

Legislative Management Committee Policy Governing Use of Committee Rooms

(Proposed changes -- 6-6-23 draft)

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 Capital Preservation Board (CPB) ~~[as provided in Subsection 36-1-1(4)(a) through (h) and delegated on or after December 1, 2007].~~

Definitions

"Capitol hill building" means:

1. the state capitol building;
2. the House (west) building on capitol hill; or
3. the Senate (east building on capitol hill.

"IT staff" means staff within the Office of Legislative Services who perform information technology functions.

"Legislative committee ~~[rooms]~~ room " means ~~[the rooms described in this policy under Scheduling, Section (1)]~~ a room in a capitol hill building that is used for legislative committee meetings .

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

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

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29 Scheduling

30 [4.

31 ~~_____ a. There are three legislative committee rooms in the House Building as~~
32 ~~follows:~~

33 ~~_____ i. 20 House Building~~

34 ~~_____ ii. 25 House Building~~

35 ~~_____ iii. 30 House Building~~

36 ~~_____ b. There are three legislative committee rooms in the Senate Building as~~
37 ~~follows:~~

38 ~~_____ i. 210 Senate Building~~

39 ~~_____ ii. 215 Senate Building~~

40 ~~_____ iii. 220 Senate Building~~

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

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45 ~~_____ c. The following committee rooms are in the State Capitol:~~

46 ~~_____ i. Committee Rooms 415, 445, and 450 shall be controlled~~
47 ~~and scheduled by the Legislature year round;~~

48 ~~_____ ii. Room 309, the Senate Rules Room, shall be controlled and~~
49 ~~scheduled by the Legislature through the Senate during any~~
50 ~~general or special session of the Legislature and on interim~~
51 ~~days, and shared with the Supreme Court as scheduled by~~
52 ~~the Legislature through the Senate on all other days.~~

53 ~~_____ iii. Committee Room 250 and the Supreme Court chambers~~
54 ~~shall be controlled and scheduled by the Legislature during~~
55 ~~any general or special session of the Legislature and on~~

56 ~~interim days and controlled and scheduled by the State~~
57 ~~Capitol Preservation Board on all other days. Controlling~~
58 ~~responsibility includes unlocking/locking the room for each~~
59 ~~meeting and ensuring that it is kept clean and in good~~
60 ~~repair.]~~

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62 1.

- 63 a. The Legislature controls and schedules legislative committee
64 rooms, as provided in this policy.
65 b. The Senate controls and schedules the Supreme Court chambers.
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67 2. Scheduling of legislative committee rooms shall be as follows:

68 ~~[The Office of Legislative Research and General Counsel (OLRGC) will~~
69 ~~be] IT staff are the primary point of contact for ~~[the] scheduling~~
70 ~~legislative~~ committee rooms ~~[in Subsection (1)(a), (1)(b), and (1)(c)(i) year~~
71 ~~round; and in Subsection (1)(c)(iii) during any general or special session~~
72 ~~of the Legislature and on interim days for all these responsibilities].~~~~

73 However, the organization noted will assist ~~[OLRGC]~~ IT staff in the
74 scheduling and management responsibilities. The responsibilities include:

- 75
76 a. Opening and locking the rooms -- ~~[during the legislative~~
77 ~~session, the Sergeant of Arms will unlock the rooms in the~~
78 ~~morning and the Utah Highway Patrol will lock the rooms in~~
79 ~~the evening; during the rest of the year, OLRGC] IT staff~~
80 will unlock the rooms before scheduled meetings and lock
81 the rooms after the meetings~~[- except for Committee Room~~
82 ~~250, which will be locked/unlocked by the State Capitol~~
83 ~~Preservation Board during the time it is in their control.]~~
84 Utah Highway Patrol, as part of its evening security check of
85 ~~[the House Building]~~ capitol hill buildings, will check to

86 assure that legislative committee rooms are locked.

- 87 b. Making sure the physical area and tables and chairs are
88 clean and in order - year round, CPB and Division of
89 Facilities Construction and Maintenance (DFCM) will be
90 responsible to vacuum, clean, and empty trash; and to make
91 sure electrical plugs are connected or reconnected after
92 cleaning. Users will be responsible at the end of the
93 meeting to remove all documents or papers that are of
94 value.
- 95 c. [Assuring] Ensuring that [a phone is] available technology
96 devices are working for each room - [OLRGC] IT staff .
- 97 d. Making sure that lights and heating and cooling systems are
98 working - CPB/DFCM.
- 99 e. Making sure the sound amplification system is working, with
100 Capitol Preservation Board responsible to do any repair or
101 maintenance - [OLRGC] IT staff .
- 102 f. Ordering services as necessary to assure the cleanliness -
103 [Sergeant at Arms during the session and OLRGC during
104 the rest of the year] IT staff .
- 105 g. Working order of these rooms, and collecting any fee or
106 security deposit - [OLRGC] IT staff .

