

**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.

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. **\*\*Please note-** there is no food allowed in these rooms.

**Today’s Date** \_\_\_\_\_

**Room Requested:**

Senate Subcommittee Room 600A \_\_\_\_\_ (available for groups)

Senate Subcommittee Room 600B \_\_\_\_\_ (available for groups)

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

**Person making request and email address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**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 call **Senate Support Services at 698-7460**. **If you have a question about rooms for Senate Subcommittee Meetings, please contact Senate Committee Operations at 698-7450.**