

# What rules apply to the use of the Senate rooms?

- The room is reserved only for the date and hours requested.
- No monetary contributions may be solicited or collected on state property.
- There can be no open flames.
- No red beverages are allowed as it can stain the marble.
- No alcohol beverages are allowed.
- No signs may be hung without approval of the Senate Sergeant-at-Arms office.
- Furniture cannot be moved unless done by the Senate Sergeant-at-Arms office.
- No amplifiers are allowed. Instruments that are brought in must be able to be carried by hand and be acoustic.
- The requestor is liable for any damage that occurs during the reserved time.
- Proof of insurance may be requested.
- The building hours are set by Capitol Police and must be followed.
- **The Senate may cancel any reservation without prior notification for any reason.**
- **The Senate is not responsible for any theft of or damage to any item brought in by an individual using a Senate room.**
- **The Department of Administration also enforces administrative rules relating to use of the Capitol. See Chapter Adm. 2 of the Wisconsin Administration Code.**

## CONTACT

### SHERAB LHATSANG

*Assistant Sergeant-at-Arms*

For more information or reservations.

Phone: 608 266-2506

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## HOURS OF AVAILABILITY

### Senate Chamber and Meeting Spaces\*

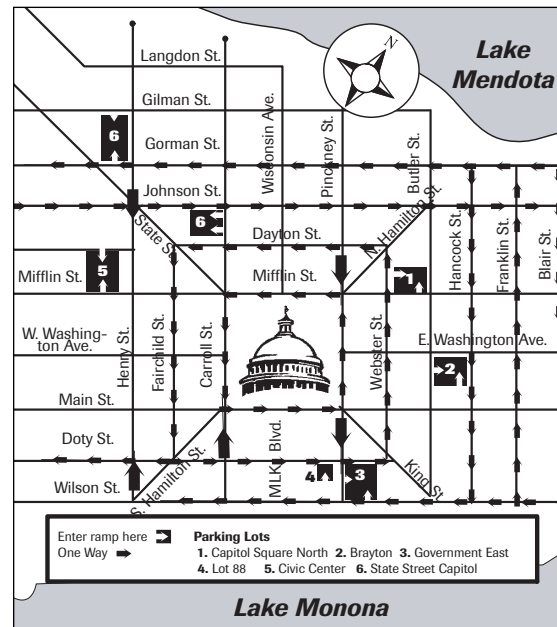
Monday - Friday: 8:00 a.m. - 5:00 p.m

### Senate Parlor\*

Monday - Friday: 8:00 a.m. - 5:00 p.m

Saturday - Sunday: 8:00 am. - 4:00 p.m

\*Excluding holidays.



# CAPITOL HEARING ROOMS

AVAILABILITY, USES AND LOCATIONS





Senate Chambers

## Who can use a Senate room?

The area within the State Capitol occupied by the Wisconsin State Senate is public space and is generally open to the public. The Wisconsin State Senate attempts to meet the requests of members of the public to allow for the use of the Senate rooms. In order to use the Senate rooms there is a required protocol and set of rules that must be followed. Public and private groups are allowed to use the Senate rooms. Legislative and governmental functions take priority over all other functions. In the past, the Senate rooms have been used for such events as mock legislatures, debates, scouting troop activities, school group activities, meetings of various clubs and organizations, and a host of other functions.

## How do you reserve a Senate room?

To use any of the Senate rooms you must contact the Senate Hearing Rooms Coordinator at 608-266-2506 to determine availability. If the room is available, a form will be sent to you requiring that you provide information about the nature of the group and the proposed use. Senate rules also require you to contact a State Senator to ensure that he or she is willing to sponsor your use of the room. If approved, you will receive a confirmation notice sanctioning your use of the Senate room. Please note that if your request is for use of the Senate Parlor or Chambers, your request must be in writing and will also need to be approved by the Senate Committee on Organization.

A fee of \$50/hour will be assessed to non-governmental entities and individuals for reservation and use of the Senate chamber, Senate Parlor, and meeting spaces for non-legislative events on



Senate Parlor

weekends. A minimum of three hours will be assessed. Prepayment of the minimum fee is required. A damage deposit of \$500 is required for all events. Any fee balance due at the conclusion of the event will be deducted from the damage deposit.



Hearing Room

## What rooms are available within the Senate?

The Senate has six hearing rooms available for use. Five of the rooms seat 60 people with several large tables in the middle. One hearing room seats 100 people (with tables in the center of the room).

The Senate Chambers can also be reserved, but only for legislative functions such as mock legislatures.

The Senate Parlor can be used for a wide variety of events such as weddings and receptions. Furnishings shall not be moved in the Senate Parlor, so therefore, seating is limited.