107 3. Schedule Priorities shall be as follows:

- 108 a. Legislative use shall be given scheduling priority over other
109 meetings in [these] legislative committee rooms. If a
110 legislative committee room that has already been scheduled
111 by a nonlegislative group~~;~~ is needed for legislative use, as
112 much notice as possible shall be given to the nonlegislative
113 group by the [OLRGC] IT staff scheduler so [they] the
114 nonlegislative group may seek an alternative site.
- 115 b. Legislative committee rooms are reserved for legislative use

116 during the legislative sessions and on legislative interim day
117 which is usually the third Wednesday of each month from
118 ~~[April]~~ May through ~~[December]~~ November . However, ~~[if~~
119 ~~the requirements of Section (3)(c)(ii) are met, these]~~
120 legislative committee rooms may be reserved by public and
121 private persons on those days, during times when legislative
122 meetings are not scheduled.

123 c.

- 124 i. ~~[After meeting the requirements of Section (3)(c)(ii);~~
125 ~~when]~~ When not being used for legislative use,
126 legislative committee rooms may be scheduled with
127 ~~[OLRGC]~~ IT staff on a first-come, first-served basis:
- 128 A. by all executive and judicial branch
 - 129 entities; and
 - 130 B. by other public or private persons or
 - 131 organizations.

132 [ii.

- 133 ~~A. When OLRGC receives a request from~~
134 ~~an entity described in Section (3)(c)(i)(A)~~
135 ~~to reserve a legislative committee room~~
136 ~~for use, it shall first refer the requester~~
137 ~~to the Capitol Preservation Board for~~
138 ~~possible placement in a room under~~
139 ~~the control of the Capitol Preservation~~
140 ~~Board including committee room 250~~
141 ~~State Capitol. If the Capitol~~
142 ~~Preservation Board cannot reasonably~~
143 ~~accommodate the request, OLRGC~~
144 ~~may, subject to the requirements of this~~
145 ~~policy, reserve a legislative committee~~

146 room in the House Building or Senate
147 Building for use by an entity described
148 in Section (3)(c)(i)(A).
149 ~~B. When OLRGC receives a request from~~
150 ~~an entity described in Section (3)(c)(i)(B)~~
151 ~~to reserve a legislative committee room~~
152 ~~for use, it shall first refer the requestor~~
153 ~~to the Capitol Preservation Board for~~
154 ~~possible placement in a room under the~~
155 ~~control of the Capitol Preservation~~
156 ~~Board including committee room 250~~
157 ~~State Capitol. If the Capitol~~
158 ~~Preservation Board has no space~~
159 ~~available for the requestor, OLRGC~~
160 ~~may, subject to the requirements of this~~
161 ~~policy, reserve a legislative committee~~
162 ~~room in the House Building or Senate~~
163 ~~Building for use by and described in~~
164 ~~Section (3)(c)(i)(B).]~~

165 [iii] ii. [OLRGC] IT staff and the Capitol Preservation
166 Board shall coordinate requests and
167 reservations to minimize duplication and to
168 ensure that each requestor receives a timely
169 response to its request.

170 d. Except for legislative use, legislative committee rooms are
171 not scheduled for use after legislative business hours, on
172 weekends, or on holidays.

174 User Qualifications

175 [Committee] Legislative committee rooms are considered as public property and may

176 be used to serve the public interest. In serving the public, the Legislative Management
177 Committee does not condone the use of these rooms by individuals or groups for their
178 own personal gain or monetary enhancement. To assure compliance with this policy,
179 ~~[OLRGC]~~ IT staff in scheduling ~~[these]~~ legislative committee rooms shall determine
180 that one of the following criteria is met:

181 1. If the room reservation is made by a legislator or legislative staff for
182 legislative use, no security deposit is required.

183 2. If the room reservation is made by a member of the state executive
184 branch or executive staff for executive branch use, or by a member of the
185 state judicial branch or judicial staff for judicial branch use, the member
186 shall provide the state inter-account billing codes as security and agree to
187 pay for any damages sustained in using the room.

188 ~~[2]~~ 3. If the room reservation is made by any other person, the person
189 requesting use of a legislative committee room represents to
190 ~~[OLRGC]~~ IT staff that the person reserving the room will make no
191 profit nor receive any monetary gain from the use of the room and
192 the person requesting the room provides a valid credit card as a
193 security deposit and agrees to pay for any damages sustained in
194 using the room.

