

The Connecticut General Assembly

Joint Committee on Legislative Management

Donald E. Williams, Jr.
Senate President Pro Tempore

Martin M. Looney, *Senate Majority Leader*
John McKinney, *Senate Minority Leader*

D'Ann Mazzocca, Ph.D.
Executive Director



Christopher G. Donovan
Speaker of the House

J. Brendan Sharkey, *House Majority Leader*
Lawrence F. Cafero, Jr., *House Republican Leader*

APPLICATION FOR USE OF THE LEGISLATIVE OFFICE BUILDING AND CAPITOL FACILITIES

All requested information must be provided in full to assure timely processing of the application. Please read carefully the form titled "AGREEMENT FOR USE OF CAPITOL/LOB FACILITIES" and the attached Schedules "A" and "B". Mail, Email or Fax the signed Agreement and Application (pages 1, 2 & 10) to the Joint Committee on Legislative Management, Room 5100, Legislative Office Building, Hartford, CT 06106.

Name/Agency Names:		
Address:		
Purpose of Function:		
Requested Date of Function:	Day of function: <input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa	
Hours of Event:		
Approximate Number of People Attending:		
Contact Person:	Phone:	Fax:
Daytime Phone Number: (if different from above)		
E-Mail Address:		
Billing Address: (if different from above)		

APPROVAL PROCESS WILL TAKE 7 – 10 BUSINESS DAYS

DO NOT ADVERTISE EVENT TAKING PLACE PRIOR TO LEADERSHIP APPROVALS

Admission:

No admission, other than a per capita amount necessary to defray the actual costs for use of the facilities, shall be charged at any meeting, exhibit or special function in the Legislative Office Building or in the Capitol Building.

Parking:

Limited parking facilities make it impossible to guarantee parking for members of the public attending functions at the Capitol and LOB. Parking must be on space available basis only.

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PLEASE CHECK ALL ITEMS APPLICABLE TO THIS REQUEST.

<u>Type of Function:</u>			
	Meeting/Conference		Breakfast
	Reception/Awards Presentation		Luncheon
	Exhibit/Display Please include brief description or photograph		Dinner
	Other - Please describe below		
Description:			

<u>Requested Location:</u> (see schedule "A")			
	Hearing room (s) (indicate preferences)		Cafeteria (LOB)
	Atrium (LOB)		2 nd Floor Atrium
	Capitol North Lobby		Capitol /LOB Concourse
	Capitol Hall of Flags		Other (please specify)

<u>Parking Facilities:</u> (see Schedule "A")			
	Capitol grounds parking lot (Note: 30 spaces are available to visitors on a first-come, first-served basis.)		LOB main parking garage (Note: 120 spaces are available to visitors on a first-come, first-served basis.)

<u>Miscellaneous:</u> Please indicate below the number of any of the indicated items that will be needed (include a floor plan on the following page for any special seating that is being requested).			
	Folding chairs		6 ft. folding tables
	Trash receptacles		Electrical outlet

<u>Audio Visual Equipment:</u> Please indicate below any audiovisual equipment that may be required.			
	Hearing-impaired assistance		Multi-media projector
	Microphone – for standing podium		Press box
	Microphone – for table-top		Screen
	Standing podium		Easels
	Table-top podium		TV/DVD/VCR

FLOOR PLAN FOR SPECIAL SEATING

NOTE: Private Dining Room and Hearing Rooms must be used as they are. No additional furniture can be moved into or rearranged in these areas. Please provide sketch of any requirements.

**GUIDELINES AND RULES FOR PERSONS USING
ROOMS IN THE LEGISLATIVE OFFICE BUILDING AND STATE CAPITOL**

1. Food and beverages are not allowed in any of the 10 hearing rooms in the Legislative Office Building.
2. Food may be served in the Old Judiciary room and room 310 of the Capitol and room 2600, Atrium, and Atrium 2 of the LOB.
3. No signs, newsprint, or post-it notes may be placed on any walls, woodwork or furniture in either building. Easels are available but groups provide their own flip chart paper and markers.
4. No tape of any kind may be used to affix anything to walls, doors, pillars or woodwork in either building or the garage.
5. Audio-visual equipment is available and should be reserved at time the meeting room is scheduled.
6. No extra furniture may be placed in any of the 10 LOB hearing rooms nor may any furniture be removed from a hearing room. Persons using the Old Judiciary room or room 310 of the Capitol need to contact Legislative Management (860-240-0100) at least two weeks prior to the event to make arrangements for setting up these rooms.

