



STATE PRESERVATION BOARD

POLICY FOR USE OF THE TEXAS CAPITOL LEGISLATIVE CONFERENCE CENTER CAPITOL EXTENSION, ROOM E2.002

Contact the State Preservation Board Event Staff with any questions.

Capitol.Events@tspb.texas.gov

(512) 463-3051

TABLE OF CONTENTS

POLICY FOR USE OF THE TEXAS CAPITOL LEGISLATIVE CONFERENCE CENTER.....	2
A. PURPOSE	2
B. DEFINITIONS.....	2
C. RESERVATION PRIORITIES	2
D. USE OF THE LEGISLATIVE CONFERENCE CENTER	3
E. PAYMENT OF FEES.....	3
F. ROOM OCCUPANCY	3
G. ROOM HOURS OF OPERATION.....	4
H. RESPONSIBILITIES AND RESTRICTIONS.....	4
I. ALCOHOLIC BEVERAGES.....	5
J. INDEMNIFICATION	6
K. ROOM LAYOUT AND STANDARD SET-UP	7



POLICY FOR USE OF THE TEXAS CAPITOL LEGISLATIVE CONFERENCE CENTER CAPITOL EXTENSION, ROOM E2.002

A. PURPOSE

These guidelines are established to provide a fair and consistent usage policy for the Legislative Conference Center (LCC). Any event holder determined to be in non-compliance with these guidelines will not be permitted to use the LCC or other rooms managed by the SPB again for one calendar year following the date of the event.

B. DEFINITIONS

1. Official State Business includes activities authorized under the powers and duties of the legislative office holder or state agency requesting use of the room. This would include member hosting of constituent groups and other legislative activities planned and hosted by a member's office and the official state business of a state agency.
2. Activities that would not be considered official state business include the use of the room by lobby and other special interest groups, business groups, chambers of commerce, counties, non-profit groups and other non-state government organizations.
3. "Event Holder" means the legislative office, state agency or non-state government organization using the LCC for a specific event.
4. "Event Sponsor" means the legislative office that is sponsoring a non-legislative event.
5. "Legislative Office" includes:
 - (a) Office of the Governor
 - (b) Office of the Lt. Governor
 - (c) The Speaker's Office
 - (d) The Senate
 - (e) The House of Representatives

C. RESERVATION PRIORITIES

Reservation of the LCC is on a first-come, first-serve basis. A legislative committee meeting or legislative function will pre-empt any previously scheduled meeting. A full refund will be issued if a reservation is canceled due to a legislative meeting.

D. USE OF THE LEGISLATIVE CONFERENCE CENTER

1. The LCC is designed to provide a convenient setting for state office holders to host functions and meetings.
2. The LCC may be reserved for official state business by legislative offices by contacting the SPB Events Staff. Email: Capitol.Events@tspb.texas.gov or phone: 512-463-3051.
3. The LCC may also be reserved for activities that are not the official state business of a legislative office or state agency provided these events have a legislative sponsor and the use fees are paid. Legislative offices must submit a sponsorship form to the SPB Events Staff for each event that they have agreed to sponsor.
4. The LCC may not be used for personal celebrations.
5. Reservations may be made up to six months in advance of the target date of the event. Prior to a legislative session, the calendar for the entire legislative session is available six months from the start of each session.
6. To ensure access for other events, the State Preservation Board does not approve ongoing - weekly/monthly - residencies or recurrences. The State Preservation Board may impose time constraints or other limitations as needed.

E. PAYMENT OF FEES

Payment of Fees: Must be paid in full no later than one business day prior to the event. If fee is not received, the reservation will be canceled. Fees may be paid by check made payable to the State Preservation Board. The SPB Event Staff will contact you with the fee total after review and approval of the application. *Refunds will only be issued if cancellations are received at least one business days prior to the event.*

- **Main Conference Room (E2.002A)**
Room Usage Fee - \$200 (4 hours or less)/\$400 (more than 4 hours)
- **Large Conference Room (E2.002B)**
Room Usage Fee - \$50
- **Small Conference Room (E2.002C)**
Room Usage Fee - \$50

F. ROOM OCCUPANCY

1. The maximum occupancy of the main meeting room (E2.002A) is 200 persons. For an event using seating at tables the maximum occupancy is 150 persons. Room configuration must meet minimum fire/safety standards and is subject to inspection and approval by the Capitol Fire Marshal. For room configuration modification, the SPB Event Staff must be contacted not less than 2 business days to event to schedule the requested set-up;
2. The occupancy for the large conference room (E2.002B) is 10 persons;
3. The occupancy for the small conference room (E2.002C) is 7 persons.

G. ROOM HOURS OF OPERATION

Hours of Operation

Monday - Friday 7:00 a.m. - 8:00 p.m.
Saturday and Sunday 9:00 a.m. - 8:00 p.m.

