

REQUEST FORM FOR THE USE OF LEGISLATIVE COMMITTEE ROOMS

Office of Legislative Services

Organization/ Meeting Name _____

Date(s) of Meeting _____ Time needed _____ To _____

Room(s) Requested _____

Approximate Attendance _____ Legislator(s) involved? Yes _____ No _____

Your Name and Title _____

Contact Phone _____ Contact Email _____

Do you request technical assistance with room equipment? Yes _____ No _____

Do you request technical staff to run AV Equipment? Yes _____ No _____

Do you request a Zoom Webinar Link be created for you? \$25.00 Fee? Yes _____ No _____

I HAVE READ AND UNDERSTAND THE ATTACHED GUIDELINES FOR USE OF LEGISLATIVE COMMITTEE ROOMS. I AGREE TO BE BOUND BY THOSE GUIDELINES.

I UNDERSTAND I [OR IF SCHEDULED BY A STATE ENTITY, THAT STATE ENTITY] WILL BE HELD RESPONSIBLE FOR ANY DAMAGE OR CLEANING OF THE COMMITTEE ROOMS.

Authorized Signature _____

There is a \$75.00 base charge for the first hour and a \$75.00 per each additional hour for any time spent for technical assistance as provided in Subsections (1)b) through (d) for a non-legislative use of a legislative committee room.

IAT Information:

Fund _____ Agency _____ Org _____ Approp _____

-or-

Credit Card Information

If you choose this option for payment. I will send you further information on how this will work.