Virginia House of Delegates
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GUIDELINES FOR USE OF HOUSE MEETING SPACE

Effective November 1, 2026

This policy provides guidelines for the use of House meeting space in the State Capitol as well as in the General Assembly Building for the 2027 Session and Interim.

General Guidelines

During Session, special interest groups must have a House sponsor to reserve House meeting space, which is available during the designated blocks of time (8-11 am **or** 2-5 pm) as outlined in the *Summary Guidelines* on pages 3-4. One block of time per group may be reserved – either morning or afternoon.

During the Interim, House meeting space is available only on Mondays, Tuesdays, Wednesdays, and Thursdays during the first and third full weeks of the month, and groups must have a House sponsor. Meeting space is **not available** on state holidays or weekends.

House meeting space is intended primarily to support the work of the General Assembly and, unless authorized by the Clerk of the House of Delegates, is for legislative use only. State agencies may use House meeting spaces when rooms are not needed for legislative use, during the designated days as set out above. State agency room reservations may be rescheduled if meeting space is subsequently needed for legislative use. **The Clerk of the House reserves the right to rescind the approval of any meeting space.**

Streaming capabilities exist in rooms as listed within the *Summary Guidelines* on pages 3-4. If an entity wishes to publicly stream their meeting, it will be accessible from the House of Delegates video page. An archived copy can be downloaded after the meeting ends.

House meeting space is available turnkey. Additional equipment or furniture is not available. Tables and podiums may not be rearranged. While chairs may be rearranged by an entity in Subcommittee Rooms 700A, 700B, 800, 900 and 1000, and House Room 3 in the Capitol Extension they must be returned to the default seating configuration.

Those using House meeting rooms are responsible for leaving the space in the same condition as it was found. Meeting materials, personal belongings, and trash must be removed. Failure to comply with these guidelines may result in the loss of privilege to use meeting space on the Capitol complex in the future.

Online reservation requests are encouraged and can be submitted through the Room Reservation link on DELA.

Press Conferences

The **House Briefing Room**, located on the second floor of the General Assembly Building, may **only** be reserved for press conferences.

Press conferences must be sponsored by a Member of the House of Delegates. Online reservation requests can be submitted through the Room Reservation link on DELA. Signs may not be affixed to walls, windows, or any surface, nor displayed in a manner that obstructs the view of others, encroaches on aisles, or impedes the safe movement of visitors. Food and beverages, other than water, are not permitted

Viewing House Session

When the House is in session, individuals may bring their own lunch into the following public meeting spaces to view the session on room displays: House Rooms 1, 2, and 3 in the State Capitol, and House Room C and Subcommittee Room 1000 in the General Assembly Building.

Food and beverages are not allowed on the daises in these rooms. Individuals are responsible for kindly discarding their trash. **The rooms will be locked down if there's a failure to comply with these guidelines.**

Food and Beverage Service

Food and beverage service is permissible with prior approval by the Clerk of the House of Delegates and may only be in the following rooms: House Room 3 in the State Capitol Extension and Subcommittee Rooms 700A, 700B, 800, 900, and 1000 in the General Assembly Building.

Requests to serve food and beverages in the aforementioned rooms should be submitted at least **seven (7) days prior to the meeting or scheduled event** by calling the House Clerk's Office Committee Operations staff at (804) 698-1540 or by emailing Tiffany Harris-Greene at THarris-Greene@house.virginia.gov.

> NOTE: Only legislative committees, agencies, and commissions may hold "working lunches" where food and beverages are provided for Members without prior permission of the Clerk of the House.

Once food and beverage service has been approved by the Clerk of the House, **Meriwether's catering** arrangements may be made by contacting Alec Lichtenstein: alichtenstein@merig.com, 804.512.2803. **Use of outside caterers is strictly prohibited**, including bringing-in items such as pizza, sandwiches, or other food for group consumption**.**

During Session, school groups and other groups visiting Capitol Square should be prepared to eat their lunches in House Room 3 in the Capitol Extension, on the lawn within Capitol Square Park, or in their buses. Groups also may use the Commonwealth Room on the first floor of the General Assembly Building for lunch on a first-come, first-served basis. Reservations are not taken for this space.

For purposes of this policy, "legislative use" means use by:

(i) standing committees and subcommittees;
(ii) interim subcommittees and commissions;
(iii) legislative agencies; or
(iv) executive and judicial branch entities that include legislative members.

Special Events

These Guidelines do not encompass special events or after-hour events in the Capitol or the General Assembly Building. Guidelines for those events, including applications, can be found on the Virginia General Assembly website.

SUMMARY GUIDELINES

		Session	Interim
CAPITOL BUILDING			
House Room 1 Capitol	22 Dais 60 Audience *Streaming capable*	Session viewing	Legislative or state agency use
House Room 2 Capitol	12 Dais 40 Audience *No streaming capabilities*	Session viewing	Legislative or state agency use
House Room 3 Capitol Extension	100 Audience *No streaming capabilities*	Session viewing Reserved by Members to meet with constituents, caucuses and/or special interest groups from 8-11:00 AM and 2:00-5:00 PM* *Provided session has adjourned. Permission required for food and beverage service. Must use Meriwether's.	Reservation required. Permission required for food and beverage service. Must use Meriwether's.
GENERAL ASSEMBLY BUILDING			
Commonwealth Room First Floor	16 four-top tables 30 chairs on the perimeter *Session viewing*	Overflow seating for Meriwether's during Session. Available to school groups for lunches on first come/first served basis during Session	NA
House Room A Lower Level	26 Dais 386 Audience *Streaming capable*	Legislative use only Opened 30 minutes prior to meeting	Legislative or State agency use
House Room B Second Floor	25 Dais 215 Audience *Streaming capable*	Legislative use only Opened 30 minutes prior to meeting	Legislative or State agency use
House Room C Second Floor	25 Dais 196 Audience *Streaming capable*	Legislative use only Opened 30 minutes prior to meeting Session Viewing	Legislative or State agency use
Subcommittee Room North Second Floor	11 Dais 75 Audience *Streaming capable*	Legislative use only Opened 30 minutes prior to meeting	Legislative or State Agency use No food or beverage service
Subcommittee Room South Second Floor	11 Dais 75 Audience *Streaming capable*	Legislative use only Opened 30 minutes prior to meeting	Legislative or State Agency use No food or beverage service

Subcommittee Rooms 700 A 700 B 800 900 1000*	 50 Audience 50 Audience 75 Audience 75 Audience 75 Audience **Session viewing*	Reserved by Members to meet with constituents, caucuses and/or special interest groups from 8-11:00 AM and 2:00-5:00 PM* *1000 is open for session viewing and is available from 2-5 pm provided session has adjourned. Permission required for food and beverage service. Must use Meriwether's.	Reservation required. Permission required for food and beverage service. Must use Meriwether's.
Appropriations Room Twelfth Floor	27 Dais 104 Audience *Streaming capable*	Legislative use only Opened 30 minutes prior to meeting	Legislative use only
House Briefing Room Second Floor	40 Audience Riser for video cameras Audio mult boxes *Not streaming capable*	Reserved by Members for Press Conferences. 60-minute time slots No food or beverages	Reserved by Members for Press Conferences. 60-minute time slots No food or beverages