

WASHINGTON STATE HOUSE OF REPRESENTATIVES PERSONNEL POLICY & PROCEDURE MANUAL

EXCERPT ON HEARING & CONFERENCE ROOMS

The highest priority use of House hearing and conference rooms is for legislators and legislative staff conducting legislative business. However, on an as-available basis, the House allows educational groups and organizations generally recognized as having business before the legislature to reserve rooms for civics related purposes. Priority for non-legislative parties is given first to educational groups using the rooms for educational purposes involving children, second to state, federal, or local government agencies, and third to non-government organizations and individuals.

The business of the House takes priority over any and all room reservations. The House reserves the discretion to pre-empt any room reservation as necessary for functions of the House and its members. In such instances the person holding the room reservation will be contacted as soon as possible.

Under no circumstances may hearing or conference rooms be used for campaign purposes or for events where a fee is charged which will benefit the reserving person or organization. The House does not allow the use of rooms for press conferences other than those being conducted by a member.

Organizations reserving rooms will be required to identify their name, the purpose for which the room will be used, the estimated number of participants, and the name and telephone number of the primary contact person. Equipment needs should be identified at the time the reservation is made. Generally, the reserving party is responsible for providing his or her own equipment. Hearing room electronic equipment is not available to non-legislative users.

In most cases the House does not charge for use of meeting rooms unless a room is reserved outside of regular work hours thus requiring the House to have a staff person on duty. In such cases, the House will recover its actual cost from the reserving party.

It is unlawful to use or authorize the use of a House room, directly or indirectly, for the purpose of assisting campaigns or for the promotion of or opposition to a ballot proposition. Rallies, protests, demonstrations, signs, banners, face and full body covering costumes are not permitted in House facilities. Use of a legislative hearing room is subject to restoring the room to the original conditions and configuration. Failure to do so will subject the contact person to an additional cleaning/restoration fee as determined by the House.

Service of food and beverages is prohibited in committee hearing rooms during the legislative session. Service of some food and beverages is permitted at meetings hosted by members and/or staff in hearing rooms during the interim and in conference rooms throughout the year. Catered events must be preapproved by the Chief Clerk. For both

catered and non-catered events, cold appetizers and similar light refreshments and box lunches are allowed. Hot meals and food requiring preparation or assembly on site are prohibited. Exceptions may be authorized by the Chief Clerk.

Rooms may be reserved by contacting:

JLOB hearing rooms	Billie Schubert	786-7101
JLOB basement conference rooms	Billie Schubert	786-7101
JLOB Briefing room	Billie Schubert	786-7101
JLOB 1st floor Conference room	Billie Schubert	786-7101
Democratic Caucus Room	HDC LAs	786-7121
Republican Caucus Room	Nian Fakkema	786-7791
House Rules Room	Chief Clerk's Office	786-7750