



# 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 1-18 and submit one copy via US Postal Service or e-mail (**Susan.Whitehead@ncleg.gov**) at least 3 full business days before date of proposed use to Legislative Services Office, 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. Organization's goals, objectives, or purpose for this request:			
7. Indicate the preferred location within the Legislative Complex, i.e., Cafeteria for breakfast or Portico for afternoon snack.			
8. Will you be serving any type of food to Legislators, Legislative staff, your group or to the public?      Yes    No If yes, call Steve Wiseman, 919-733-6032, for any type of food or beverage served in the NCGA.			
9. Will you be using any NCGA equipment such as projector, projector screen or laptop?      Yes    No If yes, contact the Information Systems Division (ISD) Help Desk at 919-715-7825 or email ISDSupport@ncleg.net at least 2 business days in advance of your event if you are using NCGA projector, projector screen or laptop. REMINDER: ISD staff are not available to assist with equipment set-up/trouble shooting at 7:30am breakfasts.			
10. Individuals or Organization requesting:			
11. Telephone of Individual/Organization:		12. Email of Individual/Organization:	
13. Address of Individual/Organization:			
14. Individual/Organization responsible for Invoice:			
15. Telephone of Individual/Organization responsible for Invoice:		16. Email of Individual/Organization responsible for Invoice:	
17. Address of Individual/Organization responsible for Invoice:			
18. Applicant Signature:  _____			
Signature			

*For Legislative Services Office Use Only*

Use Approved:	Use Disapproved:
The following space has been assigned within the Legislative Complex for use by your organization:	
_____	Date _____
Executive Assistant, Legislative Services Office	

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:
  - The Legislative Building Cafeteria for a breakfast.
  - The area outside the North entrance to the State Legislative Building (Portico – see #20 below)
  - No other locations in the Legislative Complex may be reserved.
2. Should an emergency arise while using the Legislative Complex, contact the General Assembly Police at 919-733-2159.
3. 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.
4. No person, other than officers and members of the General Assembly may have a press or news conference in the Legislative Complex.
5. Legislative Complex committee rooms are only available to members. If available, committee rooms are for the members' convenience to meet with groups. The member must be present at all times during the meeting.
6. Do not move tables or chairs in committee rooms.
7. No food or beverage is allowed in the committee meeting rooms.
8. Reserved space may not be "re-sold" (i.e. Association reserving space for an advocacy day then charging its members to participate).
9. No parking is provided other than in surrounding Visitor Parking lots for non-legislative groups using the Legislative Complex.
10. A public Wi-Fi network (NCGAPUBLIC) is available throughout the Legislative Complex.
11. Do not move furniture in Legislative Building courtyards.
12. Sound amplification systems are not to be used in public areas (courts/lobbys, etc.) of the Legislative Complex.
13. 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.
14. Signs may not be affixed to any structure or any equipment in the Legislative Complex.
15. Electrical outlets in the 1000, 1100, 1200, and 1300 courts are located in the planters in the courtyards.
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/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 or [steve.wiseman@ncleg.net](mailto:steve.wiseman@ncleg.net).
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. 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. Light afternoon snack (ice cream, cookies) may be served on the Portico. Please discuss with Steve Wiseman to see if NCGA Food Services can assist with snack. Outside vendors using specialized mobile carts will be considered.
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).