Your cooperation in helping us maintain and preserve these two buildings is greatly appreciated.

ADDITIONAL INFORMATION

1. **Should your event be cancelled for any reason, please contact Legislative Management immediately at 860-240-0100 AND put the cancellation in writing. For after hour cancellations contact, Capitol Police at 860-240-0240. In the event that a group fails to report a cancellation the group will still be billed for the event.**
2. The Office Staff of Legislative Management is available to assist you with any questions you may have regarding your event. Please contact them at 860-240-0100.
3. **PLEASE NOTE:** Employees of the Office of Legislative Management cannot accept any gifts or gratuities from you or your organization for the help that they provide for your event.

SCHEDULE A
DESCRIPTION OF FACILITIES AND EQUIPMENT
AVAILABLE FOR PUBLIC USE

Facilities Available For Public Use

Location	Purpose	Capacity	
LOB Atrium	Receptions/Presentations After Hours ONLY	150 seated, 200 standing	
LOB Atrium 2	Breakfast / Registration	100 standing	
LOB Cafeteria and Dining Room		185 Cafeteria 65 Dining Room	
LOB Parking Garage	Visitor Parking – 120 spaces	Up to 1,000 available spaces, depending upon time of function	
LOB Public Hearing Rooms	Meetings only	Public	Legislators
1 A		80	24
1 B		59	24
1 C		59	24
1 D		125	30
1 E		84	42
2 A		84	24
2 B		74	24
2 C (auditorium)		242	42
2 D		125	24
2 E (auditorium)		104	56
LOB Room 2600	Conference Room	20	
Capitol/LOB Concourse	Exhibits and Displays	14 Tables Max	
Capitol Room 310 (Old Appropriations)	Call Ken Neal @ 860-240-8585 to reserve this room. If approved, then contact OLM @ 860-240-0100 to handle event details.	150 seated, theater style 200 standing 12 tables w/8 chairs per table	
Capitol Old Judiciary Room	Call Debbie Buffington @ 860-240-8600 to reserve this room. If approved, then contact OLM 860-240-0100 to handle event details.	150 seated, theater style 200 standing 12 tables w/8 chairs per table	
Capitol Hall of Flags	Events	50 seated, 150-200 standing	
Capitol North Lobby	Events	150 seated, 300 standing	
Capitol East Side – Nathan Hale Statue	Events	40 seated, 75 standing	
Capitol South Side – Liberty Bell	Events	No seating, 50 standing	
Capitol North Steps	Press Conferences/Rallys	Contact OLM @ 860-240-0100	

Available Furniture and Audio Visual Equipment

The Legislative Management Office has limited supplies of the following items available for use, by advance request, at no charge to the user:

- ◆ Folding chairs
- ◆ 6-Foot folding tables
- ◆ Electrical outlets
- ◆ Trash receptacles

Furniture needs that exceed available supplies must be rented from an outside source. Rented furniture must be removed from the facilities IMMEDIATELY following completion of the function. Delivery of the following special equipment must be approved and coordinated with the Legislative Management Office in advance:

- ◆ Tables (other than the type listed above)
- ◆ Musical equipment

Below is a listing of audio-visual equipment, subject to LIMITED AVAILABILITY by advance request:

- ◆ Portable screen
- ◆ Hearing impaired assistance
- ◆ Tabletop podium & microphone
- ◆ Standing podium & microphone
- ◆ TV/DVD/VCR
- ◆ Multimedia projector
- ◆ Microphones
- ◆ Flipchart holder (paper and markers not provided)
- ◆ Press box
- ◆ Easels

SCHEDULE B

RULES RELATING TO USE OF CAPITOL/LOB FACILITIES

The following represent the rules established by the Joint Committee on Legislative Management relating to special use of the Capitol or Legislative Office Building facilities:

