

127th Maine Legislature - Legislative Council

Policy and Procedures for Use of Legislative Committee Rooms & Other Meeting Space During the Legislative Session

Policy

The Legislative Council makes legislative committee rooms available (through the Legislative Information Office) to State of Maine governmental entities for official business purposes on an intermittent basis during periods when the Legislature is **not** in session. During the legislative session, Committee Chairs may authorize the use of their respective committee rooms. The Legislature and its committees have **priority at all times**, and may pre-empt or move meetings scheduled by non-legislative entities, with or without advance notice.

Rooms are available only under the following circumstances:

⇒The hearing rooms must be left in the same condition as when you arrived. This includes arrangement of furniture and removal of non-recyclable trash. Failure to meet this requirement will result in denial of permission to reserve legislative rooms in the future.

⇒Food and beverages, with the exception of water, are **not** allowed in committee rooms. The only exceptions are Rooms 334 and 228 in the State House (see below to reserve these rooms)**.

⇒**The Legislature does not provide equipment or services of any kind; users are responsible for making arrangements for all meeting aids.**

⇒Committee rooms may not be reserved on an on-going basis for regular meetings of any non-legislative commission, board or council. Separate room arrangements outside of the Legislature should be made for those meetings.

⇒Room use, when authorized, is generally limited to regular business hours of the Legislature. After hours use is generally not allowed.

⇒Posters, signs or paper may not be affixed to walls or the ceiling.

⇒Video recordings or broadcasting equipment may not be used without prior permission.

⇒Any spillage or damage to the room must be reported immediately.

⇒If security services are required, a room fee may be charged.

Procedures for Scheduling Rooms

All requests to reserve a committee room during the legislative session should be made through the appropriate committee clerk, with the following exceptions:

To reserve **Room 334, the Legislative Council Chamber, contact the President's Office at 287-1500.

To reserve, the **Legislative Conference Room or the **Welcome Center**, contact the Executive Director's Office at 287-1615.

To reserve **Room 228, the Appropriations Committee room, contact the Office of Fiscal and Program Review at 287-1635.

To reserve **Conference Rooms 201 and 221 in the Cross Building, contact the Legislative Information Office at 287-1692.

The following information must be provided when reserving a room:

- Name of group or department
- Purpose of meeting and time required
- Name and phone number of contact person
- Anticipated # of attendees

*Note: **To reserve the Hall of Flags, contact the Clerk's Office at 287-1400*