



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 2025 Legislative Session starting on January 2, 2024. Please submit your request form, available from the Sergeant at Arms' office or on our website, by close of business on January 31, 2024. After February 15, 2024 we will randomly choose 67 request forms from all the entries; this will take us from January 8, 2025 into May 9, 2025. 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 must cancel, the Sergeant at Arms will go down the list, in order, for a replacement.
5. The organization has use of the Card Room from 8 a.m. to 4 p.m. on their assigned day. Organizations may begin setting up at 7:30 a.m.
6. No posters or other objects can be attached to the walls or ceiling of the Card Room.
7. All displays must be confined to the North end of the room, adjacent to the ramp (the area measures 15 ft. by 13 ft. 6 in.), causing minimal disruption to the existing furnishings and not interfering with the free flow of pedestrian traffic in all four directions.
8. 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.
9. No food is allowed without specific approval of the Sergeant at Arms.
10. No press conferences are allowed.