

# Capitol Building Room Protocols

## House and Senate Committee Hearing Rooms

- The hearing rooms in the Garden Level Atrium Wings, including the Auditorium and the Senate Flex Room, as well as the JFAC room on the third floor, are primarily used as meeting rooms during the legislative session for legislative committees.
- Other agencies and groups are also welcome to schedule meetings in these rooms through the Pro Tem and Speaker's offices when not in use by the Legislature, including during the interim.
- Anyone is welcome to visit these hearing rooms during scheduled public meetings.
- When not being used for scheduled meetings, anyone is welcome to tour these rooms, sit and relax, or hold impromptu visits with legislators, lobbyists, officials or friends and family. These are public meeting rooms meant to be used and appreciated by the public.
- Drinks are allowed in these rooms so long as they have a lid or a covered top (canned or bottled beverages are fine). Food is prohibited, however.

## Welcome Room

- This room is a staging area for tour groups and is utilized year-round for the Capitol Tour Program, so the public is always welcome at any time in this room. Visitors watch the *Capitol of Light* DVD, school groups eat their lunches in this room and the desk in this room is often times utilized by the Capitol Curator.
- The visiting public is welcome to drop in to watch the video which is played on request, and use this room at any time.
- Scheduled or impromptu use of this room for meetings or other purposes besides the Capitol Tour program is not prohibited, but discouraged simply because it is heavily used by visitors to the Capitol Building.
- Food and drink are allowed in this space.

## House and Senate Caucus Rooms

- These rooms are utilized by the majority and minority caucuses during the legislative session and are also used for other legislative meetings during the session and during the interim as well.
- These rooms can be scheduled for meetings when not in use by the caucuses. Scheduling meetings for these rooms should be arranged through the Pro Tem and Speaker's Offices.
- The public is always welcome in these spaces when they are not in use for closed caucus meetings. Food and drink are allowed in this space.