



**STATE OF VERMONT**  
SERGEANT AT ARMS

**REQUEST FOR USE OF STATE HOUSE MEETING ROOMS**

**Reservations**

The Sergeant at Arms' office is responsible for reserving public rooms in the State House for use by outside groups, as well as Legislative use. You may reserve a State House public room by calling the office at (802) 828-2228.

When reserving the room, please give as much detailed information as possible, i.e., who/what group the room is being reserved for, the reason the room is being reserved, contact person, and all contact information. The Cedar Creek Room can be reserved for press conferences.

Legislative meetings have priority for room use. There is a chance your group may be moved if that room is needed for a legislative meeting. If it is necessary to move your group to another room, we will try to give you notice in advance, but may, in some cases, have to move your group with less or NO notice. There is also the possibility that no other rooms will be available.

**Set Up and Use of Equipment**

We are unable to provide equipment and copying service to outside groups. If you reserve a room, you will need to bring in and set up your own equipment (projector, laptop, easels, recording equipment, speakers, etc.). We can, however, provide a projector screen and microphone system – if you will need these items, please request them when reserving the room. You will also need to bring in your own copies of documents, materials, and supplies (pens, pencils, notepads, CDs, etc.).

**Recording devices and speakers, which are already in the room, may NOT be moved. Do NOT MOVE TABLES OR CHAIRS.**

***After the meeting, please return the room to the condition it was in when you arrived.***

**Fee for Security**

If you reserve a room during nonregular business hours (before 8 am or after 4 pm in the nonlegislative months), you will be billed for overtime for our police officers, at a charge of \$60.00 per hour per officer with a 4 (four) hour minimum charge.

**Food and Drink Restrictions**

Food and drink are only allowed in the Cafeteria for receptions. You may not charge for any food or drink being served in this location. **Food and drink in any other location in the building is prohibited.**

**Parking**

There is very little parking at the State House. All parties in your group are responsible for finding off-site parking. Information about shuttles from off-site parking is available at <http://bgs.vermont.gov/security/shuttle> and also at the Sergeant at Arms' office.

# REQUEST FOR USE OF THE STATE HOUSE



Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start and End time: \_\_\_\_\_

Requesting use of:  Cafeteria  House Chamber  Senate Chamber  
 Cedar Creek (for press conferences only)

Number of people anticipated: \_\_\_\_\_

Services requested (circle): Podium Screen Microphones

Purpose of Event: \_\_\_\_\_  
\_\_\_\_\_

**Legislative meetings have priority for room use so your group may be moved if that room is needed for a legislative meeting. Relocating to another room is based on availability of vacant rooms. If no other rooms are available, you may have NO meeting space in the State House. We will try to give you notice in advance, but your group may be moved with little or NO notice.**

Permission to use either Chamber may be granted by the Office of the Sergeant at Arms with the permission of the Speaker of the House or the Secretary of the Senate. The Sergeant at Arms may grant permission to use other areas of the State House, and this approval may be subject to restrictions and conditioned upon your compliance with all general rules relating to conduct in the State House.

If you reserve a room during nonregular business hours (before 8 a.m. or after 4 p.m. in the nonlegislative months), you will be billed for overtime for our police officers, at a charge of \$60.00 per hour per officer with a 4 (four) hour minimum charge. If you do not show up at the scheduled time and have not called previously to cancel your reservation, you will still be charged the minimum of \$240.00 for having a Capitol Police Officer present.

***This signature indicates I have read and will adhere to the conditions of use of the Vermont State House and am responsible for returning the room to its prior condition. If not, I understand my organization may not be allowed use of a room in the future.***

PLEASE RETURN FORM TO THE OFFICE OF THE SERGEANT AT ARMS.

115 State Street  
Montpelier, VT 05633  
802-828-2228  
sgtatarms@leg.state.vt.us