



Georgia HOUSE OF REPRESENTATIVES

House Media Services Office's Policies for Booking and Using House Meeting Rooms in the State Capitol (CAP), Coverdell Legislative Office Building (CLOB) and Virtual Committee Meetings:

Reserving House Meeting Rooms:

- All room reservation requests must be made by a sponsoring representative's administrative assistant and be approved by the House Media Services Office Manager, Deidra A. Powell. The House member sponsoring the event is expected to be in attendance and will be held accountable for enforcement of all policies as indicated below. Members/groups disregarding the policy for use of House rooms may have their reservation cancelled or may be prohibited from scheduling future events.
- Cancellations and/or changes to an existing reservation should be notated in the ReserveAny system immediately. Administrative assistants should regularly review the ReserveAny system for reservations they have made that may need to be removed from the system due to cancelation.
- Official business by the House of Representatives shall take precedence over any other requested use of House meeting rooms.
- Committee meeting rooms with live stream capabilities are prioritized for full committee meetings and subcommittee meetings. On occasion, outside groups may be approved to reserve a committee meeting room; however, this is not recommended as outside group events may be cancelled without notice if such meeting room is needed for a House committee.
- Due to the uncertainty of the legislative session, groups may be subject to being canceled with little or no notice, and alternate meeting locations may not be available. If an event is canceled, it is the responsibility of the sponsoring representative's administrative assistant to utilize the ReserveAny system for alternative meeting options.
- House meetings, in-person or virtual (see page 3 for more information on virtual meetings), cannot be booked after hours, on weekends or state holidays. Events must take place during regular office hours: 8 AM to 5 PM during the interim, or 7 AM to 6 PM during the legislative session. Regular office hours may be modified for any reason, including weather or safety considerations, with little to no notice.
- Reservation time periods must allow for any setup and cleanup requirements.
- Rooms cannot be reserved for an entire day during the legislative session, and room reservations for outside groups should be limited to 3 hours or less.

- Room requests for the legislative session are accepted up to four months in advance, and priority is given on a first-come, first-served basis for outside groups. Requests made prior to this timeframe will not be approved.
- To accommodate the requests of all House members, more than one booking in a single calendar month, for the same outside group, may be denied or a request may not be approved until 2 days before the requested booking.
- Due to the limited number of meeting rooms available, multiple rooms should not be requested for the same outside group on the same day during session.
- House meeting rooms cannot be reserved for the purpose of holding a press conference. To enquire about press conference locations, please see our press conference procedures on the House “Reserve a Room” webpage: <http://www.house.ga.gov/Committees/en-US/RoomScheduling.aspx>.
- The House Media Services Office does not have access to or provide furniture, audio/video equipment or decorative/backdrop items (Ex: chairs, tables, podiums, sound systems, flags).
- If members need a projector and screen for any House meeting room where one is not provided, please contact the IT Department at 404-657-4580.

Using House Meeting Rooms:

- Entrance to the State Capitol and CLOB is contingent upon consent to search and metal detector screenings. Guests should not circumvent security checkpoints. Access to House meeting rooms is conditioned upon consent to search and inspection.
- 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.
- Alcohol is prohibited in any House meeting room.
- Smoking/electronic vapor is prohibited in any House meeting room.
- 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 established by the State Fire Marshal for the reserved location.
- All children must be accompanied by an adult and supervised at all times.
- If, during the course of the meeting, the occupants alter the interior of the room, the room must be returned to its original state before the end of the reservation, and all food and trash must be cleaned up by the group utilizing the room.
- 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, or to sell goods, wares or any other objects or services within the Capitol building and grounds.

- House meeting rooms may not be used for political party, political action committee or campaign activities.
- Please be respectful of the groups booked in a room before and after you. Please abide by the schedule to ensure all groups have a pleasant and successful event.
- Permitted use of House meeting rooms is conditioned upon acceptance and compliance with the guidelines below.
- Failure to follow these guidelines, or the instructions given by the House Media Services Office, Office of the Speaker, the Georgia Building Authority or law enforcement personnel, will result in the immediate removal of any exhibit, event or person/s from the Capitol buildings and grounds. Failure to follow these guidelines or instructions may result in the denial of future applications to use the Capitol buildings and grounds.

Reserving/Scheduling Virtual House Committee Meetings:

**This section applies to House administrative assistants who schedule and coordinate virtual House committee meetings on behalf of a committee chairman:*

- Administrative assistants should contact justin.speck@house.ga.gov to coordinate and schedule the Zoom meeting as soon as they know a meeting will take place.
- Once a meeting date and time are confirmed, administrative assistants should go to the ReserveAny program and complete the meeting reservation request as normal. When choosing the location of the committee meeting, choose Virtual Room 1, Virtual Room 2 or Virtual Room 3.
- Administrative assistants should still submit meeting notices to the House Media Services Office staff ahead of the virtual meeting in order to be posted on the House website.
- Once an administrative assistant has scheduled a virtual meeting, House Media Services staff will provide private Zoom meeting access information to committee staff. This information is private and should not be shared with the public.

