



**STATE OF VERMONT**  
SERGEANT AT ARMS

**STATE HOUSE MEETING ROOMS GUIDELINES**

**Reservations**

Outside groups may reserve a public room in the State House. The requester must provide a legislative sponsor for room use. Room reservations do not constitute a contract or guarantee availability of the requested date and time. Reservations can be cancelled or modified by the Sergeant at Arms' office at any time without notice.

At the discretion of the Sergeant at Arms, any reservation may be cancelled or modified if the security and safety of the State House, its occupants or visitors may be compromised, regardless of who or what causes the disturbance.

Authorization for use of a State House public room is not an endorsement of or approval of the purpose it represents.

Meeting room occupants are expected to follow rules of conduct in accordance with [Joint Rules](#), [House Rules](#) and [Senate Rules](#).

**Limitations**

Reservations do not guarantee use of the room and do not include event security, parking, streaming, staffing or exclusivity.

Food and drink are not allowed in Room 11. You may not charge for any food or drink being served in the State House. Food served in the Cafeteria and Cedar Creek room must be purchased through the State House cafeteria vendor.

**Fee for Extended Hours**

If you reserve a room during nonregular business hours, you will be billed for staff overtime at a charge of \$200.00 per hour. If you do not show up at the scheduled time and have not called previously to cancel your reservation, you will be charged the minimum of \$250.00.

**Set Up and Use of Equipment**

Reservations include use of TV monitors, podium and PA system. Please detail your equipment needs in the form below.

**DO NOT MOVE FURNITURE OR EQUIPMENT.**

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

# REQUEST FOR USE OF THE STATE HOUSE



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

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

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

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

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

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

Legislative Sponsor: \_\_\_\_\_

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

Requesting use of:  Room 11       Room 10  
 Cedar Creek  
 Cafeteria- requires catering [capitol@abbeygroup.net](mailto:capitol@abbeygroup.net)

Number of people anticipated: \_\_\_\_\_

Equipment requested (circle):      Podium    Screen    Microphones

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestors must provide a legislative sponsor. Reservations do not guarantee use of the room and do not include event security, parking, streaming, staffing or exclusivity.

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 compliance with all general rules relating to conduct in the State House.

If you reserve a room during nonregular business hours, you will be billed for staff overtime at a charge of \$200.00 per hour. If you do not show up at the scheduled time and have not called previously to cancel your reservation, you will be charged the minimum of \$250.00.

***This signature indicates I have read and will adhere to the conditions of the State House Meeting Rooms Guidelines 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](mailto:sgtatarms@leg.state.vt.us)