



# Georgia HOUSE OF REPRESENTATIVES

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## House Room Reservation Policies

- All room reservation requests must come from a sponsoring representative's office and be approved by the House Room Scheduling Coordinator.
- Due to the uncertainty of the legislative session, some groups may be moved or bumped from a room on short notice.
- Rooms cannot be booked after office hours or on weekends. Events must be scheduled within regular office hours- 8 a.m. to 5 p.m. during the interim, or 7 a.m. to 6 p.m. during the legislative session. Regular office hours may be modified for any reason, including weather or safety considerations.
- Entrance to the State Capitol (CAP) and Coverdell Legislative Office Building (CLOB) is contingent upon consent to search and metal detector screenings. Guests should not circumvent security checkpoints.
- Committee meeting rooms are booked for full committee meetings, subcommittee meetings and occasionally outside groups.
- Food is only permitted in certain meeting rooms, and only food warmers are allowed in these rooms. No open flames are permitted, including candles or ignited materials.
- While we are happy to accept requests for meetings that require meals, below is a list of specific rooms that have notable guidelines. Please remember, all rooms should not have any trash, food or debris left behind at the end of the reservation.
  - 403 CAP, 406 CLOB, 415 CLOB, 506 CLOB, 515 CLOB and 606 CLOB:
    - No eating or sitting in the panel area where members sit.
    - Do not touch any of the audio visual equipment in the room.
      - If you need to use this equipment, please contact Brent Cranfield in House Media Services for assistance at 404-656-0309.
- Some rooms are equipped with a projector and screen (406 CLOB, 415 CLOB, 506 CLOB, 515 CLOB and 606 CLOB). If you need a projector and screen for any other room, please ask your sponsoring representative to contact the IT Department.
- Groups using House meeting rooms must be self-contained in the meeting room that is reserved and cannot utilize additional space in public areas.
- Events must abide by room occupancy loads.
- Posting, hanging or affixing signs, banners or flags, as well as using sticks or poles, is prohibited in House meeting rooms. This includes attaching anything to cardboard signs, placards and flags.
- If, during the course of the meeting, the occupants wish to alter the interior of the room, please return the room to its original state before the end of the reservation.
- Please be respectful of the groups booked in a room before and after you. The rooms are booked for a certain time frame and are posted outside each room. Please abide by the schedule to ensure all groups have a pleasant and successful event.
- Rooms cannot be reserved for an entire day during the legislative session.
- House Media Services does not have access to extra chairs to be placed in rooms.

*While ensuring that groups have a successful event, please make sure that groups abide by the guidelines listed above. The Capitol and CLOB rooms are always in high demand and should be utilized in a respectful manner. If there are issues with a group using a room, we reserve the right to deny any group continued use of any room in the Capitol and CLOB.*