

**Legislative Management Committee Policy Governing Use of
Committee Rooms
Adopted November 13, 2007
Revised and Adopted October 20, 2009**

Purpose.

Utah Code Ann. Section 36-5-1 (2005) defines the legislative area on Capitol Hill.

Authority.

This policy is authorized by Utah Code Ann. Section 36-5-1 (2005), directing the Legislative Management Committee to exercise complete jurisdiction over the legislative area, except those areas of responsibility given to the Capitol Preservation Board (CPB) as provided in Subsection 36-5-1(4)(a) through (h) and delegated on or after December 1, 2007.

Definitions.

"Legislative committee rooms" means the rooms described in this policy under Scheduling, Section (1).

"Legislative use" means an authorized legislative meeting held in a legislative committee room.

"Authorized legislative meeting" means a meeting of a committee described in this policy under Technical Assistance, Section (5).

Scheduling.

(1) (a) There are three legislative committee rooms in the House Building as follows:

- (i) 20 House Building
- (ii) 25 House Building
- (iii) 30 House Building

(b) There are three legislative committee rooms in the Senate Building as follows:

- (i) 210 Senate Building
- (ii) 215 Senate Building
- (iii) 220 Senate Building

The rooms described in Sections (1)(a) and (1)(b) shall be controlled and scheduled by the Legislature year round.

(c) The following committee rooms are in the State Capitol:

- (i) Committee Rooms 415, 445, and 450 shall be controlled and scheduled by the Legislature year round;
- (ii) Room 309, the Senate Rules Room, shall be controlled and scheduled by the Legislature through the Senate during any general or special session of the Legislature

and on interim days, and shared with the Supreme Court as scheduled by the Legislature through the Senate on all other days.

(iii) Committee Room 250 and the Supreme Court chambers shall be controlled and scheduled by the Legislature during any general or special session of the Legislature and on interim days and controlled and scheduled by the State Capitol Preservation Board on all other days. Controlling responsibility includes unlocking/locking the room for each meeting and ensuring that it is kept clean and in good repair.

(2) Scheduling shall be as follows:

The Office of Legislative Research and General Counsel (OLRGC) will be the primary point of contact for the committee rooms in Subsection (1)(a), (1)(b), and (1)(c)(i) year round; and in Subsection (1)(c)(iii) during any general or special session of the Legislature and on interim days for all these responsibilities. However, the organization noted will assist OLRGC in the scheduling and management responsibilities. The responsibilities include:

(a) Opening and locking the rooms -- during the legislative session, the Sergeant of Arms will unlock the rooms in the morning and the Utah Highway Patrol will lock the rooms in the evening; during the rest of the year, OLRGC will unlock the rooms before scheduled meetings and lock the rooms after the meetings, except for Committee Room 250, which will be locked/unlocked by the State Capitol Preservation Board during the time it is in their control. Utah Highway Patrol, as part of its evening security check of the House Building, will check to assure that committee rooms are locked.

(b) Making sure the physical area and tables and chairs are clean and in order - year round, CPB and Division of Facilities Maintenance (DFCM) will be responsible to vacuum, clean, and empty trash; and to make sure electrical plugs are connected or reconnected after cleaning. Users will be responsible at the end of the meeting to remove all documents or papers that are of value.

(c) Assuring that a phone is working for each room - OLRGC.

(d) Making sure that lights and heating and cooling systems are working - CPB/DFCM.

(e) Making sure the sound amplification system is working, with Capitol Preservation Board responsible to do any repair or maintenance - OLRGC.

(f) Ordering services as necessary to assure the cleanliness - Sergeant at Arms during the session and OLRGC during the rest of the year.

(g) Working order of these rooms, and collecting any fee or security deposit - OLRGC.

(3) Scheduling Priorities shall be as follows:

(a) Legislative use shall be given scheduling priority over other meetings in these committee rooms. If a committee room that has already been scheduled by a nonlegislative group, is needed for legislative use, as much notice as possible shall be given to the nonlegislative group by the OLRGC scheduler so they may seek an alternative site.

(b) Legislative committee rooms are reserved for legislative use during the legislative sessions and on legislative interim day which is usually the third Wednesday of each month from April through December. However, if the requirements of Section (3)(c)(ii) are met, these rooms may be reserved by public and private persons on those days, during times when legislative meetings are not scheduled.

(c) (i) After meeting the requirements of Section (3)(c) (ii), when not being used for legislative use, committee rooms may be scheduled with OLRGC on a first-come, first-served basis:

(A) by all executive and judicial branch entities; and

(B) by other public or private persons or organizations.

(ii) (A) When OLRGC receives a request from an entity described in Section (3)(c)(i)(A) to reserve a legislative committee room for use, it shall first refer the requestor to the Capitol Preservation Board for possible placement in a room under the control of the Capitol Preservation Board including committee room 250 State Capitol. If the Capitol Preservation Board cannot reasonably accommodate the request, OLRGC may, subject to the requirements of this policy, reserve a legislative committee room in the House Building or Senate Building for use by an entity described in Section (3)(c)(i)(A).

