

The Connecticut General Assembly

Joint Committee on Legislative Management

Martin M. Looney
Senate President Pro Tempore

Bob Duff, *Senate Majority Leader*
Stephen Harding, *Senate Republican Leader*

Michael A. Harrington
Executive Director



Matthew Ritter
Speaker of the House

Jason Rojas, *House Majority Leader*
Vincent J. Candelora, *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 THE LEGISLATIVE OFFICE BUILDING AND CAPITOL FACILITIES" and the attached Schedules "A" and "B". The application can be Emailed to the Joint Committee on Legislative Management at jclm@cga.ct.gov, or Faxed to (860) 240-0122. **APPROVAL PROCESS WILL TAKE 7 – 10 BUSINESS DAYS - EVENTS SHOULD NOT BE ADVERTISED PRIOR TO LEADERSHIP APPROVALS**

ALL DECISIONS MAY BE SUBJECT TO CHANGE

Agency Name:	
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
Event Start Time:	Event End Time: Setup Time: None <input type="checkbox"/> 30 Minutes <input type="checkbox"/> 60 Minutes <input type="checkbox"/>
Approximate Number of People Attending:	
Contact Person:	Fax:
Business Phone Number:	Cell Phone Number:
E-Mail Address:	

Costs/Cancellations: All fees are due prior to the event. Events and meetings held after regular business hours will automatically incur maintenance and security costs. Fees for the use of audio-visual equipment and/or an electrician may also apply. Please see Page 10, (Schedule C) for further information. For information on **Cancellations**, see Page 4 and Page 11.

Public Entry/Exit: Public entrances to the Capitol and Legislative Office Building (LOB) are located on the west side of each building. There are signs throughout the campus directing visitors to these access locations. All visitors including school groups will be screened through a metal detector and all belongings will be screened with a package scanner. Visitors can exit the Capitol and LOB via any public or staff entrance. All security measures apply to after-hours events/meetings as well.

Catering/Event Rental Deliveries: All catering/event rental deliveries will be made through the LOB loading dock or Capitol west entrance; all items will be scanned. If you have catering or rental deliveries, please contact the Office of Legislative Management (OLM) in advance to make proper delivery arrangements.

Parking: Limited visitor parking makes it impossible to guarantee parking for members of the public attending functions at the Capitol and LOB. Parking is on a space available basis only.

APPLICATION FOR USE OF
THE LEGISLATIVE OFFICE BUILDING AND CAPITOL FACILITIES

REQUEST DETAILS & EQUIPMENT OPTIONS

<u>Type of Function:</u>			
	Meeting/Conference		Breakfast
	Reception/Awards Presentation		Luncheon
			Dinner
	Other (please specify):		

<u>Requested Location:</u> See Schedule A, Page 5 for room numbers/capacity.			
	Hearing Rooms (unavailable during Legislative Session; HR 2C/2E require prior authorization)		
	Atrium (LOB) – With Restrictions		Capitol Grounds (specify):
	2 nd Floor Atrium (LOB)		Other (please specify):
	Capitol Hall of Flags	X	
	Capitol North Lobby		Room 310 contact HDO @ 860-240-8500

<u>Public Notice Options:</u>			
	Post in Public Bulletin		Public On-Line CGA Web Calendar and Outside Room Monitors

PLEASE PROVIDE FLOOR PLAN ON PAGE 3

<u>Miscellaneous:</u> Indicate quantity required. Include floorplan for your event on Page 3.			
Qty.:		Qty.:	
	Folding Chairs		Trash Receptacles
	6 ft. Folding Tables		Electrical Outlet

<u>Audio-visual Equipment:</u> Indicate audio-visual equipment needed and quantity required.			
Qty.:		Qty.:	
	Standing Podium		Easels
	Table-top Podium		Flip Chart Holder (<i>pads/markers not provided</i>)
	Microphone		Screen
	Press Box (See Schedule B, Item 7.)		Multi-media Projector (<i>laptop not provided</i>) <i>Please indicate if you are bringing a</i> Mac <input type="checkbox"/> PC <input type="checkbox"/>
	TV/DVD		
<u>Parking Facilities:</u>			
	Capitol Grounds Parking Lot		LOB Main Parking Garage

