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125TH MAINE STATE LEGISLATURE
LEGISLATIVE COUNCIL

Legislative Council Chamber Room Use Policy

Terms and Conditions of Use of the Legislative Council Chamber (Room 334, State House)

The Legislative Council Chamber is the principal room used by the Maine Legislative Council for its regular and special meetings, committee meetings and other Legislative Council functions. As such, Legislative Council functions take precedence over all other scheduled uses of the room. Use of the chamber must be for Legislative purposes or other closely-related governmental purpose.

The Legislative Council Chamber is available for use, by advance reservation only, when it is not scheduled for use by the Legislative Council. Activities held in the Legislative Council Chamber must maintain the dignity of the chamber and be in keeping with legislative decorum.

Persons not abiding to the terms and conditions of use will not be allowed to use the Legislative Council Chamber.

I. Authorized Uses

The Legislative Council Chamber ("Council Chamber" or "chamber") may be used for occasional educational, noncommercial purposes related to Legislative or other closely-related governmental activities. Authorized uses include:

- A. Legislative Council meetings, and council committee and subcommittee meetings
- B. Caucuses held by Leadership offices
- C. Additional seating for public hearings or work sessions held by Legislative committees
- D. Educational tours and presentations on the State House or the Legislature
- E. Legislative process education by organized groups
- F. Authorized, special legislative events such as Welcome Back Day, New Member Orientation and legislative retirement acknowledgements
- G. Legislators speaking to civic organizations
- H. Meetings of Legislators or legislative staff

II. Prohibited Uses

- A. The Legislative Council Chamber may not be used for or in connection with work related to campaigns, or election or reelection efforts, including training for campaigners or fundraising for campaign efforts.

- B. The Council Chamber may not be used for commercial, non-governmental purposes, including marketing, vending, or solicitation of goods or services
- C. Storage of equipment or supplies
- D. Any activity that is prohibited by law or rules
- E. Rallies or protests, or as a staging area for rallies or protests
- F. Agency staff meetings
- G. Adjudicatory hearings of state or local boards, commissions or agencies, or other meetings of an on-going or regular basis by state or local boards, commissions or agencies
- H. Press conferences and other media events, except as provided as an exception in the Legislative Council's *Rules of Procedure*
- I. Signs or banners on wooden or rigid supports, compressed gases, and animals except for service animals

III. Council Chamber Scheduling

- A. Reservations for use of the Council Chamber must be made by contacting the Office of the Executive Director, Legislative Council at 287-1615 or by stopping by Room 103, State House. Requests may be accepted in person, in writing or electronically as long as the requestor is made aware of and agrees to the terms and conditions of room use.
- B. The requester must disclose the event and topic(s) to be discussed when requesting use of the room.
- C. The room may be reserved in one-hour blocks on the hour, up to eight hours. Use must end by the close of business unless the event is a legislative event for which a Legislator or legislative employee will remain present.
- D. Reservations are subject to Legislative Council and other legislative priorities and may be changed or cancelled on short notice by the Executive Director's office. By requesting use of the Legislative Council Chamber, requestors agree to all terms and conditions of use of the room. Requestors will be notified by the Executive Director's office if the request is approved. Approval may be conditional.
- E. Reservations may not be expanded, traded or transferred to others by persons holding the reservations. Requestors may not contact other persons who have reserved the room to attempt to change the reservation or schedule except as expressly authorized by the Executive Director. Changes to reservations made without the involvement of the Executive Director's office will not be honored.
- F. Chamber use will not be approved if expected attendance at the event would exceed the room capacity, 45-50 persons.
- G. The person holding a reservation must notify the Executive Director's office as soon as possible when a reservation is canceled. Not notifying the Executive Director's office of a cancellation constitutes a basis for denying the person use of the room in the future.
- H. Legislative Council uses always take precedence. When the chamber is not used by the Legislative Council, special consideration will be given to use of the chamber by legislative caucuses on days when the Legislature is meeting in session.
- I. The Office of the Executive Director will arrange for an advance schedule of Chamber reservations to be provided to the Legislative Council Chair's Leadership office.

IV. Operational Considerations

- A. Persons reserving the Legislative Council Chamber are responsible for ensuring that the room is kept in a clean and orderly condition at all times. Papers and other materials must be removed and the chairs and window shades returned to their pre-existing locations before leaving. Materials not removed will be discarded.
- B. Thermostat settings for the HVAC units must be returned to their pre-existing settings, the lights turned off and the doors locked upon leaving.
- C. Food and non-alcoholic beverages are allowed in the Legislative Council Chambers upon approval of the Executive Director. Spills or damage must be reported immediately. All food and beverages and food service items must be removed upon leaving and tables wiped clean.
- D. No papers or other materials may be taped, tacked or otherwise fastened to the walls, doors or furnishings. Equipment such as a table podium, microphones and sound system, council table and chairs are provided by the Legislature.
- E. No other tables, chairs, podiums, microphones systems or other equipment may be requested or brought into the room. However LCD projectors, laptops, flip charts on easels and other similar presentation equipment provided by the person holding the reservation are permitted. Chairs, law books and other legislative equipment may not be removed from the room.
- F. The sound system may not be modified or tampered with in any manner.
- G. For security and HVAC reasons, the windows may not be unlocked or opened without approval from the Executive Director's office.
- H. Recording or filming of public events may be regulated by the Executive Director, consistent with the state's Freedom of Access laws.

V. Effective Date

This policy takes effect on April 11, 2011 and applies to all Legislative Council Chamber uses on or after that date regardless of the date of room reservation. This policy remains in effect until revised or rescinded.

This policy is adopted pursuant to 3 MRSA § 162(12) and the Legislative Council's *Rules of Procedure* adopted December 2, 2010.

By: Kevin L. Raye
 Kevin L. Raye, Chair
 Legislative Council

Date: 4/13/11