

**RESERVATION FORM**  
**COMMITTEE ROOMS**

**Senate committees and subcommittees** take priority over any other meeting. Reservations for groups may be cancelled if the room is required for a committee/subcommittee meeting. Any food requests must go through Meriwether Godsey.

Groups are not allowed to use Senate rooms as “headquarters” during legislative days at the Capitol. In an effort to provide time for as many groups as possible, time is limited to 1 hour for non-legislative groups to meet with legislators.

**Today’s Date** \_\_\_\_\_

**Room Requested:**   3<sup>rd</sup> Floor East \_\_\_\_\_  
                              3<sup>rd</sup> Floor West \_\_\_\_\_  
                              4<sup>th</sup> Floor East \_\_\_\_\_

**Date Needed:** \_\_\_\_\_

**Time: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Senator Requesting Room:** \_\_\_\_\_

**For: (Committee/Subcommittee/Group/Name)**

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**Bill Number and/or Subject Matter:**

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**Members of Subcommittee:**

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Please check if PUBLIC HEARING \_\_\_\_\_

**Person making request** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

**Reservation confirmed by** \_\_\_\_\_ **Date** \_\_\_\_\_

Your assistance in following these guidelines will allow the maximum use of these rooms. If you have any questions, concerns or suggestions please do not hesitate to call **Senate Support Services at 698-7460**.