APPLICATION FOR USE OF
THE LEGISLATIVE OFFICE BUILDING AND CAPITOL FACILITIES

FLOOR PLAN FOR SPECIAL SEATING

- **NOTE:** The *Private Dining Room* and *Hearing Rooms* must be used as they are; no additional furniture is allowed nor can existing furniture be rearranged in these areas.
- **Event Rentals/Deliveries:** Furniture needs that exceed available supplies can be rented from an outside source. Rentals must be approved and coordinated with OLM in advance. All event rental deliveries will be made through the LOB loading dock; all items will be scanned. Rented furniture must be removed from the facilities IMMEDIATELY following completion of the function.
- **Catering Deliveries:** All catering deliveries will be made through the LOB loading dock or Capitol west entrance; all items will be scanned. If you have a catering delivery, please notify OLM to make delivery arrangements.

APPLICATION FOR USE OF
THE LEGISLATIVE OFFICE BUILDING AND CAPITOL FACILITIES

**GENERAL GUIDELINES FOR USE OF
THE LEGISLATIVE OFFICE BUILDING AND STATE CAPITOL**

1. Food and beverages are not allowed in any of the ten (10) hearing rooms in the Legislative Office Building.
2. Food may be served in the Old Judiciary Room and Room 310, the North Lobby and Hall of Flags, and Room 2600, the 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 must be reserved at the time the meeting room is requested. Audio-visual equipment that is requested for an after-hours event may incur charges (see page 9).
6. No extra furniture may be placed in any LOB hearing room 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 the Office of 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.
For a complete list of Guidelines and Rules please refer to our CT Legislative Guide.*

ADDITIONAL INFORMATION

1. **Should your event be cancelled for any reason, please contact the Office of Legislative Management immediately at 860-240-0100 AND put the cancellation in writing. For after-hours cancellations, contact the State Capitol Police Dept. at 860-240-0240. In the event that a group fails to report a cancellation 24-hours prior to the event, the group will still be billed for staffing the event. (Sunday events require a 48-hour cancellation notice.)**

*** Additionally, if within 48 hours of the event you request a reduction or change to your scheduled services, a refund will not be granted.**

2. The Office of Legislative Management staff 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.

APPLICATION FOR USE OF
THE LEGISLATIVE OFFICE BUILDING AND CAPITOL FACILITIES

SCHEDULE A

DESCRIPTION OF FACILITIES AND EQUIPMENT AVAILABLE FOR PUBLIC USE

Location	Purpose	Capacity	
LOB Atrium	Receptions/Presentations After-hours ONLY	<u>RESTRICTIONS APPLY</u>	
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	30
2 C (auditorium)		242	42
2 D		125	24
2 E (auditorium)		104	56
LOB Room 2600	Conference Room	20	
Capitol Room 310 (Old Appropriations) Capitol 3rd floor not available	Call House Democrats @ 860-240-8500 to reserve this room. If approved, contact OLM @ 860-240-0100 to coordinate event details.	125 seated, theater style 150 standing 12 tables w/8 chairs per table	
Capitol South Lobby Liberty Bell or Prudence Crandall	Small Events	20 standing or 4 tables	
Capitol Hall of Flags	Events	50 seated, 150 standing	
Capitol North Lobby	Events	150 seated, 300 standing	
Capitol East Side – Nathan Hale Area	Events	40 seated, 75 standing	
Capitol South Side – Liberty Bell	Events	No seating, 50 standing	
Capitol North Steps	Press Conferences/Rallies	Contact OLM @ 860-240-0100	

APPLICATION FOR USE OF
THE LEGISLATIVE OFFICE BUILDING AND CAPITOL FACILITIES

AVAILABLE FURNITURE AND AUDIO-VISUAL EQUIPMENT

By advance request, OLM has limited supplies of the following items available for use, at no charge to the user, during normal business hours:

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

Furniture needs that exceed available supplies can be rented from an outside source. Delivery of **all rentals, including furniture**, must be approved and coordinated in advance with OLM. All event rental deliveries will be made through the LOB loading dock; all items will be scanned. Rented furniture must be removed from the facilities IMMEDIATELY following completion of the function.

