

Legislative Management Committee Policy Governing Use of Committee Rooms

(Amended 6-13-23)

Purpose

Utah Code Section 36-5-1 defines the legislative area on Capitol Hill.

Authority

This policy is authorized by Utah Code Section 36-5-1, 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).

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 room" means 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 or another use of a legislative committee room for a legislative purpose.

"Authorized legislative meeting" means a meeting of a committee described in this policy under Technical Assistance.

Scheduling

1.
 - a. The Legislature controls and schedules legislative committee rooms, as provided in this policy.
 - b. The Senate controls and schedules the Supreme Court chambers.

2. Scheduling of legislative committee rooms shall be as follows:

IT staff are the primary point of contact for scheduling legislative committee rooms. However, the organization noted will assist IT staff in the scheduling and management responsibilities. The responsibilities include:

 - a. Opening and locking the rooms -- IT staff will unlock the rooms before scheduled meetings and lock the rooms after the meetings. Utah Highway Patrol, as part of its evening security check of capitol hill buildings, will check to assure that legislative 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 Construction and 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. Ensuring that available technology devices are working for each room - IT staff.

- 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 - IT staff.
- f. Ordering services as necessary to assure the cleanliness - IT staff.
- g. Working order of these rooms, and collecting any fee or security deposit - IT staff.

3. Schedule Priorities shall be as follows:

- a. Legislative use shall be given scheduling priority over other meetings in legislative committee rooms. If a legislative 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 IT staff scheduler so the nonlegislative group 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 May through November. However, legislative committee rooms may be reserved by public and private persons on those days, during times when legislative meetings are not scheduled.
- c.
 - i. When not being used for legislative use, legislative committee rooms may be scheduled with IT staff 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. IT staff 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

Legislative 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, IT staff in scheduling legislative 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.
2. 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.
3. If the room reservation is made by any other person, the person requesting use of a legislative committee room represents to IT staff 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.

- 4 . 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 a legislative 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.
5. 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. At the conclusion of the event, the user shall return tables and chairs to the position they were in before the event.
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 limits 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.

Technical Assistance

1. IT staff is responsible to give its best efforts in providing the following technical assistance when a legislative committee room is used:
 - a. integrity of the sound amplification and audio visual systems,
 - b. interfacing the committee meeting to the computer network,
 - c. set up any connections to the legislative committee room, if available, and
 - d. any broadcasting from legislative committee rooms.
2.
 - a. There is a \$75 base charge for the first hour and a \$75 per hour for any additional time spent for technical assistance as provided in Subsections (1)(b) through (d) for a nonlegislative use of a legislative committee room.
 - 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.
3. 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 the 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.

[Responsibility for Rooms not Listed](#)

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