



## **POLICY GUIDELINES FOR LEGISLATIVE MEETING ROOMS**

1. Rooms are for meetings only. Rooms may not be used for receptions without prior LRC approval.
2. Rooms may not be used for political receptions with candidates under any circumstances.
3. Food and/or drink is permitted in Annex Room 113 with prior LRC approval. Food and/or drink are forbidden in all other meeting rooms.
4. No posters, banners, or signs are allowed in the meeting rooms.
5. Tables in the meeting rooms may not be moved. Chairs **MUST** be returned as they were before the meeting.
6. Any equipment in the meeting room may not be disconnected, and no additional personal equipment, such as laptops, may be connected to the system in the meeting room.
7. The entity using the meeting room is responsible for cleaning the room after the meeting, and accepts financial responsibility for any necessary clean up charge or repair of damages which occur during use of the room.
8. Business must be conducted in a professional manner and noise levels must be kept to a minimum.