The Connecticut General Assembly

Joint Committee on Legislative Management

Martin M. Looney
Senate President Pro Tempore

Bob Duff, *Senate Majority Leader*
Leonard Fasano, *Senate Minority Leader*

James P. Tracy
Executive Director

J. Brendan Sharkey
Speaker of the House

Joe Aresimowicz, *House Majority Leader*
Themis Klarides, *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

Agency Name:		
Address:		
Purpose of Function:		
Requested Date of Function:		Day of function: ☐Su ☐M ☐Tu ☐W ☐Th ☐F ☐Sa
Event Start Time:	Event End Time:	Setup Time: None ☐ 30 Minutes ☐ 60 Minutes ☐
Approximate Number of People Attending:		
Contact Person:		Fax:
Business Phone Number:		Cell Phone Number:
E-Mail Address:		

Costs: All fees are due prior to the event. Events and Meetings held after regular business hours will automatically incur costs for maintenance services, as well as security. Fees for the use of audio-visual equipment may also apply. Please see Page 9, 10 (Schedule C) and 11 (Schedule D).

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 arriving after 3:00 p.m., please contact the State Capitol Police Dept. (SCPD) @ 860-240-0240 to make proper delivery arrangements. OLM must be informed of any planned catering/rental deliveries.

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.

Suite 5100 * Legislative Office Building * Hartford, CT 06106-1591 * (860) 240-0100 * fax (860) 240-0122 * jclm@cga.ct.gov

REQUEST DETAILS & EQUIPMENT OPTIONS

Type of Function:			
	Meeting/Conference		Breakfast
	Reception/Awards Presentation		Luncheon
	Exhibit/Display		Dinner
	Other (please specify):		

Requested Location: (see schedule "A")			
	Hearing room (s) (indicate preferences)		Capitol /LOB Concourse
	Atrium (LOB)		Capitol Hall of Flags
	Cafeteria (LOB)		Capitol North Lobby
	2nd Floor Atrium (LOB)		Other (please specify):

Parking Facilities:			
	Capitol Grounds Parking Lot		LOB Main Parking Garage

Miscellaneous: Indicate items needed and the quantity required. Include floor-plan for your event on Page 3.			
Qty.:		Qty.:	
	Folding Chairs		Trash Receptacles
	6 ft. Folding Tables		Electrical Outlet

Audio-visual Equipment: Indicate audio-visual equipment needed and quantity required.			
Qty.:		Qty.:	
	Standing Podium		Easels
	Table-top Podium		Flip Chart Holder *(pads/markers not provided)*
	Microphone		Screen
	Press Box (See Schedule B, Item 7.)		Multi-media Projector *(laptop not provided)* *Please indicate if you are bringing a* *Mac* ☐ *PC* ☐
	TV/DVD		
Other Options:			
	Post Event in Bulletin / CGA Web Calendar		Hearing-impaired Assistance Device

FLOOR PLAN FOR SPECIAL SEATING

- **NOTE:** *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 the Office of Legislative Management in advance. All event rental deliveries will be made through the LOB loading dock; all items will be scanned. If you have rental deliveries arriving after 3:00 p.m., please contact the SCPD @ 860-240-0240 to make delivery arrangements. 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 catering arriving after 3:00 p.m., please contact the SCPD @ 860-240-0240 to make delivery arrangements.

GUIDELINES AND RULES FOR PERSONS USING ROOMS IN 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 of the Capitol, and Room 2600, 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.

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 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.

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.)**

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.