1. The Legislative Office Building (LOB) and State Capitol Building facilities are available for public and private use with the approval of the Joint Committee on Legislative Management acting through its co-chairs (the Speaker of the House of Representatives and the President Pro Tempore of the Senate).
2. Any person or organization seeking permission to use the LOB or Capitol Building facilities may do so only upon approval of a completed application filed with the Office of Legislative Management. Upon receipt of the application, a minimum of ten (10) business days will be required for its review. The Office of Legislative Management will notify applicants by phone concerning approval or disapproval.
3. The public business hours of the State Capitol and Legislative Office Building are 8:00 AM to 5:00 PM, Monday through Friday (holidays excepted) and at such other times as official public business of the General Assembly may be conducted. The Capitol Building is open for public tours on Saturdays from April through October. After-hours functions are defined as those that take place after 5 PM, Monday through Friday, and at any time on Saturday, Sunday or state holidays.
4. During periods that the General Assembly is in regular or special session, the Legislative Office Building and those areas of the Capitol Building under the supervision of the Joint Committee on Legislative Management may be used **ONLY** for official meetings or public hearings of legislative committees, or for activities sponsored by the Joint Committee on Legislative Management.
5. During periods that the General Assembly is not in regular or special session, the LOB/Capitol facilities may be made available to a state agency or public or private organization, provided the purpose for using the facilities:
 - (a) **IS NOT** to further the candidacy of any individual running for public office; and/or
 - (b) **IS NOT** to raise funds.
6. No admission, other than a per capita amount necessary to defray the charges for use of the facilities, shall be charged at any meeting, exhibit or special function.
7. The LOB and Capitol facilities may be used for press conferences only by: a) an individual who has a personal office within the facilities and uses such office for this purpose; b) legislators, commissioners and deputy commissioners of state agencies, provided the purpose of the press conference concerns their official activities; and c) incumbent office holders and major party candidates for election to federal or statewide office.
8. Any person or organization receiving permission to serve food and/or beverages at a special function is requested to try to arrange for the purchase and service of such food and/or beverages with the contract operator of the LOB cafeteria on the basis of established price schedules approved by the Joint Committee on Legislative Management. For catering information, contact the food service catering manager directly at 860-240-0205. (Note: A private caterer may be used under the conditions specified in #9 and #10(a), #10(b) and #10(e).)

Schedule B

9. The service of food and/or beverages is limited to the LOB atrium, cafeteria, 2nd floor atrium, Room 2600 and the dining room. Food and beverages may be served in the atrium only after regular business hours.
10. **Restrictions:** A group or person granted permission to use the facilities must comply with the following restrictions set by the Joint Committee on Legislative Management:
- (a) Food/beverage and furniture set-up is not allowed in the LOB atrium until 4:30 p.m. on weekdays.
 - (b) For any special function **No Hard Liquor** may be served. Groups that receive permission from the Joint Committee on Legislative Management to serve alcoholic beverages at their function may serve **WINE AND BEER ONLY**, provided that the service of such beverages is handled by the food service contract operator of the LOB and is confined to the LOB's first floor atrium and cafeteria area. (Please note: 1 Bartender is required for every 75 guests)
 - (c) No attachment of objects or signs to walls, doors, floors or brass railings is permitted.
 - (d) No weddings, wedding receptions, proms or dances are permitted in the LOB or Capitol facilities.
 - (e) Only the LOB food service contractor may use the LOB kitchen facilities. Outside caterers must accept full responsibility for complete clean-up of the area used and for prompt removal of all trash from the premises.
 - (f) Food and/or beverages are prohibited in the public hearing rooms.
 - (g) At any time during the year a group may schedule the Private Dining Room for a breakfast gathering between the hours of 7:30 AM and 10:00 AM by contacting Legislative Management at 860-240-0100. The room must be completely vacated by 10:00 AM and must be used as furnished. The room can be used for food service only. Should you wish to hold a meeting you must schedule an adjoining hearing room for the meeting segment of your gathering.
 - (h) A group or organization of up to thirty (30) in number may request advance reservations for a luncheon in the LOB dining room provided that, during periods that the General Assembly is in regular or special session, any such group or organization luncheon must be personally hosted by a member of the General Assembly.
 - (i) Meetings are not permitted in the LOB private dining room between 10:00 AM and 2:00 PM. Should a group or organization having lunch in the dining room wish to hold a meeting following completion of the meal, arrangements must be made in advance to reconvene in an available hearing room.
 - (j) Large bands, choral and/or large orchestral groups are not allowed to perform inside the Capitol or LOB. Permission may be granted for performances by such groups on the grounds surrounding the Capitol or LOB.
 - (k) Placement of a temporary display or exhibit shall not exceed a period of four (4) weeks, provided that the display or exhibit shall be of a quality and character deemed suitable for viewing by any individual, including school-age children, who may visit the buildings. Exhibits are limited to the walls of the LOB/Capitol concourse. A description and/or photograph of the display must be included with the application along with an explanation of the amount of space that will be needed and security provisions, if any, which will be provided by the displaying person or organization. The Joint Committee on Legislative Management will not be responsible for any damage to a temporary display or exhibit during the period that it is located in the facilities. Arrangements must be made in advance with the Legislative Management Office concerning the mounting or securing of any approved display.

