



STATE OF VERMONT
SERGEANT-AT-ARMS

CARD ROOM USAGE GUIDELINES

The calendar is always booked a year in advance.

1. Reservations for the Card Room are made for the Legislative Session of the following year. The Sergeant at Arms Office will begin accepting reservation requests for the 2018 Legislative Session starting on January 3, 2017. Please submit your request form, available at the Sergeant at Arms Office or on our website, by close of business on February 3, 2017. By February 15, 2017 we will randomly choose 67 request forms from all the entries; this will take us from January 3, 2018 to May 4, 2018. Please note these dates are tentative based on the Legislative Session.
2. Due to demand, only one day per year can be reserved for each organization.
3. If an organization needs a specific date, for example, National Awareness Days, please indicate this on the request form. We will try to accommodate these dates if you are chosen. All other requests will be scheduled in chosen order starting with the first day of session.
4. A waiting list will be compiled after the calendar is filled. If an organization has to cancel, the Sergeant at Arms will go down the list, in order, for a replacement.
5. No posters or other objects can be attached to the walls or ceiling of the Card Room.
6. All displays must be confined to the North end of the room, adjacent to the ramp, causing minimal disruption to the existing furnishings and not interfering with the free flow of pedestrian traffic in all four directions.
7. People staffing organizational displays in the Card Room must not overtly solicit the attention of passers-by. They can politely invite that attention, but must refrain from stopping legislators and others who clearly have no interest and are only passing through to get someplace else.
8. No food is allowed without specific approval of the Sergeant at Arms.
9. No press conferences are allowed.