

General Guidelines

(Reserving a Senate Conference Room during Session)

- **Senate Rooms 3 East, 3 West & 4 East** in the General Assembly Building must be reserved through **Senate Support Services (698-7460), 3rd floor- Room 325** during session.
- These conference rooms are for use by subcommittees of the Senate and for members to meet with larger groups of constituents.
- Reservations for these rooms for groups must be made through a Senator's office.
- A 1-hour time limit per group, per day must be observed for non-legislative groups.
- Groups are not allowed to use Senate rooms as "headquarters" during visits to the Capitol.
- Senate committees and subcommittees take priority over the meetings. Reservations for a group may be cancelled if a room is required for a committee meeting.
- Furniture is not to be arranged or moved in or out of a meeting room or its annexes without approval of the Clerk of the Senate.
- Food or beverage service in Senate meeting rooms in the Capitol or General Assembly Building must be approved by the Clerk. Upon approval, catering must be provided by Meriwether Godsey (698-7692). **Groups using the rooms are responsible for cleaning them for use by the next group.**
- The session may be viewed in these rooms between 12:00 noon and 2 p.m. by the legislative community.
- Groups, lobbyists, and other persons may not use a Senate committee or conference room without prior approval.