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Legislative Council Policy on the Use of the Legislative Conference Room

Persons not abiding by the conditions of use will
not be allowed to use the room.

1. The Legislative Conference room is available for use by advance reservation only. Ad hoc or other unreserved use is not permitted. Reservations may be made by contacting the Office of the Executive Director, Legislative Council at 287-1615 or stopping by Room 103. The room may be reserved for up to a maximum of 2 hours daily when the legislature is in session, unless otherwise approved by the Executive Director's office. Use must end by the close of business. Use must be for legislative purposes, or other related governmental purposes if approved by the Executive Director's office.
2. No food or beverages, except for water, are allowed in the conference room, unless special permission is received by the Executive Director's office. Spills or damage must be reported immediately.
3. For security reasons, the windows may not be opened without prior approval of the Executive Director's office. Each window is equipped with an alarm.
4. Persons reserving the conference room are responsible for ensuring that the room is kept in a clean and orderly condition. Papers and other materials must be removed and the chairs and shades returned to their pre-existing locations before leaving. Materials and any personal belongings remaining after the scheduled time of the event will be removed and not be retained. No personnel belongings may be left in the room.

HVAC units must be returned to their pre-existing settings, and the lights turned off upon leaving.

5. No papers or other materials may be taped, tacked or otherwise or fastened to the walls, doors or furnishings.
6. The door to the lobby or to the Welcome Center may not be held in or left in an open position.
7. The room is for use as a conference room only. Press conferences, other media events or public hearings are not allowed in the conference room.

8. No other tables, chairs, podiums, or microphone systems may be requested or brought into the room. LCD projectors, laptops, and flip charts on easels should be provided by the person holding the reservation, or for legislative purposes are arranged for through the Executive Director's office.

This policy is adopted by the Legislative Council on March 24, 2016.

By: 
Executive Director of the Legislative Council

Authority: 3 MRSA §162

Adopted: March 24, 2016

Effective Date: March 24, 2016