195 ~~[3]~~ 4. With a deposit of a credit card or state agency inter-account billing
196 codes, any group not composed entirely of legislators, legislative
197 staff, or staffed by one of the legislative staff offices may bring food
198 and drink into ~~[the House]~~ a legislative committee room.
199 However, any special cleaning required or damage to the
200 committee rooms will be charged to the credit card or to the state
201 executive branch or state judicial branch.

202 ~~[4]~~ 5. If satisfaction of the room reservation criteria is questioned or if any
203 dispute arises concerning committee room use, the Speaker of the
204 House of Representatives, the President of the Senate or their
205 designees shall be consulted for their final approval or disapproval.

206 **User Responsibilities**

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

- 209 1. ~~[Tables]~~ At the conclusion of the event, the user shall return tables and
210 chairs ~~[may not be moved from their existing positions]~~ to the position
211 they were in before the event.
- 212 2. The microphones and electrical outlets plugged into the tables may not be
213 removed from the tables or unplugged.
- 214 3. Adhesive material including tape, glue, paste, or putty may not be used on
215 committee room walls, ceiling, windows, tables, or chairs.
- 216 4. The established State Fire Marshal occupancy limits for each room must
217 be followed and may not be exceeded.
- 218 5. After use of each committee room, the user will dispose of all loose
219 papers and litter.
- 220 6. The U.S. flag and the State flag provided with each committee room shall
221 be displayed and treated in a respectful manner at all times. These flags
222 may not be removed from the rooms.
- 223 7. Each committee room shall be used in an appropriate manner and should
224 be left clean and in good condition after use and the audio visual
225 equipment and sound amplification equipment shall be powered off.
- 226 ~~[8. — Except for tables used to serve food, no additional tables or chairs may be~~
227 ~~added to a committee room.]~~
- 228 ~~[9. — The approval of food or drink must be obtained from the OLRGC. Users~~
229 ~~who have food or drink are encouraged to use the State Capitol Complex~~
230 ~~on-site food service provider.]~~

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232 **Technical Assistance**

- 233 1. ~~[As provided in Subsections (2) and (3), OLRGC]~~ IT staff is responsible
234 to give its best efforts in providing the following technical assistance when
235 a legislative committee room is used ~~[by the legislative, executive, or~~

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~~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 legislative committee room, ~~where~~ if available, and
~~[d. any audio recording on the OLRGC file server, and]~~
~~[e] d.~~ any broadcasting ~~[(Intranet)]~~ from ~~[these]~~ legislative 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] 2.~~

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

~~[b:] a.~~ There is a ~~[\$50]~~ \$75 base charge for the first hour and a ~~[\$50]~~ \$75 per hour for any additional time spent for technical assistance as provided in Subsections (1)(b) through ~~[(e)]~~ (d) for a nonlegislative use of a legislative committee room ~~[use by the executive or judicial branch].~~

b. In addition to a fee under Subsection (2)(a), IT staff may charge a reasonable fee to offset the cost of providing information technology services or facilities to users in connection with the nonlegislative use of legislative committee rooms.

~~[4. This technical service is not available to other public or private individuals or entities.]~~

~~[5] 3.~~ Internet broadcasting of meetings held in these committee rooms is

266 limited to legislative sessions; legislative standing committees;
267 legislative appropriation committee and subcommittees; legislative
268 interim committees; or statutorily created committees,
269 commissions, or task forces where legislative participation is
270 required by law and legislative staff to the committees,
271 commissions, or task forces is also required by law or authorized
272 by Legislative Management Committee.

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274 **Physical Facilities**

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

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280 ~~[Security Deposit~~

- 281 ~~1. There is no charge for use of committee rooms, that are exclusively~~
282 ~~legislative, by members of the Legislative, Executive, and Judicial Branch~~
283 ~~and their respective staffs, however, the Executive and Judicial branches~~
284 ~~and their staffs shall be responsible to pay for any special cleaning charge~~
285 ~~or for damages sustained in using the committee room.~~
- 286 ~~2. For any other user, public or private, a valid credit card is required as a~~
287 ~~security deposit today for any special cleaning charge or for damages~~
288 ~~sustained in using the committee room. The person reserving the~~
289 ~~committee room is responsible to pay for any damages.~~
- 290 ~~3. Any special cleaning charge or charge for damages assessed shall be~~
291 ~~paid to CPB.]~~

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293 **Responsibility for Rooms not Listed**

294 All rooms not included ~~[on this list]~~ in this policy will be the responsibility of the
295 individual office or department of state government to whom the room belongs.