



STATE PRESERVATION BOARD

POLICY FOR USE OF THE TEXAS CAPITOL HISTORIC COURTROOMS

***** TEXAS STATE OFFICIAL USE ONLY *****

Please contact the Capitol Events with any questions.

Capitol.Events@tspb.texas.gov

512463-3051 or 512-936-4709

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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 by application to the State Preservation Board detailing the activities to be conducted, specific needs, and the time of the event. Reservations may be made up to six months in advance and must be made within 72 hours of the reservation start time.
2. The Governor, the Lieutenant Governor, the Speaker of the House or other member of the Legislature must be present while the space is in use for their reservation.
3. The Courtrooms may only be reserved for use between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.
4. No event will be approved if it is determined to be in contrast to the Historic integrity of the Courtroom.
5. Food and drink are strictly prohibited in the Courtroom at all times. No receptions may be held in the Courtrooms.
6. Placards, banners, stickers, etc. are not permitted inside the Courtrooms or in the hallway just outside the doors.
7. Projectors, flip charts, and other Audio/Video are prohibited. The Courtrooms are not intended for meetings requiring the audience to write and take notes. It is preferable that pens not be used in the space.
8. Additional furniture may not be moved into the Courtrooms or placed in the hallway outside. Existing furniture may not be moved or reorganized within the Courtrooms.
9. The Courtrooms are not to be used for press conferences. Designated press conference rooms in the Capitol are available through House or Senate Administrative offices.
10. No meeting scheduled for one or both Courtrooms may overflow into the atrium area. The Library is directly below, therefore, the space between the Courtrooms must remain quiet during Library hours.
11. The doors must remain unlocked when the rooms are occupied.
12. Candles and other open flames are not permitted. Smoking is prohibited.
13. Events found to be in violation of these policies may result in refusal of subsequent requests or other penalties.