock
Texas State History Museum**
512.936.8746

www.tspb.texas.gov
www.thestoryoftexas.com



**GUIDE
to
SERVICES**



The State Preservation Board is committed to providing elected officials, staff and visitors who use the Capitol, Capitol Extension, Visitors Center and the Bullock Texas State History Museum, the best possible building services. Equally important is our dedication to preserving the buildings, their historical furnishings and the artifacts under our care while interpreting them for our visiting public.

As you read this guide, please feel free to contact any of the departments listed for more information. A telephone directory is located on the back of this brochure. We are happy to provide you with additional literature and brochures on many subjects. We also have an agency web site where you can find other interesting and useful information at www.tspb.texas.gov.

HOUSEKEEPING and BUILDING SERVICES

The facilities management team is responsible for keeping the Capitol and Capitol Extension clean and comfortable for you, your staff, and the thousands of visitors who come to the Capitol each day.

Our experienced staff keeps the buildings running smoothly. However, should you have a facilities problem, day or night, our staff of professionals is proud to assist you with any temperature, lighting, electrical, carpentry, housekeeping, plumbing or painting problems you may experience.

Whenever you need assistance our service desk can be contacted at 4.7777. We're always available!

ATM and Vending Machines

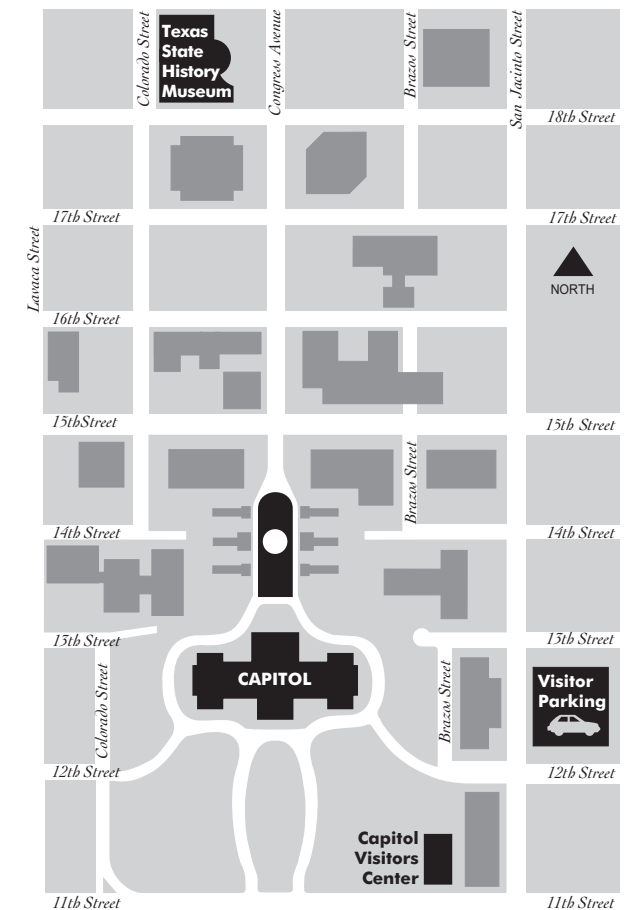
Snack and beverage vending machines and an ATM are available 24 hours a day just off the E1.200 hallway, between the Capitol Grill and the House Post Office in the Capitol Extension.

Mail

Federal Express and Lone Star Overnight drop boxes are located in the Capitol Extension near the Capitol Grill.

Capitol Visitors Parking Garage

Parking is available in the Capitol Visitors Parking Garage located between Trinity and San Jacinto Streets at 12th and 13th streets. Parking is free for the first two hours and \$1.00 for each half hour thereafter (maximum daily charge: \$12.00).



CAPITOL VISITORS CENTER

The restored 1857 General Land Office building serves as the Capitol Visitors Center (CVC). The CVC offers travel information, interactive exhibits and two short films giving visitors the opportunity to explore Capitol and Texas history. Please call to make advance tour reservations. Tours and admission are free! Monday through Saturday 9:00 a.m. to 5:00 p.m., Sunday Noon to 5:00 p.m.

Giftshop

The CVC giftshop, located on the first floor, has a wide assortment of gifts with a Texas or Capitol theme. Selections include the popular Capitol Christmas ornaments, an extensive collection of Texana literature, mementos, executive gifts and jewelry, caps and shirts, children's merchandise and many one-of-a-kind items. Weekdays 9:00 a.m. to 5:00 p.m., Saturday 10:00 a.m. to 5:00 p.m., Sunday Noon to 5:00 p.m.

CAPITOL EXTENSION GIFTSHOP

The Capitol Extension giftshop has a wide variety of books, embroidered shirts and caps, gift items and disposable cameras. The Giftshop is located in E1.006 on the main gallery in the Capitol Extension near the Capitol Grill entrance. We have many daily convenience items, so remember to drop by!

Hours

Weekdays 8:30 a.m. - 5:00 p.m.
Saturday 10:00 a.m. - 5:00 p.m.
Sunday Noon - 5:00 p.m.

CURATORIAL SERVICES

The curatorial division acquires, preserves and maintains original antique and reproduction furniture, artwork, sculpture and other historical items located in the Capitol and Capitol Extension. Much of the collection is on display in public spaces throughout the Capitol, as well as in various members' Capitol offices. The collection also includes the monuments located on the Capitol Grounds.

