



## **STATE PRESERVATION BOARD**

### **Legislative Conference Center Guidelines Capitol Extension, Room E2.002**

SECTION 1. PURPOSE. These guidelines are established in order 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 again for one calendar year following the date of the event.

#### SECTION 2. DEFINITIONS.

- (a) 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.
- (b) Activities that would not be considered official state business include 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.
- (c) "Event holder" means the legislative office, state agency or non-state government organization using the LCC for a specific event.
- (d) "Event sponsor" means the legislative office that is sponsoring a non-legislative event.
- (e) "Legislative office" includes:
  - (1) Office of the Governor;
  - (2) Office of the Lt. Governor;
  - (3) the Speaker's Office;
  - (4) the Senate; and
  - (5) the House of Representatives.

SECTION 3. USE OF THE CONFERENCE CENTER

(a) The LCC is designed to provide a special setting for office holders to host functions and meetings.

(b) The LCC may be reserved for official state business by legislative offices by contacting the LCC scheduling coordinator:

Capitol Events Coordinator, Texas State Preservation Board, 463-3051;  
([Capitol.Events@tspb.state.tx.us](mailto:Capitol.Events@tspb.state.tx.us)); fax 463-3372.

(c) 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 LCC scheduling coordinator for each event that they have agreed to sponsor.

(d) Fees: 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*

(e) Payment of Fees: Must be paid in full no later than 24 hours prior to the event. If fee is not received, the reservation will be cancelled. Fees may be paid by check made payable to the State Preservation Board. The SPB Event Coordinator will contact you with the fee total after review and approval of this application. *Refunds will only be issued if cancellations are received at least 24 hours prior to the event.*

**(f) Reservations may be made up to six months in advance of the date of the event.**

SECTION 4. RESERVATION PRIORITIES. Reservation of the LCC is on a first-come, first-serve basis. A legislative committee meeting may pre-empt any previously scheduled meeting. A full refund will be issued if a reservation is cancelled due to a legislative committee meeting.

SECTION 5. ROOM OCCUPANCY.

(a) 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 LCC scheduling coordinator must be contacted not less than 48 hours prior to event to schedule the requested set-up;

(b) The occupancy for the large conference room (E2.002B) is 10 persons;

(c) The occupancy for the small conference room (E2.002C) is 7 persons.

SECTION 6. ROOM HOURS OF OPERATION. Hours of operation for the LCC rooms are as follows:

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

SECTION 7. RESPONSIBILITIES AND RESTRICTIONS.

(a) 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.

(b) Changes in schedule or room cancellations may be made through the LCC scheduling coordinator. Cancellation of reservations should be made as soon as possible, or at least 24 hours in advance of the scheduled meeting by the original requestor. The LCC scheduling coordinator will provide e-mail confirmation of cancellations or schedule changes.

(c) The LCC cannot be used as a backup location for a grounds event.

(d) The event holder is responsible for contacting the LCC scheduling coordinator with requests for changes to the room configuration at least 48 hours 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 LCC scheduling coordinator will arrange for room set-up prior to scheduled event.

(e) The event holder is responsible for contacting the LCC scheduling coordinator 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.

(f) The event holder using the LCC is responsible for any damage to the room and its contents which may occur during use. The event holder will be billed for any repairs or cleaning (other than routine cleaning) necessitated by use of the room. If an event holder notices damage to the property prior to using the room, the LCC scheduling coordinator should be notified immediately.

(g) No tape or staples may be affixed to the walls or columns.

(h) Reservation time should include sufficient additional time for setup and take-down. (NOTE: Setup of audio, video equipment or catering may require additional time.)

(i) All tables, chairs, easels, and any other ancillary equipment provided by the event holder must be removed by either the event holder or the event sponsor immediately after the event is completed.

(j) Meeting supplies (e.g., markers, easels, flip charts, etc.) are the responsibility of the event holder or event sponsor.

(k) 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 sound equipment is provided.

(l) Food and beverages may 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 The RK Group/Capitol Grill for catering in the LCC. Any outside caterer may be used, provided they follow the LCC policies.

(m) 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.

(n) Non-legislative 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.

(o) 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) should be contacted immediately for any wet spills for proper cleanup. The SPB will provide routine housekeeping and will dispose of the trash.

#### SECTION 8. ALCOHOLIC BEVERAGES.

(a) The contract caterer for the SPB, Catering by Rosemary, Inc., d.b.a. The RK Group (hereinafter, "The RK Group") holds a Texas Alcoholic Beverage Commission (TABC) permit for the sale and service of alcoholic beverages. The SPB recommends use of The RK Group for all catering services.

(b) Event holders desiring to serve alcoholic beverages via a caterer other than The RK Group 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.

(c) 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.

(d) Alcohol may not be served before 5:30 p.m. No cash bars permitted.

(e) Event holders desiring to serve alcoholic beverages in the LCC must contact the LCC scheduling coordinator not less than seven days prior to the event.

(f) Payment for the service of alcoholic beverages is the sole responsibility of the event holder and arrangements must be made through The RK Group or other caterer for all expenses associated with the sale or service of alcoholic beverages.

(g) No person may possess, serve, or provide any alcoholic beverage in the LCC except as authorized herein.

(h) The sale of alcoholic beverages in the LCC is strictly prohibited.