

## REQUEST FOR AND USE OF STATE HOUSE MEETING ROOMS

### **Reservations**

The Sergeant-at-Arms office is responsible for reserving public rooms in the State House for use by outside groups. You may reserve a State House public room by calling their office at (802) 828-2228 or toll free (800) 322-5616.

When reserving the room, please give as much detailed information as possible, i.e. – who or what group is the room being reserved for; the reason the room is being reserved; the contact person; and the contact person's telephone number.

Legislative meetings have priority for room use. There is a chance that your group may be moved from its original room reservation if that room is needed for a legislative meeting. If it is necessary to move your group to another room, we will try to give you notice at least two business days before your scheduled meeting, but may in some cases have to move your group with less notice or no notice.

### **Set Up and Use of Equipment**

We are unable to provide equipment or copying services to outside groups. If you reserve a room, you will need to bring in and set up your own equipment (projector, laptop, easels, recording equipment, speakers, etc.). We can, however, provide a projector screen and microphone system; and if you will need these items, please request them when reserving the room.

You will also need to bring in your own copies of documents, materials and supplies (pens, pencils, notepads, CDs, etc.).

Recording devices and speakers which are already in the room may not be moved. If you need this equipment moved, please make that request when you reserve the room so that we can move that equipment for you.

After the meeting, please put the room back exactly the way it was found.

### **Charge for Security**

If you use the room before 7:45 a.m. or after 4:30 p.m., you will be billed for overtime security services, at a charge of \$35 per hour.

### **Food and Drink Restrictions**

Food and drink are only allowed in Room 10 and the cafeteria, and nowhere else in the building. You may not charge for any food or drink being served.

### **Parking**

There is very little parking available at the State House. All parties involved will need to find off-site parking. Information about shuttles from off-site parking lots is available at <http://bgs.vermont.gov/security/shuttle> and from the Sgt-at-Arms Office.