The curatorial division maintains a large collection of photographic materials related to the Capitol Historical Artifact collection, the 1990s restoration of the Capitol, General Land Office Building (now the Capitol Visitors Center), the Grounds and the construction of the underground Capitol Extension. Upon request, reproductions of these images are available for a small fee to the members and the public.

BUILDING CHANGE REQUESTS

When requesting a building modification such as adding, moving, or changing a plumbing, electrical, communications, or other feature, you will be required to complete a building change request form. This allows us to maintain up to date architectural records and to assess the demands on the building systems. The officeholder or agency making the request will be responsible for funding the change. Please contact us at 512.463.5495 for more information.

LEGISLATIVE CONFERENCE CENTER

The Legislative Conference Center (LCC) is available for a small fee.

CAPITOL GRILL

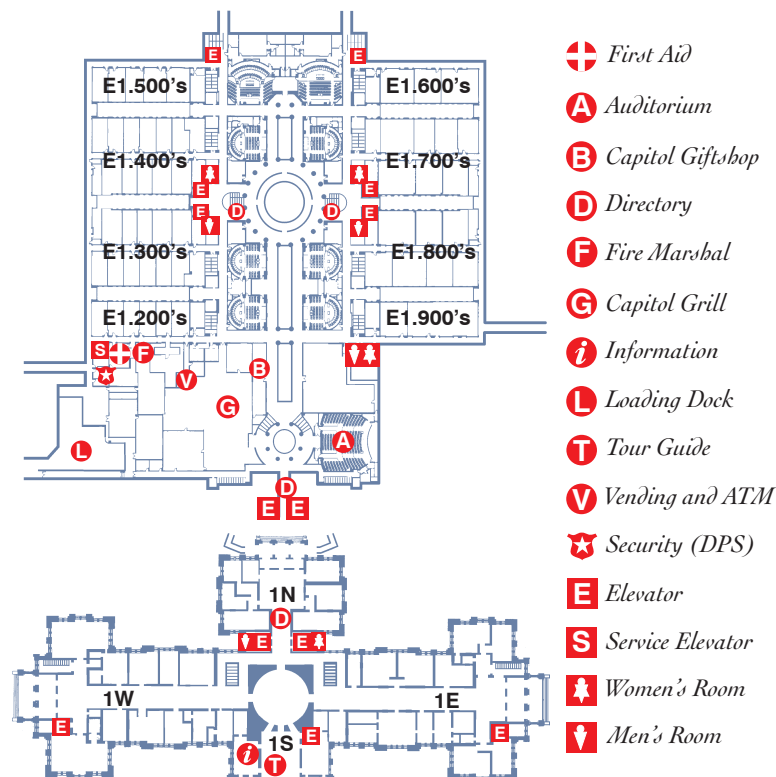
The Capitol Grill is a terrific way to start your day. The Grill serves hot and cold breakfast foods, chilled juices and always has hot, fresh coffee.

For lunch, the Capitol Grill offers a wide variety of menu choices; from a burger, to soup, salad and delicious entrees. Plus, there's a tasty selection of daily specials. A full line of snacks and beverages; from cookies, candy bars and frozen yogurt, to bottled waters, soft drinks, juices and other refreshments are available daily. The Capitol Grill also offers takeout and catering.

Hours

Monday - Friday 7:30 a.m. - 5:00 p.m.

BUILDING SERVICES MAPS



EVENTS and EXHIBITS REQUESTS

The Capitol and its grounds are often a venue for art and public exhibits or outdoor events. To coordinate these events the SPB has an events application that must be completed prior to confirming any event, display or exhibit. The application provides you or an interested constituent with a clear set of policies and guidelines for a successful event.

For your convenience, we can provide maps of the various exhibit spaces, tour bus unloading and parking areas and the overall Capitol Complex. Look for Capitol Maps on the SPB web site.

One important policy note is that all applications must be finalized a minimum of one week prior to the event. If you have any event or exhibit questions please contact our event coordinator at 512.463.3051.

TOUR GUIDE SERVICES

Situated in the historic Treasurer's Business Office, the Capitol Information and Guide Service offers informative tours about the Capitol. Tours are given in English and several foreign languages. If you have a need for a foreign language tour guide, please make arrangements several days in advance.

Advance reservations for tour groups of ten or more may be made as tour schedule allows. Tours are generally 30 minutes in length.

Hours

Monday - Friday 8:30 a.m. - 4:30 p.m.
Saturday 9:30 a.m. - 3:30 p.m.
Sunday Noon - 3:30 p.m.

THE BULLOCK TEXAS STATE HISTORY MUSEUM

The Bullock Texas State History Museum is a dynamic educational institution that engages visitors in the exciting Story of Texas through a variety of program and exhibit experiences. The Museum features permanent exhibits, changing temporary exhibits, the Texas Spirit Theatre, an IMAX Theatre, a Museum Store and the Story of Texas Cafe. Group reservations are accepted and the facility is also available for private events.

PUBLICATIONS

The State Preservation Board has several publications available through our offices for you and your constituents.



THE TEXAS CAPITOL A Self-Guided Tour

THE TEXAS CAPITOL GROUNDS A Self-Guided Tour



CAPITOL VISITORS CENTER