



Georgia HOUSE OF REPRESENTATIVES

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.

- It is illegal for any person, firm, group, organization, or other entity to beg, panhandle, solicit, charge for admission, or to sell goods, wares, or any other objects or services within the Capitol building and grounds
- 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.