



STATE PRESERVATION BOARD

POLICY FOR USE OF THE TEXAS CAPITOL HISTORIC COURTROOMS

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Please contact the Capitol Events Coordinator with any questions.

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The Supreme Court Room and the Criminal Appeals Courtroom may be reserved for use by the Governor, Lieutenant Governor, Speaker of the House, or a member of the Legislature. The Courtrooms may be used for constituent meetings and for other informal meetings. The maximum capacity for the Supreme Courtroom is 78 and the Maximum Capacity for the Criminal Appeals Courtroom is 64. **Due to the designation of the Courtrooms as Historic Spaces, use of the Courtrooms must comply with the following guidelines.**

1. Requests for the Courtrooms must be made in writing to the State Preservation Board (SPB) detailing the activities to be conducted, specific needs, and the time of the event. Reservations may be made up to six months in advance.
2. The Governor, the Lieutenant Governor, the Speaker of the House or other member of the Legislature must be present for events they sponsor.
3. The Courtrooms may be reserved between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.
4. Food and/or drink are strictly prohibited in the Courtroom at all times.
5. Placards, banners, stickers, etc. are not permitted inside the Courtrooms or in the hallway just outside the doors.
6. Smoking is prohibited in the Courtrooms.
7. Candles and other open flames are not permitted.
8. Projectors, flip charts, and/or other Audio/Video are prohibited. The Courtrooms are not intended for meetings requiring the audience to write and/or take notes. It is preferable that pens not be used in the space.
9. Additional furniture may not be moved into the Courtrooms and existing furniture may not be moved or reorganized within the Courtrooms.
10. No receptions may be held in the Courtrooms.
11. The Courtrooms are not to be used for press conferences. Designated press conference rooms in the Capitol or Capitol Extension may be reserved for this purpose.
12. Since the Library is directly below, the space between the Courtrooms must remain quiet during Library hours. No meeting scheduled for one or both Courtrooms may overflow into the atrium area.
13. The doors must remain unlocked when the rooms are occupied.
14. Occupancy must not exceed the stated maximum numbers:
 - Supreme Courtroom: 78
 - Court of Criminal Appeals: 64