

MINNESOTA SENATE

Secretary of the Senate
Sergeant at Arms
95 University Ave W., G430, St. Paul, MN 55155
(651) 296-0866 / FAX (651) 296-6511



**REQUEST FOR USE OF
SENATE FACILITIES**
Email to
sergeant.office@senate.mn

THIS DOCUMENT IS PUBLIC INFORMATION.

THE UNDERSIGNED REQUESTS PERMISSION TO USE:

Senate Rooms:

MSB 1100 1150 1200 2308 2412 3414
Capitol G3 G15 G23 123

Date of Event: _____ **Number of Staff:** _____ **Approx. Number of People Attending:** _____

(To include set up and take down)

Begin Time: _____ AM PM **End Time:** _____ AM PM

PURPOSE OF EVENT: *(include agenda)*

SPECIAL EQUIPMENT OR SET UP REQUESTED: *(see rate sheets; provide diagram, if necessary)*

Name of Organization: _____

Address: _____ **City, State, Zip Code:** _____

Name of Applicant: _____ **Daytime Telephone Number:** _____

Email: _____ **FAX:** _____

The following persons and the applicant will be responsible for compliance with attached rules and regulations of the Minnesota Senate and for the conduct of participating persons.

NAME	COMPLETE ADDRESS <i>(City, State, Zip)</i>	TELEPHONE NUMBER
1.		
2.		
3.		

Please read "Rules of Conduct for Users of MN Senate Hearing Rooms" included in this packet. Then sign and return by email, mail or fax to the above Senate address.

APPLICANT'S SIGNATURE

DATE

Do not write below this line – for Senate use only

Permission Approved

Permission Denied

Tentative Approval, but further explanation is needed

Approved Signature

Date

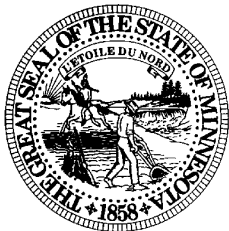
Distribution: Capitol Security, Authorization file, Originator

Rules of Conduct for Users of Minnesota Senate Hearing Rooms

The following rules are necessary to preserve the State Capitol Building and to use this facility with proper regard for its status and beauty.

1. Requests for use of Senate hearing rooms must be made to the Sergeant at Arms Office, Room G-1 State Capitol, 296-0866.
2. Senate hearing rooms may not be used for any commercial purpose; nor for any loud or noisy event that disrupts State Capitol business; nor for any unlawful purpose.
3. Meetings may be scheduled in Senate hearing rooms for any day of the week. Meetings must end by 10:00 p.m.
4. Any use of Senate hearing rooms, including set-up and departure time, outside regular Capitol building hours - (8 a.m.-5 p.m. Monday-Friday), (10 a.m.-4 p.m. Saturday and 1 p.m.-4 p.m. Sunday) will incur a separate charge for Capitol Security services at a rate of \$30 per hour or fraction of an hour. Users who need to enter the building outside regular hours must use the Aurora Avenue door on the west side of the Capitol steps, ground floor.
5. Users of public space are advised that the Capitol is a historic building with original ceilings, walls, portraits, busts, and murals. Therefore, **NO SMOKING** is allowed in the Capitol building.
6. Do not bring candles, balloons, or signs with sticks into the building.
7. Do not bring any food, beverages, or flowers into the hearing rooms.
8. Do not bring any materials into the hearing rooms that, if spilled, may stain the furniture or carpets.
9. Do not attach any posters, stickers, signs, banners, or materials to interior or exterior wall spaces of Senate hearing rooms. Easels are available through the Sergeant at Arms office.
10. Do not move furniture in the Capitol for any purpose without the express permission of the Sergeant at Arms.
11. You are responsible for the condition of the space you use, including picking up all litter and garbage, both inside and outside the hearing rooms.
12. You must designate a person or persons who will be responsible for supervising the meeting during set up, take down, clean up, and the duration of the meeting. **Name:** _____

The sponsoring organization will be responsible for abiding by the rules of conduct.



Applicants Signature

Date

MN Senate Sergeant at Arms

Date



MINNESOTA SENATE EQUIPMENT RENTAL REQUEST

Equipment Available:

TV/VCR or TV/DVD	\$25
Overhead Projector	\$15
Slide Projector	\$16
Screen	\$10
Flip Chart	\$12
Electronic Podium	\$25
Piano	\$25
Tables	\$ 5
Conference Speaker Phone	\$20

FOR OFFICE USE ONLY:

Organization: _____

Requested by: _____

PAID BY CHECK # _____

AMOUNT \$ _____

SENT TO SENATE FISCAL: _____

Date of Event: _____

Location of Event: _____

Equipment Requested (include number requested):

_____	_____
_____	_____
_____	_____
_____	_____

Time equipment should be set up: _____

Time equipment should be taken down: _____

I would like to rent the above equipment for our meeting.

Attached is check in the amount of \$ _____.

*(Please make checks payable to: **Secretary of the Senate**)*

Signature

Date

Agreement for Use of Minnesota Senate Hearing Rooms
by
Not-For-Profit Organizations

We, the _____ (Name of Organization) hereby agrees to defend, indemnify, and to hold the Minnesota State Senate, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses including reasonable attorneys' fees, resulting directly or indirectly from the use of Minnesota State Senate hearing rooms by us.

We also agree to admit all members of the public who desire to attend our activities in State Senate Hearing Rooms. We further agree to comply with all state and federal laws when using space in the State Capitol.

We understand that this use of Senate space does not constitute an endorsement by the Minnesota State Senate of our organization, its purposes, or its actions.

We agree to leave the space in the condition it is found and to pay any extra cost incurred by the State Senate resulting from the use of the space (such as property damage, cleanup, extra security, etc.)

This agreement must be signed by an authorized officer of the applicant organization.

Signature: _____ Date: _____

(Please print information below:)

Name: _____

Title: _____

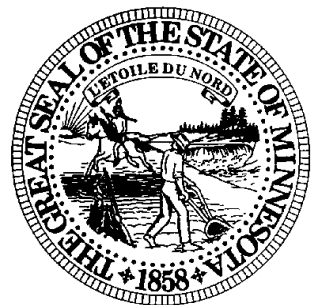
Address: _____

City, State, Zip _____

Phone Number: _____

Fax Number: _____

Email: _____





Priority Use for or Senate Hearing Rooms:

1. State Senate Standing Committees and Senate Majority and Minority Caucuses.
2. House/Senate Conference Committees
3. House of Representatives Standing Committees
4. Legislative Commissions
5. Senate Members
6. Constitutional Officers
7. Minnesota Congressional Delegation Members
8. State Departments, State Agencies, State Boards
9. Other Governmental Units (Federal, County, City)
10. Political parties or party units.
11. Not-for-profit organizations (registered and certified as tax-exempt under appropriate IRS and State of Minnesota tax codes) receiving funds from the State of Minnesota and organizations whose primary purpose relates to State supported programs or services.
12. Other registered and certified not-for-profit organizations.
13. Other individuals and groups in the order in which requests for use are received.