

## **GUIDELINES FOR USE OF LEGISLATIVE CHAMBERS AND DISPLAYS IN MEMORIAL HALL, NORTH DAKOTA STATE CAPITOL**

### **USE OF LEGISLATIVE CHAMBERS**

1. The first priority for the use of the legislative chambers is for the legislative branch of state government, including the Legislative Assembly, the Legislative Council, and any committees, subcommittees, or other entities of the legislative branch.
2. During legislative sessions, the chambers of the Senate and the House of Representatives may not be used by any groups or organizations other than entities of the legislative branch mentioned in No. 1 above.
3. When the Legislative Assembly is not in session, the chambers of the Senate and the House of Representatives may be used by other groups and organizations, subject to the following requirements:
  - a. An agency of state government may use the chambers for official purposes of that agency. Any other group or organization may use the chambers for mock legislative sessions only if the group or organization has not employed a registered lobbyist or contracted for independent lobbying services by a registered lobbyist within two years before requesting use of the chambers.
  - b. The planned function will not interfere with the business or activities of the legislative branch.
  - c. The sponsor of the planned function arranges with the Office of Management and Budget for janitorial services, lighting, audiovisual installations, heating or air-conditioning, and other appropriate services or equipment. A sponsor shall pay to the Office of Management and Budget a fee determined by the Legislative Procedure and Arrangements Committee to recover the cost of providing security, janitorial, and other services.
  - d. No other suitable facilities are available on the Capitol grounds.
  - e. The sponsor of the planned function assumes full responsibility for the care of the chambers, will see that no food or beverages are brought into the chambers, and will leave the chambers in the condition they were in prior to the planned function. A sponsor other than a state

agency shall sign a facilities use agreement, and if the sponsor cannot obtain liability insurance, each participant must sign a waiver of liability form as required by the Office of Management and Budget for activities on the Capitol grounds.

- f. Prior approval is obtained from the Legislative Procedure and Arrangements Committee, or, if time does not permit the obtaining of approval from the committee, approval may be obtained from the director of the Legislative Council or the director's designee.

### **PERMANENT DISPLAYS IN MEMORIAL HALL**

1. No permanent display may be placed in Memorial Hall without prior review and written approval of the Legislative Procedure and Arrangements Committee.
2. No permanent display may be placed in Memorial Hall unless the following requirements are met:
  - a. The display commemorates or has some relationship to the legislative branch of state government, or to a historical phenomenon or event of significance to this state or nation.
  - b. The display will not disrupt or interfere with legislative use of Memorial Hall.
  - c. The sponsors of the display assume all risks involved in connection with the display.
3. Statues, busts, or portraits that have been authorized by the Legislative Procedure and Arrangements Committee are considered "permanent" displays, and the committee shall review all permanent displays annually to determine the need for placement in other suitable locations. All other displays are considered nonpermanent and may be allowed for periods of 30 days or less.
4. For purposes of these guidelines "Memorial Hall" means that portion of the main hallway on the first floor of the State Capitol from the west wall to the brass columns to the east of the double stairway.