



Georgia HOUSE OF REPRESENTATIVES

House Media Services Office's Policies for Booking and Using House Meeting Rooms in the State Capitol (CAP) and Coverdell Legislative Office Building (CLOB):

House Committee meeting rooms	Non-Committee meeting rooms
<ul style="list-style-type: none">• 132 CAP, 341 CAP, 403 CAP• 406 CLOB, 415 CLOB, 506 CLOB, 515 CLOB and 606 CLOB• Food is <u>not</u> allowed in these rooms• Rooms are equipped with A/V technology• Use of these rooms is limited to official House Committees during session	<ul style="list-style-type: none">• 133 CAP, 216 CAP, 230 CAP• 502 CLOB, 510 CLOB, 514 CLOB and 605 CLOB• Food <u>is</u> allowed in these rooms• Rooms are not equipped with A/V technology• During session, outside groups are permitted to use these rooms only

Reserving House Meeting Rooms:

- All room reservation requests must be made by a sponsoring representative's administrative assistant and be approved by the House Media Services Office. The House member sponsoring the function is expected to be in attendance and will be held accountable for enforcement of all policies as indicated below. Members/groups disregarding the policies for use of House rooms may have their reservation cancelled or may be prohibited from scheduling future events.
- Official public business by the House of Representatives shall take precedence over any other requested use of House meeting rooms.
- Due to the uncertainty of the legislative session, groups may be subject to being bumped with little or no notice, and alternate meeting locations may not be available.
- House meeting rooms cannot be booked after office hours, on weekends or state holidays. Events must be scheduled during regular office hours: 8 a.m. to 5 p.m. during the interim, or 7 a.m. to 6 p.m. during the legislative session. Regular office hours may be modified for any reason, including weather or safety considerations.
- Your reservation must include time for any setup and cleanup.
- Rooms cannot be reserved for an entire day during the legislative session.
- Room reservations for outside groups and committee meetings should be limited to 2 hours or less. Exceptions may be made for committee meetings.

- To accommodate the requests of all House members, more than one booking in a single calendar month, for the same outside group, may be denied or a request may not be approved until 2 days before the requested booking.
- Committee meeting rooms are reserved for full committee meetings and subcommittee meetings. Outside groups may not book committee rooms during the legislative session.
- Below is a list of specific rooms that have notable guidelines:
 - 132 CAP, 341 CAP, 403 CAP, 406 CLOB, 415 CLOB, 506 CLOB, 515 CLOB and 606 CLOB:
 - Eating or sitting in the panel area where members sit is prohibited.
 - Only House members and House staff are permitted to operate the audio visual equipment in the room.
 - If you need to use this equipment, please contact Justin Speck in House Media Services for assistance at 404-656-0309.
- Food is only allowed in the following House meeting rooms: 216 CAP, 230 CAP, 502 CLOB, 510 CLOB, 514 CLOB and 605 CLOB.
- The following rooms are equipped with a projector and screen: 132 CAP, 341 CAP, 403 CAP, 406 CLOB, 415 CLOB, 506 CLOB, 515 CLOB and 606 CLOB. If you need a projector and screen for any other room, please contact the IT Department.
- House meeting rooms cannot be reserved for the purpose of holding a press conference. To enquire about press conference locations, please see the [Press Conference Scheduling Procedures](#).
- Cancellations and/or changes to an existing reservation should be notated in the online system immediately, and House Media Services staff must be notified of such changes.
- The House Media Services Office does not have access to extra furniture or equipment to be placed in rooms.

Using House Meeting Rooms:

- Entrance to the State Capitol and CLOB is contingent upon consent to search and metal detector screenings. Guests should not circumvent security checkpoints. Access to House meeting rooms is conditioned upon consent to search and inspection.
- Food is only permitted in certain meeting rooms, and the only type of open flames permitted are food warmers.
- No alcohol is allowed in any House meeting room.
- Smoking/electronic vapor is prohibited in any House meeting room.
- Groups using House meeting rooms must be self-contained in the meeting room that is reserved and cannot utilize additional space in public areas.
- Events must abide by room occupancy loads established by the State Fire Marshal for the reserved location.
- All children must be accompanied by an adult and supervised at all times.

- If, during the course of the meeting, the occupants alter the interior of the room, the room must be returned to its original state before the end of the reservation and all food and trash must be cleaned up by the group utilizing the room.
- Posting, hanging or affixing signs, banners or flags, as well as using sticks or poles, is prohibited in House meeting rooms. This includes attaching anything to cardboard signs, placards and flags.
- It is illegal for any person, firm, group, organization, or other entity to beg, panhandle, solicit, or to sell goods, wares or any other objects or services within the Capitol building and grounds.
- House meeting rooms may not be used for political party, political action committee or campaign activities.
- Please be respectful of the groups booked in a room before and after you. The rooms are booked for a specific time frame. Please abide by the schedule to ensure all groups have a pleasant and successful event.
- Permitted temporary uses of House meeting rooms are conditioned upon acceptance and compliance with these guidelines.
- Failure to follow these guidelines, or the instructions given by the House Media Services Office, Office of the Speaker, the GBA or law enforcement personnel, will result in the immediate removal of any exhibit or event from the Capitol building and grounds. Failure to follow these guidelines or instructions may result in the denial of future applications to use the Capitol building and grounds.

While ensuring that groups have a successful event, please make sure that groups abide by the guidelines listed above. The Capitol and CLOB rooms are always in high demand and should be utilized in a respectful manner. If there are issues with a group using a room, we reserve the right to deny any group continued use of any room in the Capitol and CLOB, or to waive or modify any or all of the guidelines contained herein on a case by case basis as deemed necessary.