H. RESPONSIBILITIES AND RESTRICTIONS

1. Use of the LCC for fund-raising, political campaign-related activities, commercial enterprise, or for-profit events is not allowed. No fees may be collected in the Capitol, Capitol Extension, or on the Capitol Grounds.
2. Changes in schedule or room cancellations must be made through the SPB Events Staff. Cancellation of reservations should be made as soon as possible, or at least two business day in advance of the scheduled meeting by the event holder. The SPB Event Staff will provide e-mail confirmation of cancellations or schedule changes.
3. The LCC cannot be used as a weather contingency location for a Capitol Grounds event.
4. The event holder is responsible for contacting the SPB Events Staff with requests for changes to the room configuration at least 2 business days in advance. It is requested that the original configuration be used when possible. Room configuration must meet minimum fire/safety standards and is subject to inspection and approval by the Capitol Fire Marshal. The SPB Event Staff will arrange for room set-up prior to scheduled event, event holder is not authorized to access or re-arrange furniture or other equipment without SPB approval.
5. The event holder is responsible for contacting the SPB Event Staff for appropriate access clearance to the loading dock for the load-in and load-out of any A/V equipment, catering equipment, or other event supplies and materials.
6. No tape, tacks, nails, push-pins, or staples may be affixed to the walls, columns, or carpet unless approved by SPB. Balloons are not permitted inside the State Capitol.
7. Furniture may not be moved out of the LCC into hallways or other public areas of the Capitol.
8. Reservation time must include sufficient additional time for setup and take-down. (NOTE: Setup of audio, video equipment or catering may require additional time.)
9. All tables, chairs, easels, and any other ancillary equipment provided by the event holder must be removed by the event holder within the approved reservation time.
10. Meeting supplies (e.g., markers, easels, flip charts, etc.) are the responsibility of the event holder or event sponsor.
11. Audio/video (A/V) system equipment and staffing requirements are the responsibility of the event holder or event sponsor. A podium with microphone is available in the room. The room is also equipped with 2 projection screens. No other A/V equipment is provided, and the room is not outfitted with a house sound system.
12. Food and beverages may only be served in the LCC main room or adjoining conference rooms. No food or drink is allowed in the public corridors or areas beyond the LCC rooms. SPB recommends the use of Sterling Bistro/Capitol Grill (orders@SterlingBistro.com) for catering in the LCC. Any outside caterer may be used, provided they follow the LCC policies.

13. No cooking is allowed. Kitchen and serving utensils are the responsibility of the event holder or event sponsor. Only final catering preparation and the maintenance of safe food temperatures (sterno) are allowed. No candles or other open flames are allowed for decorations. Table linens are not provided and are the responsibility of the event holder.
14. Event holders are responsible for ensuring that the caterer is aware of all SPB guidelines pertaining to use of the LCC. The event holder will be responsible for any damage to the LCC as a result of caterer involvement in an LCC event.
15. The event holder is responsible for removing all trash to a receptacle in the kitchen area for disposal immediately after the event, including any wet trash, food or drink containers from the coffee bar area, main meeting area, and the conference rooms. Counter tops in the kitchen and coffee bar must be clean and free of food and debris after an event. The State Preservation Board (SPB) facilities request service desk (4-7777 on the phone in the LCC kitchen) should be contacted immediately for any wet spills for proper cleanup. The SPB will provide routine housekeeping and will dispose of the trash.