SCHEDULE A

DESCRIPTION OF FACILITIES AND EQUIPMENT AVAILABLE FOR PUBLIC USE

Location	Purpose	Capacity	
LOB Atrium	Receptions/Presentations After-hours ONLY	150 seated, 200 standing	
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/LOB Concourse	Exhibits and Displays	14 Tables Max	
Capitol Room 310 (Old Appropriations)	Call House Democrats @ 860-240-8585 to reserve this room. If approved, contact OLM @ 860-240-0100 to coordinate event details.	150 seated, theater style 200 standing 12 tables w/8 chairs per table	
Capitol Old Judiciary Room	Call Debbie Buffington @ 860-240-8600 to reserve this room. If approved, contact OLM @ 860-240-0100 to coordinate event details.	150 seated, theater style 200 standing 12 tables w/8 chairs per table	
Capitol Hall of Flags	Events	50 seated, 150-200 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/Rallys	Contact OLM @ 860-240-0100	

Available Furniture and Audio-visual Equipment

The Office of Legislative Management has limited supplies of the following items available for use, by advance request, at no charge to the user:

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

Furniture needs that exceed available supplies can be rented from an outside source. All event rental deliveries will be made through the LOB loading dock; all items will be scanned. If you have rental deliveries arriving after 3:00 p.m., please contact the State Capitol Police Dept. @ 860-240-0240 to make proper delivery arrangements. Rented furniture must be removed from the facilities IMMEDIATELY following completion of the function. Delivery of **all rentals, including furniture**, must be approved and coordinated in advance with the Office of Legislative Management.

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

SCHEDULE B

RULES RELATING TO USE OF 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:

   (a) **IS NOT** to further the candidacy of any individual running for public office; and/or

   (b) **IS NOT** to raise funds.

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**, 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 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 7:30 AM and 10:00 AM by contacting Legislative Management at 860-240-0100. The room must be completely vacated by 10:00 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, during periods that the General Assembly is 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 10:00 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) Placement of a temporary display or exhibit shall not exceed a period of four (4) weeks, provided that the display or exhibit shall be of a quality and character deemed suitable for viewing by any individual**,** including school-age children, who may visit the buildings. Exhibits are limited to the walls of the LOB/Capitol concourse. A description and/or photograph of the display must be included with the application along with an explanation of the amount of space that will be needed and security provisions, if any, which will be provided by the displaying person or organization. The Joint Committee on Legislative Management will not be responsible for any damage to a temporary display or exhibit during the period that it is located in the facilities. Arrangements must be made in advance with the Legislative Management Office concerning the mounting or securing of any approved display.

    (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 12 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 staff is required, additional charges will be assessed.

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

(a) **Maintenance:** The Office of Legislative Management will automatically schedule maintenance staff for any function held outside of regular business hours. Staff is booked for a minimum of four hours. Please refer to Schedule C for the charges for cleaners and/or porters.

(b) **Audio-visual Technician:** Private groups and organizations will be required to pay for technician overtime costs at an **approximate fee** of **$110.00 per hour** associated with the use of certain audio-visual equipment. Staff is booked for a minimum of four hours. This fee will be determined at the time of approval confirmation.

(c) **Electrician**: Staff is booked for a minimum of four hours at an **approximate fee of $130.00 per hour.** The fee will be determined at the time of approval confirmation.

(d) **Security:** The State Capitol Police Dept. provides round-the-clock security coverage for the Capitol Building, the LOB, and their surrounding grounds and parking facilities. Functions held outside of regular business hours will require additional security. Please refer to Schedule D for Officers/Security Technicians charges.

13. **After-hours Building Tours:** The Capitol Building and Legislative Office Building volunteer tour program is conducted 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
MAINTENANCE FEES

The charts below provide estimated charges for maintenance for events held at the Capitol and/or the LOB. Charges are assessed for any time the event is going on after 5 p.m. on weekdays and for all weekend/holiday events. Facility maintenance charges include an additional hour for each event for setup and breakdown. Facility maintenance also has a 4 hour minimum on weekends and/or holidays. There would be additional charges for audio-visual services or electricians.