**Administrative assistants may reference the “Virtual House Committee Meetings Instructions and Resources for Administrative Assistants” document for additional instructions for how to distribute Zoom access information.*

**Please do not contact the IT Help Desk for questions concerning virtual House committee meetings.*

Special Circumstances Impacting the Utilization of House Meeting Rooms:

- On occasion, circumstances such as COVID-19 may impact these policies and procedures regarding the utilization of House meeting rooms. During such events, updated guidelines will be made readily available.

**The Capitol and CLOB House Meeting Rooms are always in high demand and should be utilized in a respectful manner. We reserve the right to deny any group continued and/or future use of any room in the Capitol and CLOB, and/or to waive or modify any or all of the guidelines contained herein on a case by case basis. Conditions are subject to change.*

Georgia Building Authority (GBA) Spaces:

- To reserve GBA-controlled areas, such as the Capitol South and North Wings, Rotunda or outdoor areas, please contact GBA at 404-657-7407.



House Meeting Rooms Guidelines & Capabilities

House Meeting Rooms with Live Stream Capabilities:

132 CAP

- Before making a reservation request for room 132 CAP via ReserveAny, prior approval from the Judiciary Committee administrative assistant is required. If approved, it should be so noted within the notes section of the ReserveAny reservation request (Ex: approved by Madeline).
- NO food allowed.
- Non-members are strictly prohibited from eating or sitting in the panel area where members sit.
- Only House members and House staff are permitted to operate the audio visual equipment.
- If you need to use this equipment, please contact Justin Speck in House Media Services for assistance at 404-656-0309.

341 CAP

- Before making a reservation request for room 341 CAP via ReserveAny, prior approval from the Appropriations Committee administrative assistant is required. If approved, it should be so noted within the notes section of the ReserveAny reservation request (Ex: approved by Ashley).
- NO food allowed.
- Non-members are strictly prohibited from eating or sitting in the panel area where members sit.
- Only House members and House staff are permitted to operate the audio visual equipment.
- If you need to use this equipment, please contact Justin Speck in House Media Services for assistance at 404-656-0309.

403 CAP

- Seating for 12 members and audience seating available.
- NO food allowed.
- Non-members are strictly prohibited from eating or sitting in the panel area where members sit.
- Only House members and House staff are permitted to operate the audio visual equipment.
- If you need to use this equipment, please contact Justin Speck in House Media Services for assistance at 404-656-0309.

406 CLOB

- Seating for 30 members and audience seating available.
- NO food allowed.
- Non-members are strictly prohibited from eating or sitting in the panel area where members sit.
- Only House members and House staff are permitted to operate the audio visual equipment.
- If you need to use this equipment, please contact Justin Speck in House Media Services for assistance at 404-656-0309.
- Equipped with a projector and screen.

415 CLOB

- Seating for 18 members and audience seating available.
- NO food allowed.
- Non-members are strictly prohibited from eating or sitting in the panel area where members sit.
- Only House members and House staff are permitted to operate the audio visual equipment.
- If you need to use this equipment, please contact Justin Speck in House Media Services for assistance at 404-656-0309.
- Equipped with a projector and screen.

506 CLOB

- Seating for 30 members and audience seating available.
- NO food allowed.
- Non-members are strictly prohibited from eating or sitting in the panel area where members sit.
- Only House members and House staff are permitted to operate the audio visual equipment.

- If you need to use this equipment, please contact Justin Speck in House Media Services for assistance at 404-656-0309.
- Equipped with a projector and screen.

515 CLOB

- Seating for 18 members and audience seating available.
- NO food allowed.
- Non-members are strictly prohibited from eating or sitting in the panel area where members sit.
- Only House members and House staff are permitted to operate the audio visual equipment.
- If you need to use this equipment, please contact Justin Speck in House Media Services for assistance at 404-656-0309.
- Equipped with a projector and screen.

606 CLOB

- Seating for 30 members and audience seating available.
- NO food allowed.
- Non-members are strictly prohibited from eating or sitting in the panel area where members sit.
- Only House members and House staff are permitted to operate the audio visual equipment.
- If you need to use this equipment, please contact Justin Speck in House Media Services for assistance at 404-656-0309.
- Equipped with a projector and screen.

House Meeting Rooms without Live Stream Capability

133 CAP

- Before making a reservation request for room 133 CAP via ReserveAny, prior approval from the Ways & Means Committee administrative assistant is required. If approved, it should be so noted within the notes section of the ReserveAny reservation request (Ex: approved by Sara).
- Food allowed.

216 CAP

- Capacity: approximately 50 people.
- Food allowed.

230 CAP

- Capacity: approximately 50 people.
- Food allowed.

502 CLOB

- Capacity: approximately 15 people.
- Food allowed.

510 CLOB

- Capacity: approximately 25 people.
- Food allowed.

514 CLOB

- Capacity: approximately 25 people.
- Food allowed.

605 CLOB

- Capacity: approximately 25 people.
- Food allowed.