MINNESOTA SENATE
Secretary of the Senate
Sergeant at Arms
95 University Ave W., G430, St. Paul, MN 55155
(651) 296-0866 / FAX (651) 296-6511

REQUEST FOR USE OF
SENATE FACILITIES
Email to
sergeant.office@senate.mn

THIS DOCUMENT IS PUBLIC INFORMATION.

THE UNDERSIGNED REQUESTS PERMISSION TO USE:

Senate Rooms:
MSB □ 1100 □ 1150 □ 1200 □ 2308 □ 2412 □ 3414
Capitol □ G3 □ G15 □ G23 □ 123

Date of Event: _______________ Number of Staff: _______ Approx. Number of People Attending: _______
(To include set up and take down)

Begin Time: _______________ □ AM □ PM End Time: _______________ □ AM □ PM

PURPOSE OF EVENT: (include agenda)

SPECIAL EQUIPMENT OR SET UP REQUESTED: (see rate sheets; provide diagram, if necessary)

Name of Organization: ____________________________________________________________________________
Address: __________________________________________ City, State, Zip Code: __________________________
Name of Applicant: __________________________________ Daytime Telephone Number: __________________
Email: _____________________________ FAX: __________________

The following persons and the applicant will be responsible for compliance with attached rules and regulations of the Minnesota Senate and for the conduct of participating persons.

NAME COMPLETE ADDRESS (City, State, Zip) TELEPHONE NUMBER
1. 
2. 
3. 

Please read “Rules of Conduct for Users of MN Senate Hearing Rooms” included in this packet. Then sign and return by email, mail or fax to the above Senate address.

APPLICANT’S SIGNATURE DATE

Do not write below this line – for Senate use only

__________________________________________________________________________________________________________________________________________

Permission Approved
Permission Denied
Tentative Approval, but further explanation is needed

Approved Signature Date

Distribution: Capitol Security, Authorization file, Originator

Revised 8/30/17
Rules of Conduct for Users of
Minnesota Senate Hearing Rooms

The following rules are necessary to preserve the State Capitol Building and to use this facility with proper regard for its status and beauty.

1. Requests for use of Senate hearing rooms must be made to the Sergeant at Arms Office, Room G-1 State Capitol, 296-0866.

2. Senate hearing rooms may not be used for any commercial purpose; nor for any loud or noisy event that disrupts State Capitol business; nor for any unlawful purpose.

3. Meetings may be scheduled in Senate hearing rooms for any day of the week. Meetings must end by 10:00 p.m.

4. Any use of Senate hearing rooms, including set-up and departure time, outside regular Capitol building hours - (8 a.m.-5 p.m. Monday-Friday), (10 a.m.-4 p.m. Saturday and 1 p.m.-4 p.m. Sunday) will incur a separate charge for Capitol Security services at a rate of $30 per hour or fraction of an hour. Users who need to enter the building outside regular hours must use the Aurora Avenue door on the west side of the Capitol steps, ground floor.

5. Users of public space are advised that the Capitol is a historic building with original ceilings, walls, portraits, busts, and murals. Therefore, NO SMOKING is allowed in the Capitol building.

6. Do not bring candles, balloons, or signs with sticks into the building.

7. Do not bring any food, beverages, or flowers into the hearing rooms.

8. Do not bring any materials into the hearing rooms that, if spilled, may stain the furniture or carpets.

9. Do not attach any posters, stickers, signs, banners, or materials to interior or exterior wall spaces of Senate hearing rooms. Easels are available through the Sergeant at Arms office.

10. Do not move furniture in the Capitol for any purpose without the express permission of the Sergeant at Arms.

11. You are responsible for the condition of the space you use, including picking up all litter and garbage, both inside and outside the hearing rooms.

12. You must designate a person or persons who will be responsible for supervising the meeting during set up, take down, clean up, and the duration of the meeting. Name: __________________________

The sponsoring organization will be responsible for abiding by the rules of conduct.

Applicants Signature __________________________ Date __________________________

MN Senate Sergeant at Arms __________________________ Date __________________________

Revised 8/30/17
# MINNESOTA SENATE

## EQUIPMENT RENTAL REQUEST

<table>
<thead>
<tr>
<th>Equipment Available:</th>
<th>FOR OFFICE USE ONLY:</th>
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</thead>
<tbody>
<tr>
<td>TV/VCR or TV/DVD</td>
<td>Organization: _________________________</td>
</tr>
<tr>
<td>$25</td>
<td>Requested by: _________________________</td>
</tr>
<tr>
<td>Overhead Projector</td>
<td>PAID BY CHECK # __________</td>
</tr>
<tr>
<td>$15</td>
<td>AMOUNT $ __________</td>
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<tr>
<td>Slide Projector</td>
<td>SENT TO SENATE FISCAL: _________</td>
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<td>$16</td>
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<tr>
<td>Screen</td>
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<tr>
<td>$10</td>
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<tr>
<td>Flip Chart</td>
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<td>$12</td>
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<td>Slide Projector</td>
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<td>Screen</td>
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<td>Electronic Podium</td>
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<tr>
<td>Piano</td>
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<td>Tables</td>
<td></td>
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<tr>
<td>$5</td>
<td></td>
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<tr>
<td>Conference Speaker Phone</td>
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<td>$20</td>
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</table>

Date of Event: ___________________________________

Location of Event:________________________________

Equipment Requested (include number requested):

__________________________________________  _______________________________

__________________________________________  _______________________________

__________________________________________  _______________________________

__________________________________________  _______________________________

Time equipment should be set up: _____________________________

Time equipment should be taken down:_________________________

**I would like to rent the above equipment for our meeting.**

Attached is check in the amount of $ ____________________.

*(Please make checks payable to: Secretary of the Senate)*

__________________________________________  _______________________________

Signature                                          Date

Revised 8/30/17
Agreement for Use of Minnesota Senate Hearing Rooms
by
Not-For-Profit Organizations

We, the ________________________________ (Name of Organization) hereby agrees to defend, indemnify, and to hold the Minnesota State Senate, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses including reasonable attorneys’ fees, resulting directly or indirectly from the use of Minnesota State Senate hearing rooms by us.

We also agree to admit all members of the public who desire to attend our activities in State Senate Hearing Rooms. We further agree to comply with all state and federal laws when using space in the State Capitol.

We understand that this use of Senate space does not constitute an endorsement by the Minnesota State Senate of our organization, its purposes, or its actions.

We agree to leave the space in the condition it is found and to pay any extra cost incurred by the State Senate resulting from the use of the space (such as property damage, cleanup, extra security, etc.)

This agreement must be signed by an authorized officer of the applicant organization.

Signature: ______________________________ Date: ____________________

(Please print information below:)

Name: ________________________________

Title: ________________________________

Address: ______________________________

City, State, Zip _________________________

Phone Number: _________________________

Fax Number: ___________________________

Email: ________________________________

Revised 8/30/17
Priority Use for or Senate Hearing Rooms:

1. State Senate Standing Committees and Senate Majority and Minority Caucuses.
2. House/Senate Conference Committees
3. House of Representatives Standing Committees
4. Legislative Commissions
5. Senate Members
6. Constitutional Officers
7. Minnesota Congressional Delegation Members
8. State Departments, State Agencies, State Boards
9. Other Governmental Units (Federal, County, City)
10. Political parties or party units.
11. Not-for-profit organizations (registered and certified as tax-exempt under appropriate IRS and State of Minnesota tax codes) receiving funds from the State of Minnesota and organizations whose primary purpose relates to State supported programs or services.
12. Other registered and certified not-for-profit organizations.
13. Other individuals and groups in the order in which requests for use are received.