



**STATE OF VERMONT**  
**SERGEANT AT ARMS**

**REQUEST FOR USE OF STATE HOUSE MEETING ROOMS**

**Reservations**

The Sergeant at Arms' office is responsible for reserving public rooms in the State House for use by outside groups, as well as legislative use. You may reserve a State House public room by calling the office at (802) 828-2228.

When reserving a room, please give as much detailed information as possible, i.e., who/what group the room is being reserved for, the reason the room is being reserved, contact person, and all contact information.

Legislative meetings have priority for room use. There is a chance your group may be moved if that room is needed for a legislative meeting. If it is necessary to move your group to another room, we will try to give you notice in advance, but may, in some cases, have to move your group with little or NO notice. There is also the possibility that no other rooms will be available.

Please note that meeting rooms are not available for use by outside groups from April 1 to end adjournment of the legislature. This is due to the heavy demand on these spaces by legislators to caucus and for committees of conference to meet at this time of the year. Meeting rooms are also not available for use by outside groups from November 12 to December 31 to allow time for deferred maintenance.

**Set Up and Use of Equipment**

We are unable to provide equipment and copying service to outside groups. If you reserve a room, you will need to bring in and set up your own equipment (projector, laptop, easels, recording equipment, speakers, etc.). We can, however, provide a projector screen and microphone system – if you will need these items, please request them when reserving the room. You will also need to bring in your own copies of documents, materials, and supplies (pens, pencils, notepads, CDs, etc.).

**Recording devices and speakers, which are already in the room, may NOT be moved.**  
**DO NOT MOVE TABLES OR CHAIRS.**

***After the meeting, please return the room to the condition it was in when you arrived.***

**Fee for Security**

If you reserve a room outside regular business hours (before 7:45 a.m. or after 4:30 p.m. in the nonlegislative months), you will be billed for overtime for a minimum of two police officers,\* at a charge of \$60.00 per hour per officer with a four-hour total minimum charge of \$480.00. (\*More officers may be deemed necessary depending on the nature and/or climate of your event.)

**Food and Drink Restrictions**

Food and drink are only allowed in Room 10, the Cafeteria, and Cedar Creek Room for receptions. You may not charge for any food or drink being served in these locations. **Food and drink in any other location in the building is prohibited.**

**Parking**

There is very little parking at the State House. All parties in your group are responsible for finding off-site parking. Information about shuttles from off-site parking is available at <http://bgs.vermont.gov/security/shuttle> and also at the Sergeant at Arms' office.

# REQUEST FOR USE OF THE STATE HOUSE



Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start and End time: \_\_\_\_\_

Requesting use of:  Cafeteria  House Chamber  Senate Chamber

Room 10  Room 11  Cedar Creek  Committee Rooms

Number of people anticipated: \_\_\_\_\_ Lunch plans? \_\_\_\_\_

Services requested (circle): Podium Microphones Screen

Purpose of Event: \_\_\_\_\_

## CONDITIONS OF USE

**Legislative meetings have priority for room use, so your group may be moved if that room is needed for a legislative meeting. Relocating to another room is based on availability of vacant rooms. If no other rooms are available, you may have NO meeting space in the State House. We will try to give you notice in advance, but your group may need to be moved with little or NO notice.**

Meeting rooms are not available for use by outside groups from April 1 to end adjournment of the legislature. This is due to the heavy demand on these spaces by legislators to caucus and for committees of conference to meet at this time of the year. Meeting rooms are also not available for use by outside groups from November 12 to December 31 to allow time for deferred maintenance.

Permission to use either Chamber may be granted by the Office of the Sergeant at Arms with the permission of the Speaker of the House or the Secretary of the Senate. The Sergeant at Arms may grant permission to use other areas of the State House, and this approval may be subject to restrictions and conditioned upon your compliance with all general rules relating to conduct in the State House.

If you reserve a room outside regular business hours (before 7:45 a.m. or after 4:30 p.m. in the nonlegislative months), you will be billed for overtime for a minimum of two police officers,\* at a charge of \$60.00 per hour per officer with a four-hour total minimum charge of \$480.00. If you do not show up at the scheduled time and have not called previously to cancel your reservation, you will still be charged the minimum of \$480.00 for having a Capitol Police Officer present. (\*More officers may be deemed necessary depending on the nature and/or climate of your event.)

***This signature indicates I have read and will adhere to the conditions of use of the Vermont State House and am responsible for returning the room to its prior condition. If not, I understand my organization may not be allowed use of a room in the future.***

PLEASE RETURN FORM TO THE OFFICE OF THE SERGEANT AT ARMS.

115 State Street  
Montpelier, VT 05633  
802-828-2228  
sgtatarms@leg.state.vt.us