(B) When OLRGC receives a request from an entity described in Section (3)(c)(i)(B) to reserve a legislative committee room for use, it shall first refer the requestor to the Capitol Preservation Board for possible placement in a room under the control of the Capitol Preservation Board including committee room 250 State Capitol. If the Capitol Preservation Board has no space available for the requestor, OLRGC may, subject to the requirements of this policy, reserve a legislative committee room in the House Building or Senate Building for use by an described in Section (3)(c)(i)(B).

(iii) OLRGC and the Capitol Preservation Board shall coordinate requests and reservations to minimize duplication and to ensure that each requestor receives a timely response to its request.

(d) Except for legislative use, legislative committee rooms are not scheduled for use after legislative business hours, on weekends, or on holidays.

User Qualifications

Committee rooms are considered as public property and may be used to serve the public interest. In serving the public, the Legislative Management Committee does not condone the use of these rooms by individuals or groups for their own personal gain or monetary enhancement. To assure compliance with this policy, OLRGC in scheduling these committee rooms shall determine that one of the following criteria is met:

(1) If the room reservation is made by a legislator or legislative staff for legislative use, no security deposit is required. If the room reservation is made by a member of the state executive branch or executive staff for executive branch use, or by a member of the state judicial branch or judicial staff for judicial branch use, the member shall provide the state inter-account billing codes as security and agree to pay for any damages sustained in using the room.

(2) If the room reservation is made by any other person, the person requesting use of a committee room represents to OLRGC that the person reserving the room will make no profit nor receive any monetary gain from the use of the room and the person requesting the room provides a valid credit card as a security deposit and agrees to pay for any damages sustained in using the room.

(3) With a deposit of a credit card or state agency inter-account billing codes, any group not composed entirely of legislators, legislative staff, or staffed by one of the legislative staff offices

may bring food and drink into any House committee room. However, any special cleaning required or damage to the committee rooms will be charged to the credit card or to the state executive branch or state judicial branch.

(4) If satisfaction of the room reservation criteria is questioned or if any dispute arises concerning committee room use, the Speaker of the House of Representatives, the President of the Senate or their designees shall be consulted for their final approval or disapproval.

User Responsibilities

Any users of these committee rooms agree to the following responsibilities as a condition of use:

- (1) Tables and chairs may not be moved from their existing positions.
- (2) The microphones and electrical outlets plugged into the tables may not be removed from the tables or unplugged.
- (3) Adhesive material including tape, glue, paste, or putty may not be used on committee room walls, ceiling, windows, tables, or chairs.
- (4) The established State Fire Marshal occupancy limit for each room must be followed and may not be exceeded.
- (5) After use of each committee room, the user will dispose of all loose papers and litter.
- (6) The U.S. flag and the State flag provided with each committee room shall be displayed and treated in a respectful manner at all times. These flags may not be removed from the rooms.
- (7) Each committee room shall be used in an appropriate manner and should be left clean and in good condition after use and the audio visual equipment and sound amplification equipment shall be powered off.
- (8) Except for tables used to serve food, no additional tables or chairs may be added to a committee room.
- (9) The approval of food or drink must be obtained from the OLRGC. Users who have food or drink are encouraged to use the State Capitol Complex on-site food service provider.

Technical Assistance

(1) As provided in Subsections (2) and (3), OLRGC is responsible to give its best efforts in providing the following technical assistance when a committee room is used by the legislative, executive, or judicial branches only:

- (a) integrity of the sound amplification and audio visual systems,
- (b) interfacing the committee meeting to the computer network,
- (c) set up any speaker phone connections to the committee room ,where available,
- (d) any audio recording on the OLRGC file server, and
- (e) any broadcasting (Intranet) from these committee rooms.

(2) At least 24 hours notice shall be given to OLRGC by the legislative, executive, and judicial branch using any of these committee rooms if any of these entities need the technical assistance provided under Subsection (1).

(3) (a) There is no charge for technical assistance as provided in Subsection (1) for committee room use by the legislative branch.

(b) There is a \$50 base charge for the first hour and a \$50 per hour for any additional time spent for technical assistance as provided in Subsections (1) (b) through (e) for committee room use by the executive or judicial branch.

(4) This technical service is not available to other public or private individuals or entities.

(5) Internet broadcasting of meetings held in these committee rooms is limited to legislative sessions; legislative standing committees; legislative appropriation committee and subcommittees; legislative interim committees; or statutorily created committees, commissions, or task forces where legislative participation is required by law and legislative staff to those committees, commissions, or task forces is also required by law or authorized by Legislative Management Committee.

Physical Facilities

The Capitol Preservation Board, after consultation with and approval from the Legislative Management Committee, will be responsible for the design and installation of furnishings and equipment and the operating budget needs and any capital expenditures for these committee rooms.

Security Deposit

(1) There is no charge for use of committee rooms, that are exclusively legislative, by members of the Legislative, Executive, and Judicial Branch and their respective staffs, however, the Executive and Judicial Branches and their staffs shall be responsible to pay for any special cleaning charge or for damages sustained in using the committee room.

(2) For any other user, public or private, a valid credit card is required as a security deposit to pay for any special cleaning charge or for damages sustained in using the committee room. The person reserving the committee room is responsible to pay for any damages.

(3) Any special cleaning charge or charge for damages assessed shall be paid to CPB.

Responsibility for Rooms not listed

All rooms not included on this list will be the responsibility of the individual office or department of state government to whom the room belongs.