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

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

Event Length Hrs	Number of People	Cleaners or Porters		
		Number	Hours	Charge
1	1-100	1	2	$ 90.00
2	1-100	1	3	$ 135.00
3	1-100	1	4	$ 180.00
1	101-200	2	2	$ 180.00
2	101-200	2	3	$ 270.00
3	101-200	2	4	$ 360.00
1	201-300	3	2	$ 270.00
2	201-300	3	3	$ 405.00
3	201-300	3	4	$ 540.00

Each additional hour after 8:00 p.m. on weekdays

Event Length Hrs	Number of People	Cleaners or Porters		
		Number	Hours	Charge
1	1-100	1	1	$ 45.00
1	101-200	2	1	$ 90.00
1	201-300	3	1	$ 135.00

For events starting at 8:00 p.m. or after on weekdays

Event Length Hrs	Number of People	Cleaners or Porters		
		Number	Hours	Charge
1	1-100	1	2	$ 90.00
2	1-100	1	3	$ 135.00
3	1-100	1	4	$ 180.00
1	101-200	2	2	$ 180.00
2	101-200	2	3	$ 270.00
3	101-200	2	4	$ 360.00
1	201-300	3	2	$ 270.00
2	201-300	3	3	$ 405.00
3	201-300	3	4	$ 540.00

Weekends and Holidays

Event Length Hrs	Number of People	Cleaners or Porters		
		Number	Hours	Charge
1	1-100	1	4	$ 180.00
2	1-100	1	4	$ 180.00
3	1-100	1	4	$ 180.00
4	1-100	1	5	$ 225.00
1	151-300	2	4	$ 360.00
2	151-300	2	4	$ 360.00
3	151-300	2	4	$ 360.00
4	151-300	2	5	$ 450.00
1	201-300	3	4	$ 540.00
2	201-300	3	4	$ 540.00
3	201-300	3	4	$ 540.00
4	201-300	3	5	$ 675.00

SCHEDULE D
SECURITY FEES

The charts below provide estimated charges for security for events held at the Capitol and/or the LOB. Charges are assessed for any time the event is going on after 5 p.m. on weekdays and for all weekend/holiday events.
There would be additional charges for audio-visual services or electricians.

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

Weekday between 5:00 p.m. and 8:00 p.m.*

Event Length Hrs	Number of People	SCPD Officers /Security Technicians			
		Officer	Techs**	Hours	Charge
1	1-150	1	1	1	$ 82.00
2	1-150	1	1	2	$ 164.00
3	1-150	1	1	3	$ 246.00
1	151-300	2	1	1	$ 138.00
2	151-300	2	1	2	$ 276.00
3	151-300	2	1	3	$ 414.00
1	300+	3	1	1	$ 194.00
2	300+	3	1	2	$ 388.00
3	300+	3	1	3	$ 582.00

Each additional hour after 8:00 p.m. on weekdays*

Event Length Hrs	Number of People	SCPD Officers /Security Technicians			
		Officer	Techs**	Hours	Charge
1	1-150	1	3	1	$ 134.00
1	151-300	2	3	1	$ 190.00
1	300+	3	3	1	$ 246.00

For events starting at 8:00 p.m. or after on weekdays*

Event Length Hrs	Number of People	SCPD Officers /Security Technicians			
		Officer	Techs	Hours	Charge
1	1-150	1	3	1	$ 134.00
2	1-150	1	3	2	$ 268.00
3	1-150	1	3	3	$ 402.00
1	151-300	2	3	1	$ 190.00
2	151-300	2	3	2	$ 380.00
3	151-300	2	3	3	$ 570.00
1	300+	3	3	1	$ 246.00
2	300+	3	3	2	$ 492.00
3	300+	3	3	3	$ 738.00

Weekends and Holidays*

Event Length Hrs	Number of People	SCPD Officers /Security Technicians			
		Officer	Techs	Hours	Charge
1	1-150	1	3	1	$ 134.00
2	1-150	1	3	2	$ 268.00
3	1-150	1	3	3	$ 402.00
4	1-150	1	3	4	$ 536.00
1	151-300	2	3	1	$ 190.00
2	151-300	2	3	2	$ 380.00
3	151-300	2	3	3	$ 570.00
4	151-300	2	3	4	$ 760.00
1	300+	3	3	1	$ 246.00
2	300+	3	3	2	$ 492.00
3	300+	3	3	3	$ 738.00
4	300+	3	3	4	$ 984.00

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 if the event is not a continuation of regular business day hours); 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. A deposit of $100.00 is due within 10 business days after receiving approval to maintain the reservation. 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.)

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: _____