

The Connecticut General Assembly

Joint Committee on Legislative Management

Martin M. Looney
Senate President Pro Tempore

Bob Duff, Senate Majority Leader
Kevin Kelly, Senate Republican Leader

Jim Tamburro
Executive Director



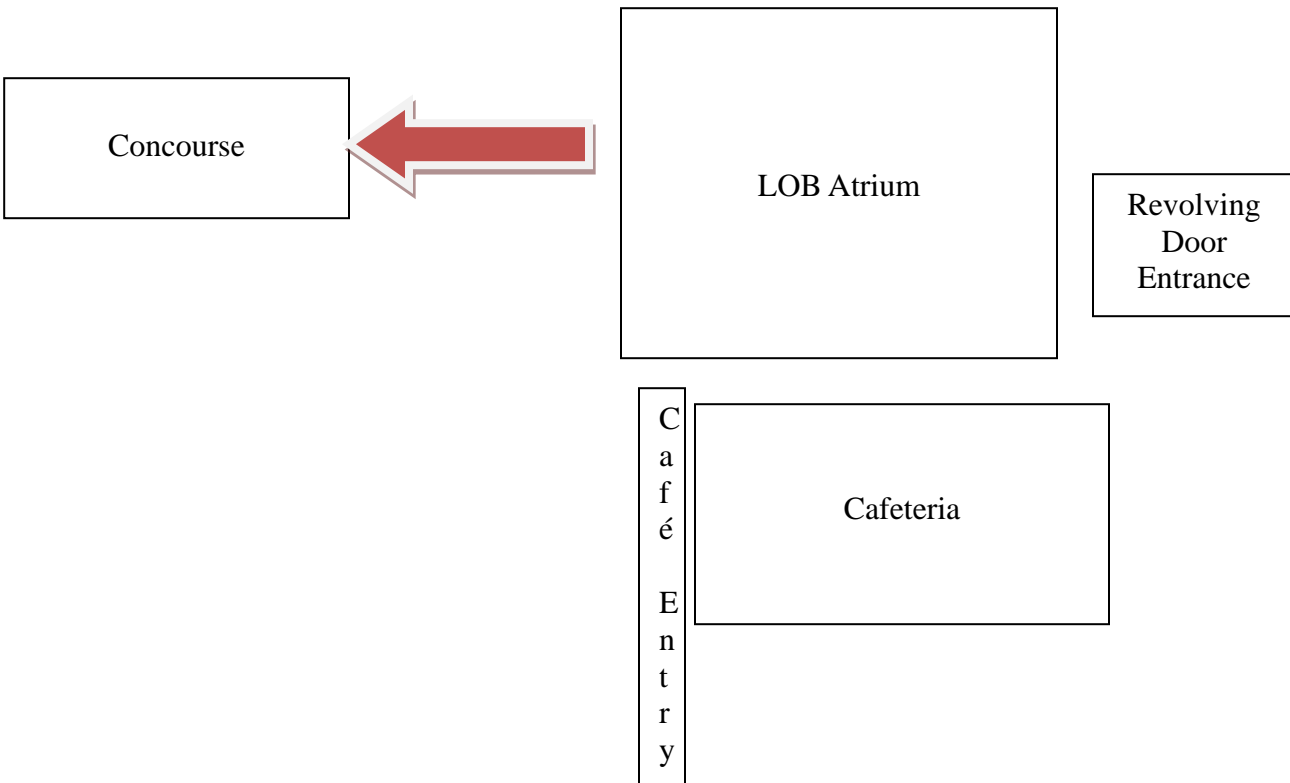
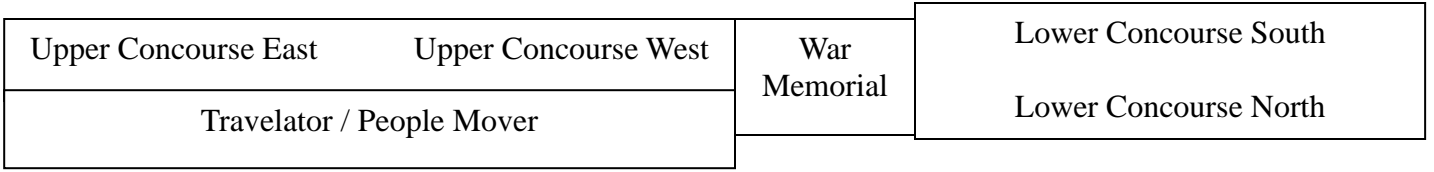
Matthew Ritter
Speaker of the House

Jason Rojas, House Majority Leader
Vincent J. Candelora, House Republican Leader

Request to use the Legislative Office Building wall display areas
Please return via e-mail to elizabeth.conroy@cga.ct.gov or fax (860) 240-0122

Today's Date	Refer to Page 2 for map of locations
Location	<input type="checkbox"/> Upper Concourse East (125') <input type="checkbox"/> Upper Concourse West (125') <input type="checkbox"/> Lower Concourse North (120') <input type="checkbox"/> Lower Concourse South (125') <input type="checkbox"/> Café Entry (25')
Preferred Dates of Display:	
Organization:	
Address	
Telephone Number:	
Contact Name:	
E-Mail Address:	
Title / Subject:	
Description : (Attach sample photographs)	
Format (i.e. posters, framed photographs)	
Signature of Responsible Party:	
Please note that all exhibit dates are subject to any restrictions related to building closures.	<i>By signing, I acknowledge that I have read the "Guidelines Concerning Exhibits and Displays" included in this document and understand that the Office of Legislative Management (OLM) has sole discretion to authorize exhibits as well as remove those exhibits that are deemed not suitable for viewing by any individual, including school-age children.</i>

CONCOURSE



GUIDELINES CONCERNING EXHIBITS AND DISPLAYS IN THE CAPITOL AND LEGISLATIVE OFFICE BUILDINGS

1. Statutory Authority

Under Section 2-71h of the *Connecticut General Statutes*, the supervision and maintenance of the interior, exterior and surrounding grounds of the Capitol Building and the Legislative Office Building, and decisions concerning use of these buildings and assignment of office space within them, are the responsibility of the Joint Committee on Legislative Management.

3. Temporary Displays or Exhibits

3.1 The Joint Committee on Legislative Management or acting through its cochairpersons may approve placement of a temporary display or exhibit in the Capitol Building or in the Legislative Office Building for a period not to exceed four weeks during the interim and two weeks during regular session, provided that the display or exhibit shall be of quality and character deemed suitable for viewing by any individual, including school-age children, who may visit the buildings.

3.2 Requests for approval to place a temporary display or exhibit in the Capitol or the Legislative Office Buildings shall be submitted in writing to the executive director of the Joint Committee on Legislative Management and shall include a description and/or photograph of the display or exhibit, an explanation of the amount of space that will be required, and security provisions, if any, that will be provided.

3.3 The Joint Committee on Legislative Management shall not be responsible for any damage to a temporary display or exhibit during the period that it resides in the Capitol or Legislative Office Buildings.

3.4 Temporary displays or exhibits must meet all fire and building safety code regulations.

3.5 Upon approval of an application for a temporary display or exhibit in either the Capitol Building or Legislative Office Building, the applicant may be asked to provide a security deposit or bond in an amount specified by the executive director of the Joint Committee on Legislative Management sufficient to cover the expense of removal in the event the applicant fails to remove the display or exhibit in a timely manner.

3.6 No pricing may appear on any display items.