



STATE PRESERVATION BOARD

POLICY FOR THE USE OF THE HISTORIC COURTROOMS

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.
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 prohibited in the Courtroom at all times.
5. Placards, banners, stickers, etc. are not permitted.
6. Smoking is prohibited in the Courtrooms.
7. Candles and other open flames are not permitted.
8. Projectors, flip charts, and/or other displays 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 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



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REQUEST FOR USE OF THE HISTORIC COURTROOMS

Please fill out the entire application. If you have any questions, please contact the Capitol Events Coordinator at (512) 463-5495. Please note that food/drink are prohibited in the historic courtrooms.

1. Requesting Office: _____

2. Contact Name: _____

3. E-mail Address: _____

4. Phone Number: _____ Fax Number: _____

5. Location (circle one): Old Supreme Courtroom Court of Criminal Appeals

6. Date(s) and Time(s) requested: _____

7. Purpose of Event: _____

(Please note that press conferences are not permitted in the historic courtrooms)

8. Number of persons expected to attend: _____

I have read the State Preservation Board Policy for Use of the Historic Courtrooms and agree to comply with it.

Authorized signature of representative for event

Date