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Legislative Council Policy on the Use of Legislative Committee Rooms & Other Meeting Space

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 must authorize the use of their respective committee rooms for any non-committee purpose. 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 generally **not** allowed in committee rooms, except as established by the committee rules adopted by each committee and approved by the Presiding Officers. Rooms 334 and 228 in the State House (see below to reserve these rooms) are rooms designated for legislative events that involve food and beverages. If neither Room 228 nor Room 334 is available, the Presiding Officers may allow food and beverages in another committee room for a legislative meeting or event.
- The Legislature may provide limited equipment or services for legislative events; non-legislative 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: during odd numbered legislative sessions, contact the President's Office at 287-1500 and during even numbered legislative sessions, contact the Speaker's Office at 287-1300.
- 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

This policy is adopted by the Legislative Council on April 27, 2017.

By: 
Executive Director of the Legislative Council

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