



Virginia House of Delegates
Clerk's Office
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GUIDELINES FOR USE OF HOUSE MEETING SPACE

Effective July 1, 2024

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 2024 Session and Interim.

During the interim, House meeting space is available only on Mondays, Tuesdays, and Wednesdays on the first and third full weeks of the month. Meeting space is **not available** on state holidays or weekends. To facilitate access to legislative meetings, the buildings will open to the public at least 30 minutes before the scheduled start of any legislative meeting.

General Guidelines

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.**

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.

Meeting space can be reserved by contacting the House Clerk's Office Committee Operations staff at (804) 698-1540 or by email to Tiffany Harris-Greene at THarris-Greene@house.virginia.gov.

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, 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.

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.

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 aforementioned rooms will be locked down if there's a failure to comply with these guidelines.**

Press Conferences

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

Press conferences must be sponsored by a Member of the House of Delegates. 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 in the House Briefing Room.

Food and Beverage Service

Food and beverage service is allowed only in the State Capitol or General Assembly Building with prior written approval by the Clerk of the House of Delegates. If catered food and beverage service is needed, it may only be in the following rooms: House Room 3 in the State Capitol and Subcommittee Rooms: 700A, 700B, 800, 900, and 1000 in the General Assembly Building.

Requests to serve food and beverage in the State Capitol or General Assembly Building 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, catering arrangements may be made by emailing Phyllis Turnage at PTurnage@merig.com. **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.

During Session, school groups and other groups visiting Capitol Square may also 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.

SUMMARY GUIDELINES

		Session	Interim
CAPITOL BUILDING			
House Room 1 Capitol	22 Dais 60 Audience <i>Streaming capable</i>	Session viewing	Legislative or state agency use
House Room 2 Capitol	12 Dais 40 Audience	Session viewing	Legislative or state agency use
House Room 3 Capitol Extension	100 Audience (No Dais; no tables)	May be used by caucuses and special interest groups 7:30 - 9am, 9:30 - 11am, and 2 - 5pm. Permission required for food and beverage service. Must use Meriwether's. Session viewing	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 <i>Session viewing</i>	Overflow seating for Meriwether's during Session	Available to School Groups for lunches on a first come first served basis during Session.
House Room A Lower Level	26 Dais 386 Audience <i>Streaming capable</i>	Legislative use only Opened 30 minutes prior to meeting	Legislative or State agency use
House Room B Second Floor	25 Dais 215 Audience <i>Streaming capable</i>	Legislative use only Opened 30 minutes prior to meeting	Legislative or State agency use
House Room C Second Floor	25 Dais 196 Audience <i>Streaming capable</i>	Legislative use only Opened 30 minutes prior to meeting; Open during floor sessions to view Session	Legislative or State agency use
Subcommittee Room North Second Floor	11 Dais 75 Audience <i>Streaming capable</i>	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 <i>Streaming capable</i>	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 <i>*Session viewing</i>	Reserved by Members to meet with constituents or caucuses and special interest groups 7:30 - 9am, 9:30 - 11am, and 2 - 5pm. 1000 open for session viewing. 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	25 Dais 104 Audience <i>Streaming capable</i>	Legislative use only Opened 30 minutes prior to meeting	Legislative use only