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127<sup>TH</sup> MAINE STATE LEGISLATURE  
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## **Legislative Council Policy on the Use of the State House Welcome Center**

1. The Welcome Center is to be used for educational, noncommercial purposes related to the legislature or other governmental entities and for the benefit of the public.
2. Use of the Welcome Center requires advance reservation through the Executive Director's office. Requests may be accepted in person, in writing or electronically as long as the person is made aware of and agrees to the terms and conditions of use. The requestor must disclose the event and topic when requesting use of the room.
3. Reservations are subject to legislative priorities and may be changed or cancelled on short notice by the Executive Director's office. By requesting use of the Welcome Center, requesters agree to all terms and conditions of use of the room. Requestors will be notified by the Executive Director's office if the request is approved. Approval may be conditional.
4. Reservations may not be traded or transferred to others by persons holding the reservations. Requestors may not contact other persons who have reserved the room to attempt to change the reservation except as authorized by the Executive Director. Changes to reservations made without the involvement of the Executive Director's office will not be accepted.
5. Use is limited to a daily maximum of 2 hours except by approval by the Executive Director. When accepting reservations, set-up and take-down time must be considered. No one entity may dominate use of the Welcome Center.
6. The Welcome Center is closed when the State House is closed to the public except upon special arrangement with the Executive Director and only under compelling circumstances when it is in the public interest and facility security is provided.
7. The Welcome Center may not be used as conference room.
8. No food or beverages, except for water, may be consumed in the Welcome Center. No personal belongings may be left in the Welcome Center.

9. Allowable uses include:
  - a. Legislative Committee hearing and work session additional seating (this takes precedence over other activities)
  - b. Press conferences and announcements, and press interviews
  - c. Educational tours/presentations on the State House and the Legislature
  - d. School visits to the State House
  - e. Legislative process education
  - f. Authorized, special legislative events such as Franco-American Day, Welcome Back Day
  - g. Legislators speaking to groups
  - h. Unscheduled general visitor seating
10. Events will not be approved if expected attendance would exceed the room capacity of 49 persons.
11. Recording or filming of public events may be regulated by the Executive Director, consistent with the Freedom of Access laws.
12. Equipment such a podium, microphones, speakers and table and chairs are provided by the Legislature. Equipment may not be brought into the Welcome Center except by permission of the Executive Director's office. Equipment may not be removed from Welcome Center.
13. Tables and chairs may not be placed outside of the Welcome Center, without special permission of the Executive Director's office. Signs may be hung only upon approval of the Executive Director's office. No signs or other item may be affixed on the walls, charts or television.
14. There is a limit of two tables in the Welcome Center, which must be arranged by facility staff. Exceptions must be preapproved by the Executive Director's office.
15. The following are prohibited:
  1. compressed gases and helium-filled balloons
  2. propane, gasoline, accelerants or other flammable materials
  3. toxic, noxious and infectious materials
  4. signs or banners on wooden or rigid supports that have the potential to inflict injury
  5. soliciting, marketing or selling of goods or services
  6. animals, except for service animals
16. Windows may not be unlocked or opened except when authorized by the Executive Director's office. Each window is equipped with an alarm.
17. Persons using the Welcome Center must return the room to its pre-existing condition following use, e.g., rearranging chairs, restoring HVAC settings, and removing papers.

This policy is adopted by the Legislative Council on March 24, 2016.

By:   
Executive Director of the Legislative Council

Authority: 3 MRSA §162

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