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

- ◆ Portable screen
- ◆ Tabletop podium & microphone
- ◆ Standing podium & microphone
- ◆ TV/DVD
- ◆ Multi-media projector (laptop not provided)
- ◆ Microphones
- ◆ Flipchart holder (paper & markers not provided)
- ◆ Press box (See Schedule B, Item 7.)
- ◆ Easels

APPLICATION FOR USE OF
THE LEGISLATIVE OFFICE BUILDING AND CAPITOL FACILITIES

SCHEDULE B

RULES RELATING TO USE OF THE 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. After-hours functions are defined as those that take place after 5:00 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 is NOT to further the candidacy of any individual running for public office or to raise funds for anything other than charitable purposes.
6. No person or group of persons receiving permission to use the Legislative Office Building and/or Capitol facilities may charge an admission for any meeting, exhibit or special function exceeding the per capita amounts necessary to defray the charges for use of the facilities.
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 contracted 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 860-240-0150. (Note: A private caterer may be used under the conditions specified in #9 and #10(a), #10(b) and #10(e).)
9. The service of food and/or beverages is limited to the LOB Atrium, Cafeteria, 2nd Floor Atrium, Room 2600 and the Private Dining Room. Food and beverages may be served in the Atrium after 4:30 p.m.

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** after 4:30 p.m., 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, Cafeteria area, and the Capitol's Room 310 and Old Judiciary Room. (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 photos, 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 8:00 AM and 11:00 AM by contacting the Office of Legislative Management at 860-240-0100. The room must be completely vacated by 11:00 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 the General Assembly is not 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 11:00 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) The Joint Committee on Legislative Management will not be responsible for any damage to a temporary display during the period that it is located in the facilities.
 - (l) Approved after-hours functions must conclude no later than 11:00 P.M.
11. **Insurance Requirements:** Private groups or organizations that are granted approval for use of the Capitol or LOB facilities (including the LOB main parking garage), must carry combined single limit liability coverage of at least one million dollars, naming the Joint Committee on Legislative Management as an additional insured. Signing the "Agreement for Use of the Legislative Office Building/Capitol Facilities" (page 11 of this application) certifies that the organization has such insurance.

12. **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. The fees will be determined by the number of individuals that will be in attendance and by the specific location and time of the function. Should the details provided in this application vary from actual, such that additional staff is required, additional charges will be assessed.

***All fees must be paid to the Office of Legislative Management prior to the event.**

13. **Security**: The State Capitol Police Dept. provides round-the-clock security coverage for the Capitol Building, the LOB, and the surrounding grounds and parking facilities. Functions held outside of regular business hours will require additional security. Security is staffed one half hour before and after each event. **Please refer to Schedule C for event charges.**
14. **Maintenance**: The Office of Legislative Management will automatically schedule maintenance staff for any function held outside of regular business hours. Maintenance is staffed for an additional hour both before and after each event for set up and clean up. Staff is booked for a minimum of four hours. **Please refer to Schedule C for event charges.**
15. **Audio-visual Technician**: If you request audio-visual equipment, you are required to pay for technician overtime costs at a rate of **\$86.00 per hour** associated with the use of any audio-visual equipment. Staff is booked for a minimum of four hours. This fee will be determined at the time of approval confirmation.
16. **Electrician**: You are required to pay for electrician overtime costs at a rate of **\$105.00 per hour** associated with any electrical work required for your event. Staff is booked for a minimum of four hours. This fee will be determined at the time of approval confirmation.
13. **After-hours Building Tours**: The Capitol Building and Legislative Office Building volunteer tour program is operated by the League of Women Voters between 9:15 a.m. and 1:15 p.m. on regular workdays. 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.

