

## **RULES FOR USE OF HOUSE HEARING AND CONFERENCE ROOMS**

1. Members of the legislature and committees of the house receive first priority on room usage. In the event that a member or committee office requires the room for official business, the reservation will be canceled and an attempt will be made to find a suitable replacement among our rooms.
2. Use of House meeting rooms for fund-raising, political campaign-related activities, commercial enterprise, or for-profit events is not allowed.
3. The use of house meeting rooms should be limited to official legislative activity, and when not in conflict with legislative activity, for official business by state agencies. State agencies or other entities may only use facilities if approved by the Committee on House Administration.
4. The Office of the Committee Coordinator does not provide auxiliary equipment for state agencies or any other outside groups.
5. Food and drinks are prohibited in hearing rooms and **all rooms** located in the John H. Reagan Building. (E1: 010, 014, 026 and 030; E2: 010, 012, 014, 016, 026, 028, 030, 036; JHR 100, 110, 120, 130, 131, and 140) Food is prohibited in Extension conference rooms. (E1: 018, 022; E2:018, 020, 022, and 024)
6. Personnel from state agencies and other outside groups who require Xerox copies to be made during an event will be directed to the Legislative Reference Library (2N.3) where public copiers are available.
7. The group using the room will be responsible for any damage that might occur during usage and is also responsible for ensuring that the room is left in a clean and orderly condition.
8. Smoking is prohibited in all House meeting rooms.
9. Placards, signs, or banners, etc. are not permitted on any walls.
10. Report any noticeable damage immediately to the Office of the Committee Coordinator at 463-0850.
11. Because of fire and ADA regulations, additional seating is not available and in case of an emergency, all exit paths to doorways should be clear.
12. Hearing rooms are equipped with digital audio recorders which are available for use. Instructions are provided near the recorder and groups that plan on utilizing the equipment should bring their own CD-R or CD-RW.
13. **Violations of guidelines may prohibit future room usage.**

**If you have any difficulties with the room or equipment, please contact the Office of the Committee Coordinator at 463-0850.**