Schedule B

- (l) Approved after-hours functions must conclude no later than 11:00 P.M.
11. **Fees:** There is no rental fee for use of the Capitol or LOB facilities. However, a group or individual receiving permission to use the facilities will be responsible for payment of all special maintenance and security costs, and for any additional staff overtime costs necessitated by such use of the facilities. These fees will be determined by the number of individuals that will be in attendance, and by the specific location and time of the function:
- (a) **Maintenance:** The Legislative Management Office will automatically schedule maintenance staff for any function held outside of regular business hours. Staff is booked for a minimum of four hours; at an **approximate fee \$36.81 per hour per maintenance person**. At least one maintenance person will be required for any after-hours function of up to 100 guests. Every 50 guests thereafter may necessitate one additional maintenance person. Payment must be made directly to the maintenance firm for these charges.
 - (b) **Audio Visual Technician:** Private groups and organizations will be required to pay for technician overtime costs at an **approximate fee of \$89.96 per hour** associated with their usage of certain audio visual equipment. Staff is booked for a minimum of four hours. This fee will be determined at the time of approval confirmation. Payment must be made directly to the contract vendor providing these services.
 - (c) **Electrician:** Staff is booked for a minimum of four hours at an **approximate fee of \$111.03 per hour**.
 - (d) **Security:** The State Capitol Police Office provides round-the-clock security coverage for the Capitol Building, the LOB, and their surrounding grounds and parking facilities. Functions held outside of regular business hours will require a minimum of two extra police officers, at an **approximate fee of \$55.00/hour per officer**. Staff is booked for a minimum of four hours. Additionally, after hours use of the LOB main parking garage requires coverage by an additional officer at the above quoted rate. All security fees must be paid to the Office of Legislative Management prior to the event.
12. **After Hours Building Tours:** The Capitol Building and Legislative Office Building volunteer tour program is conducted by the League of Women Voters between 8:30 a.m. and 3:30 p.m. on regular workdays, and on those Saturdays that the buildings are open for public visitation. A group receiving permission to use the Capitol Building or LOB facilities outside of these hours may, on its own, try to make arrangements with the director of the volunteer tour program for special tours during the period of its approved function. The tour program office is open from 9:00 a.m. to 3:00 p.m., Monday through Friday, except state holidays and December 24 to January 1, and can be reached at 860-240-0222.

AGREEMENT FOR USE OF CAPITOL/LOB FACILITIES

(_____) agrees to:
(Name of organization)

1. Comply with the rules, guidelines and restrictions relating to use of the Capitol and or/ Legislative Office Building facilities as indicated in the attached Schedules “A” and “B”;
2. Provide the Legislative Management Office, in advance of the date of the function, with: a) proof of liability insurance coverage as indicated in #11 of the attached Schedule “B”; and b) a copy of any printed invitation that is sent to invitees or prospective attendees;
3. Pay for the overtime services of maintenance, items A&B and audio-visual personnel (if any), as indicated in #12 of Schedule “B”, with the exact charge to be determined by the actual hours such services are required (there is a 4 hr. minimum charge if the event is not a continuation of regular business day hours); and
4. Pay for projected security costs as indicated in item 12c of schedule “B”. You will be invoiced for projected security cost upon approval of the application. **Payment made payable to the Office of Legislative Management must be received prior to event.**
5. Indemnify and hold harmless the Joint Committee on Legislative Management (JCLM), the State of Connecticut and its officials and employees from any and all loss, damages or injuries arising out of the use of the Capitol/ LOB Facilities and not caused by any wanton, reckless or malicious act of JCLM or its employees.

(Name of Organization)

by

(Name and Title or Office)

Signature

Date: _____