SCHEDULE C

The chart below provides estimated fees for security and maintenance for events held at the Capitol and/or the LOB. Fees are assessed any time the event begins or goes beyond 5 p.m. on weekdays and for all weekend/holiday events. A four-hour minimum for maintenance is included in the calculated costs. All events will be rounded up to the nearest whole hour. This chart **does not include cost for audio-visual or electrical services**; please refer to Page 9, # 12 “Fees” of this application for details. **Please be advised that the number of attendees will be monitored upon entry and additional charges will be invoiced if the actual number exceeds the estimate on your request form.**

ALL FEES MUST BE PAID IN FULL PRIOR TO THE EVENT.

Weekdays between 5:00 p.m. and 8:00 p.m.

Event Length Hours	Number of People	Security & Maintenance Cost
1	1-100	\$ 380.00
2	1-100	\$ 478.00
3	1-100	\$ 576.00
1	101-200	\$ 700.00
2	101-200	\$ 866.00
3	101-200	\$ 1,032.00
1	201-300	\$ 1,020.00
2	201-300	\$ 1,254.00
3	201-300	\$ 1,488.00

*Each additional hour after 8:00 p.m. on Weekdays,
and each additional hour on Weekends and State Holidays*

Event Length Hours	Number of People	Security & Maintenance Cost
1	1-100	\$ 204.00
1	101-200	\$ 318.00
1	201-300	\$ 432.00

For events starting at 8:00 p.m. or after on Weekdays, and Weekends and State Holidays

Event Length Hours	Number of People	Security & Maintenance Cost
1	1-100	\$ 500.00
2	1-100	\$ 658.00
3	1-100	\$ 816.00
4	1-100	\$ 1,020.00
1	101-200	\$ 820.00
2	101-200	\$ 1,046.00
3	101-200	\$ 1,272.00
4	101-200	\$ 1,590.00
1	201-300	\$ 1,140.00
2	201-300	\$ 1,434.00
3	201-300	\$ 1,738.00
4	201-300	\$ 2,160.00

Please Note: Fees for events that exceed 300 people will be determined by OLM and the State Capitol Police.

APPLICATION FOR USE OF
THE LEGISLATIVE OFFICE BUILDING AND CAPITOL FACILITIES

**AGREEMENT FOR USE OF THE
LEGISLATIVE OFFICE BUILDING AND CAPITOL 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 (LOB) facilities as indicated in the attached Schedules "A" and "B" and page 4.
2. Provide the Office of Legislative Management, in advance of the date of the function, with a copy of any printed invitation that is distributed to prospective attendees;
3. Pay for the overtime services of maintenance, item (a), and audio-visual personnel (if any), item (b), as indicated in #12 of the attached Schedule "B", with the exact charge to be determined by the actual hours such services are required (there is a four (4) hour minimum charge); and
4. Pay for projected security costs as indicated in #12(d) of the attached Schedule "B". You will be invoiced for projected security cost upon approval of the application.
5. **Make payments via cash, check (made payable to Treasurer, State of CT) or credit card (M/C & Visa only) prior to the event. To maintain the reservation, a deposit of \$100.00 is due within 10 business days after receiving approval. The balance is due two weeks prior to the event. Checks should be delivered or mailed to the Office of Legislative Management, 300 Capitol Ave., Room 5100, Hartford, CT 06106-1591. Failure to pay the fees as noted will result in cancellation of the event.**
6. Contact the Office of Legislative Management immediately (860-240-0100) should you need to cancel your event for any reason AND put the cancellation in writing. For after-hours cancellations, contact the State Capitol Police Dept. at 860-240-0240. In the event that a group fails to report a cancellation 24-hours prior to the event, the group will still be billed for staffing the event. (Sunday events require a 48-hour cancellation notice.) **Additionally, if within 48 hours of the event you request a reduction or change to your scheduled services, a refund will not be granted.**
7. Certify it has the required insurance coverage outlined in Schedule B, #11, page 8 of this application, and 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)

(Name and Title of Responsible Person)

(Signature of Responsible Person)

Date: _____