



GUIDELINES FOR USE OF HOUSE MEETING SPACE Effective September 1, 2017

This policy provides guidelines and availability for the use of House Meeting Space in the State Capitol and Pocahontas Building.

The Virginia State Capitol and the Pocahontas Building are open to the public Monday through Friday 9:00 a.m. to 5:00 p.m. To facilitate public access to legislative meetings, the State Capitol and the Pocahontas Building will open to the public no later than 30 minutes prior to the scheduled start of any legislative meeting.

Updates will occur as information evolves.

General Guidelines

House meeting space exists to support the work of the General Assembly and, unless authorized by the Clerk of the House of Delegates, is for "official use only." Please note that meeting space is at a premium during legislative sessions and usage by non-legislative groups is subject to restrictions.

Should a legislative committee, subcommittee, commission or other legislative agency require space on a day that a non-legislative group has requested use of meeting space, **the legislative agency request will take precedence.**

Every effort will be made to move non-legislative groups to other space in the Capitol complex with priority going to non-legislative state agencies engaged in official state business. However, doing so may not always be possible.

All groups and/or persons using House facilities are responsible for leaving the space in the same condition as it was found. Failure to do so may result in the loss of privilege to use meeting space in the Capitol complex in the future.

Campaign signs, banners, posters and other materials advocating the election or defeat of any candidate for public office may NOT be displayed at any time in any public space in the Capitol or Pocahontas Building.

Individuals or groups needing audio-visual equipment or requiring special support (registration tables, laptop, easels, etc.) should request these resources at the time the reservation is made or as soon as possible thereafter. The House of Delegates will make every effort to support reasonable requests, however such equipment is ultimately the responsibility of the group using the space.

House Meeting Space in the Capitol

Meeting space in the Capitol is reserved on a first-come, first-served basis by contacting the House Clerk's Office Committee Operations staff at (804) 698-1540.

There are three meeting rooms available for public use in the Capitol:

House Room 1 (Majority Caucus Room), located on the 1st floor, has a u-shaped dais which can accommodate 20-25 persons and audience seating for 55-60. Fully AV-equipped, including microphones, projectors and monitors.

House Room 2 (Minority Caucus Room), located on the 1st floor, is slightly smaller with a dais which can accommodate 12 persons and audience seating for 35-40. Fully AV-equipped, including microphones, projectors and monitors.

During the 2018 Regular Session, House Rooms 1 and 2 will be reserved for the official use of the House of Delegates, including but not limited to, committee and subcommittee meetings. When the legislature is in session, these rooms may not be available for use by entities outside of the legislative branch without approval by the Clerk of the House of Delegates.

During the interim House Rooms 1 and 2 may be reserved by executive and judicial branch agencies, based on availability, for official state business for no more than four hours per reservation. Agencies will not be allowed to reserve either room for an all-day meeting or event.

House Room 3, located in the Capitol Extension, has been reconfigured as a committee room. It can accommodate audience seating for 60 persons and comes fully AV-equipped.

During the legislative session, House Room 3 will be reserved for the official use of the House of Delegates, including but not limited to, committee and subcommittee meetings. When the legislature is in session, this room is not available for use by entities outside of the legislative branch without approval by the Clerk of the House of Delegates.

During the interim, House Room 3 may be reserved by executive and judicial branch agencies, based on availability, for official state business for no more than four hours per reservation. Agencies will not be allowed to reserve the room for an all-day meeting. In addition, reconfiguration of seating and setup flexibility that had previously existed in House Room 3 is no longer possible.

The **Jefferson Room and Old House Chamber**, located on the 2nd floor of Capitol, are not considered public meeting spaces and may only be reserved for special legislative functions with the approval of the Clerk of the House of Delegates.

House Meeting Space in the Pocahontas Building

Meeting space in the Pocahontas Building may be reserved on a first-come, first-served basis by calling the House Clerk's Office Committee Operations staff at (804) 698-1540, subject to the restrictions noted below.

The House Committee Room, located on the ground floor (Main Street) of the Pocahontas Building, has a three-tier dais, seating 25 persons and audience seating for approximately 180. The room is fully A/V equipped including microphones, projectors and monitors. During session, the House Committee Room is reserved for the exclusive use of House of Delegates committees and subcommittees and is NOT available for reservation by a group.

The Shared Committee Room is located on the ground floor (Main Street) of the Pocahontas Building, and is shared by the House of Delegates and the Senate of Virginia. During the legislative session, this room is reserved for the exclusive use of General Assembly committees and subcommittees and is NOT available for reservation by a group.

