

NORTH CAROLINA GENERAL ASSEMBLY APPLICATION TO USE LEGISLATIVE COMPLEX

Please review all instructions and guidelines on the reverse side of this document before completing this application. Complete items 1-15 and submit one copy via US Postal Service or e-mail (**Susan.Whitehead@ncleg.net**) at least 3 full business days before date of proposed use to Legislative Services Officer, 16 West Jones Street, Room 2129, Raleigh, NC 27601-1030.

Please print or type

1. Name of Event you are requesting to use Legislative Complex for:		2. Date of Application:	
3 Date Desired:	4. Time Desired: From:	To:	5. Expected Attendance:
6. Describe intended usage. Provide Organization's goals, objectives, or purpose for this request. If displays are part of your intended use, how much space do you anticipate needing?			
7. If known, indicate preferred location within the Legislative Complex; i.e., Legislative Building; 1000 court, etc. See #1 on attached list of authorized locations.			
8. Will you be serving any type food to Legislators, Legislative Staff, your group or to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, call Steve Wiseman 919-733-6032 for any type of food or beverage served in the NCGA.			
9. Equipment Needs (equipment must be requested at the time of application): <input type="checkbox"/> Projector <input type="checkbox"/> Projector Screen <input type="checkbox"/> Laptop Computer Call Leslie Ross at 919-715-8355 to set up time for equipment review and use instruction.			
10. Individuals or Organization requesting:			
11. Telephone of Organization:		Address of Organization:	
12. Person Accepting Responsibility:		13. Telephone of person accepting responsibility:	
14. Email address of person accepting responsibility:			
15. Applicant Signature _____			
Signature			
16. Responsible Person Signature (if different from #14) _____			
Signature			

For Legislative Services Office Use Only

Use Approved: <input type="checkbox"/>	Use Disapproved: <input type="checkbox"/>
The following space has been assigned within the Legislative Complex for use by your Organization:	
_____	_____
Executive Assistant, Legislative Services Office	Date

INSTRUCTIONS AND GUIDELINES
FOR USE OF LEGISLATIVE COMPLEX
BY NON-LEGISLATIVE GROUPS

1. The RULES FOR USE OF STATE LEGISLATIVE BUILDINGS AND GROUNDS were restated on May 5, 2014. The following spaces may be requested:
 - One or more of the first floor quadrants of the State Legislative Building;
 - The area outside the North entrance to the State Legislative Building (Portico).
 - The Legislative Building Cafeteria for a breakfast.
 - No other locations in the Legislative Complex may be used or reserved.

Note: In order to accommodate all groups wishing to use space, please limit your request to a maximum of three spaces. Ex: The Cafeteria and two courts.
2. Reserved space may not be “re-sold” as exhibit space (i.e. Association reserving space for an advocacy day then charging its members to participate/exhibit).
3. Do not move furniture within your reserved space. Do not move furniture from spaces that are not assigned to your group. Displays may not be next to any walls or windows.
4. Legislative Complex committee rooms are not available for use during dates/times the legislature is in session.
5. Legislative meetings always have precedence for space in the Legislative Complex. If your approved space is needed for legislative business, every attempt will be made to relocate your group to suitable space within the Legislative Complex.
6. Available space will be assigned to your group based on type of function to be held and amount of space needed.
7. Should an emergency arise while using the Legislative Complex, contact the General Assembly Police at 733-2159.
8. Sound amplification systems are not to be used in public areas (courts/lobbys, etc.) of the Legislative Complex.
9. Do not block any entrance, exit, hallway, walkway, stairway, restroom or office doorway. Do not block the pedestrian bridge over Lane Street. Do not impede handicap accessibility.
10. Signs may not be affixed to any structure or any equipment in the Legislative Complex.
11. No person, other than officers and members of the General Assembly may have a press or news conference in the Legislative Complex.
12. No parking is provided other than in surrounding Visitor Parking lots for non-legislative groups using the Legislative Complex.
13. Electrical outlets in the 1000, 1100, 1200, and 1300 courts are located in the planters in those courts.
14. A public Wi-Fi network (NCGAPUBLIC) is available throughout the Legislative Complex.
15. Mark the application at “Equipment Needs” if NCGA equipment is required. Please contact the Information Systems Division Help Desk at 919-715-7825 at least two business days prior to your meeting if you are using any of the in-room provided equipment listed above.
16. A snack bar and full-service cafeteria are located in the Legislative Building and a snack bar is located in the Legislative Office Building (open only on week days).
17. No food is to be served with your meeting/display/demonstration unless you have been given permission prior to the event.
18. The Legislative Food Service is the provider of any type food served in the Legislative Complex. Contact Steve Wiseman, Food Services Manager, at 919-733-6032.
19. Catered meals may not be set up in any inside public area of the Legislative Complex. Public areas may not be reserved for the sole purpose of serving a meal. Light snacks (cookie, granola bar), boxed lunches (prepared by the NCGA Food Services) may be dispensed from public areas but should be taken back to offices, outside garden areas, or tables throughout the entire complex for consumption.
20. No food or beverage is allowed in the Legislative Building galleries or committee meeting rooms.
21. You are responsible for leaving your assigned space clean. Dispose of trash properly.
22. A fee will be charged for the use of the Legislative Complex for Saturday and Sunday use. This fee covers the additional personnel needed for weekend use of the building(s). The fee is \$45 per hour of use (from arrival to departure).

April 2017