



## STATE OF VERMONT

### REQUEST FOR USE OF STATE HOUSE MEETING ROOMS

#### **Reservations**

The Sergeant-at-Arms office is responsible for reserving public rooms in the State House for use by outside groups, as well as Legislative use. You may reserve a State House public room by calling their office at (802) 828-2228.

When reserving the room, please give as much detailed information as possible: i.e. – who/what group the room is being reserved for, the reason the room is being reserved, contact person, and all contact information.

Legislative meetings have priority for room use. There is a chance your group may be moved if that room is needed for a legislative meeting. If it is necessary to move your group to another room, we will try to give you notice in advance, but may, in some cases have to move your group with less or NO notice.

#### **Set Up and Use of Equipment**

We are unable to provide equipment and copying service to outside groups. If you reserve a room, you will need to bring in and set up your own equipment (projector, laptop, easels, recording equipment, speakers, etc.) We can, however, provide a projector screen and microphone system – if you will need these items, please request them when reserving the room. You will also need to bring in your own copies of documents, materials and supplies (pens, pencils, notepads, CDs, etc.)

**Recording devices and speakers, which are already in the room, may NOT be moved. Do NOT MOVE TABLES OR CHAIRS.**

***After the meeting, please return the room to the condition it was when you arrived.***

#### **Fee for Security**

If you reserve a room during non-regular business hours (before 7:45 am or after 4:30 pm in the non-legislative months), you will be billed for overtime for our police officers, at a charge of \$50 per hour.

#### **Food and Drink Restrictions**

Food and drink are only allowed in Room 10 and the Cafeteria. You may not charge for any food or drink being served in these locations. **Food and drink in any other location in the building is prohibited.**

#### **Parking**

There is very little parking at the State House. All parties in your group are responsible for finding off-site parking. Information about shuttles from off-site parking is available at <http://bgs.vermont.gov/security/shuttle> and also at the Sergeant-At-Arms office.

# REQUEST FOR USE OF THE STATE HOUSE



Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Address: \_\_\_\_\_



Date of event: \_\_\_\_\_ Start/end time: \_\_\_\_\_

Requesting use of:  Cafeteria  House Chamber  Senate Chamber

Room 10  Room 11  Ethan Allen  Cedar Creek  Committee Rooms

Number of people anticipated: \_\_\_\_\_

Services requested (circle): Podium Screen Microphones

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_



Permission to use either Chamber may be granted by the office of the Sergeant-at-Arms with the permission of the Speaker of the House or the office of the Secretary of the Senate. The Sergeant-at-Arms may grant permission to use other areas of the State House. Approval may be subject to restrictions, and conditioned upon your compliance with all general rules relating to conduct in the State House.

***This signature indicates I have read and will adhere to the conditions of use of the Vermont State House and am responsible for returning the room to its prior condition. If not, I understand my organization may not be allowed use of a room in the future.***

PLEASE RETURN FORM TO THE OFFICE OF THE SERGEANT-AT-ARMS.

115 State Street  
Montpelier, VT 05633  
802-828-2228  
sgtatarms@leg.state.vt.us