There are seven small House Subcommittee Rooms located on the 2nd, 3rd and 4th floors of the Pocahontas Building, each room is configured slightly differently but all have a table which can accommodate 8-12 persons and audience seating for between 40-75 people. There is no sound system and limited AV equipment. These rooms are not designed to facilitate PowerPoint presentations.

Meeting space in the Pocahontas Building is restricted to legislative entities and state agencies engaged in official state business and is NOT available for use by outside groups.

The 6th Floor Speaker's Conference Room is generally only available for legislative meetings.

Press Conferences

The House Briefing Room, located on the ground floor of the Pocahontas Building is the *primary* venue for press conferences in the Capitol complex. The Briefing Room will be available beginning September 5, 2017 and may be reserved on a first-come, first-served basis by calling House Clerk's Office Committee Operations staff at (804) 698-1540.

Press conferences must be sponsored by a member of the House of Delegates.

Posters, signs, banners and other like material may not be affixed to any surface in the House Briefing Room. Campaign signs, banners, posters and other materials advocating the election or defeat of any candidate for public office may not be displayed at any time in any public space in the Pocahontas Building or Capitol.

Food and beverages, other than water, are not permitted in the House Briefing Room.

There are limited resources available to groups or individuals using these rooms. If you need easels, additional tables, or audio-visual equipment, please request at the time the reservation is made or as soon as possible thereafter. The House of Delegates will make every effort to support reasonable requests.

Food and Beverage Service

With the written approval of the Clerk of the House of Delegates, catered food and beverage service is permitted in House Rooms 1, 2 and 3 of the Capitol.

Written/email requests should be made to the Clerk of the House at least **seven (7) days prior to the meeting or scheduled function**. You may email the request to Andrew Lunney in the House Clerk's Office at ALunney@house.virginia.gov.

All catered functions in the public meeting space in the Capitol must be coordinated with Meriwether's, the contractor for food/beverage service for both buildings. **Use of outside caterers is strictly prohibited.** Once food/beverage service has been approved by the Clerk of the House, catering arrangements may be made by calling Meriwether's at (804) 698-7692.

During the time that the House is in session, individuals may bring food and beverages into public meeting space in the Capitol (House Rooms 1, 2 and 3) and the conference rooms in the Pocahontas Building with the understanding that the rooms will remain open to the public and are not reserved for the exclusive dining of any individual or group.

Any group using House facilities shall be responsible for leaving the space in the same condition as it was found. Failure to do so may result in the loss of privilege to use House space

School groups and other groups visiting Capitol Square should be prepared to eat their lunches outside, on the lawn, or on their buses.

NOTE: This policy is not intended to constrain committees, subcommittees, boards, agencies, or commissions from holding "working lunches" where food or beverages are provided for members to facilitate the orderly conduct of public business. Non-legislative branch agencies must send a written request to the Clerk of the House at least seven (7) days in advance of any such meeting. No such request is required of agencies within the legislative branch (standing committees, subcommittees, joint commissions, etc.).

Virginia House of Delegates
Clerk's Office

		Session	Interim
CAPITOL BUILDING			
House Room 1 Capitol	22 Dais 60 Audience	Legislative Use Only	
House Room 2 Capitol	12 Dais 40 Audience	Legislative Use Only	
House Room 3 Capitol Extension	25 Dias 60 Audience	Legislative Use Only	
POCAHONTAS BUILDING			
House Committee Room Ground Floor	26 Dias 190 Audience	Legislative Use Only No Food or Beverage	Official State Business Only No Food or Beverage
Shared Money Committee Room Ground Floor	27 Table 180 Audience	Legislative Use Only No Food or Beverage	Official State Business Only No Food or Beverage
House Briefing Room Ground Floor		Legislative Use Only No Food or Beverage	Official State Business Only No Food or Beverage
Subcommittee Rooms: Room 200-A Room 200-B Room 300-A Room 300-B Room 400-A Room 400-B Room 400-C	10 Table, 50 Audience 12 Table, 40 Audience 12 Table, 75 Audience 10 Table, 40 Audience 10 Table, 60 Audience 10 Table, 64 Audience 10 Table, 60 Audience	Legislative Use Only No Catered Food or Beverage	Official State Business Only No Food or Beverage
Speaker's Conference Room 6 th Floor	22 Table 45 Audience	Legislative Use Only No Food or Beverage	Official State Business Only No Food/Beverage