I. ALCOHOLIC BEVERAGES

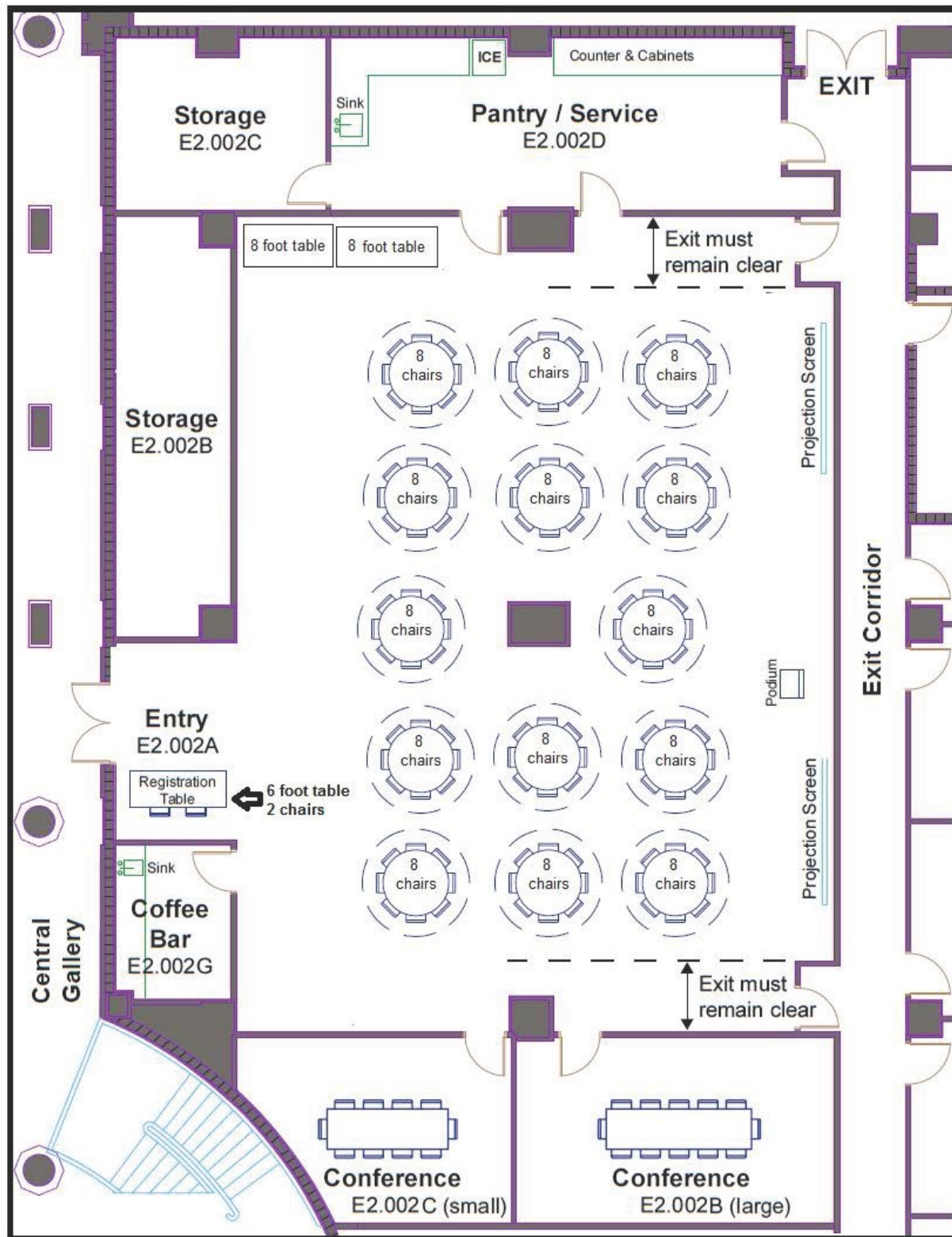
1. The contract caterer for the SPB, Sterling Bistro (hereinafter, "Sterling") holds a Texas Alcoholic Beverage Commission (TABC) permit for the sale and service of alcoholic beverages. The SPB recommends use of Sterling for all catering services. Payment for the service of alcoholic beverages is the sole responsibility of the event holder and arrangements must be made through Sterling or other caterer for all expenses associated with the sale or service of alcoholic beverages.
2. Event holders desiring to serve alcoholic beverages via a caterer other than Sterling must provide proof of the caterer's TABC permit and a certificate of the caterer's liquor liability (dram shop) insurance coverage at least 24 hours prior to the event.
3. Alternately, event holders desiring to serve alcoholic beverages may provide their own alcohol. Event holders providing their own alcohol must comply with all applicable TABC rules and statutes, including not serving alcoholic beverages to persons under the age of 21 or intoxicated persons. Responsibility for monitoring all aspects of alcohol service rests solely with event holders if they choose to provide their own alcohol. This responsibility includes monitoring the age of persons who are drinking, the level of intoxication of persons who are drinking, as well as the number of drinks served to each individual.
4. Alcohol may not be served before 5:00 p.m. Alcohol must be consumed inside the LCC. The possession of an open container in the Capitol, Capitol Extension, or Capitol Grounds is prohibited.
5. Event holders desiring to serve alcoholic beverages in the LCC must contact the SPB Event Staff not less than seven days prior to the event.
6. No person may possess, serve, or provide any alcoholic beverage in the LCC except as authorized herein.
7. The sale of alcoholic beverages and gratuity or tipping in the LCC is strictly prohibited.

J. INDEMNIFICATION

1. Event holder agrees to defend, indemnify and hold harmless the SPB, the State of Texas, all of its officers, employees and agents from any and all claims, actions, suits, demands, proceedings, costs, damages, or liabilities brought by any third party which result from the event holder's presence, equipment, or use of the Capitol Legislative Conference Center.
2. Event holder agrees that the SPB, the State of Texas, all of its officers, employees, and agents are now and hereafter relieved of any and all responsibility and liability for any and all injury, loss or damage that the event holder, its agents, and invitees or their property may incur as a result of or during the event holder's use of the Capitol Legislative Conference Center, provided said injury, loss or damage is not the result of the negligence of an SPB employee. Therefore, event holder on its own behalf and on behalf of its agents and invitees hereby agrees to hold harmless, indemnify and defend the SPB, the State of Texas, all of its officers, employees and agents from and against any and all costs, damages, fees, expenses, or liability of any type or nature related to the same.
3. Event holder further covenants and agrees to indemnify and to fully pay and reimburse the SPB any and all costs of replacement of damaged property, and for the restoration and repair of the Legislative Conference Center which in any way are damaged, destroyed or otherwise defaced or harmed as a result of use by the event holder, its agents or invitees.

K. ROOM LAYOUT AND STANDARD SET-UP

Use this room configuration to make modifications to the set-up request if other than the standard set-up shown below.



Legislative Conference Center
Texas Capitol Extension E2.002