

★ **Senate's Spring 2014** ★  
**Environmental & Energy**  
★ ★ ★ **Showcase** ★ ★ ★

**DO YOUR  
PART!**

**April 30, 2014 · 10am-2pm**  
**Dirksen Senate Office Building**  
**Room SD-G50**

**REDUCE**

**REUSE**

**RECYCLE**



**Sponsored by the Architect of the Capitol**  
**Senate Superintendent's Office**





**DO YOUR PART...REDUCE, REUSE, RECYCLE**  
**SENATE'S 2014 SPRING ENVIRONMENTAL & ENERGY SHOWCASE**

April 30, 2014  
10am-2pm  
Dirksen Senate Office Building SD-G50

**Theme: Do Your Part...Reduce, Reuse, Recycle**

---

- Theme: Environmental and Energy Conservation at home and in the office, and highlighting various conservation measures implemented by the Senate Superintendent's Office.
- Sub-theme: "Do Your Part...Reduce, Reuse, Recycle" showcasing various ways people can reduce, reuse and recycle at the Senate and at home.
- Participants should focus on environmental and energy conservation awareness. Consider showcasing your company's latest conservation projects, campaigns, technologies, etc. with the goal to promote a "Green" behavioral change in the attendees
- Free handouts and "goodies" are highly recommended to pass out to the attendees
- We estimate 500 people will attend the showcase throughout the day

**Location & Shipping Materials**

---

- The event will be held inside the Dirksen Senate Office Building Room G50.
- The event will be open to the public from 10am-2pm, and the venue will be open at 8am for setup
- I cannot provide parking. I recommend parking at Union Station and walking over to the Dirksen
- Please enter through the Visitor's Entrance of the Dirksen Building on 1<sup>st</sup> and C st NE. (See attached map) Visitors do not need a photo ID. Anything that you bring into the building will have to go through a metal detector, and boxes cannot be sealed. (I don't anticipate anyone having a problem entering the buildings but if you do, please have the police contact me)
- Materials may be shipped in advanced no later than a week before the event. Please inform me if you plan to ship items. Please note that all packages are inspected off-site before delivery to the Senate Address:  
Attention: Alyssa Chambers  
Architect of the Capitol-SOB Superintendent  
Senate Dirksen -G45  
Washington DC 20510  
However it is up to the vendor to ship items from the Senate to its final designation. You will need to schedule pick up, and take items to the pick-up location

**Display information & IT equipment**

---

- Signs with company names will be provided. The showcase will be very uniform. No signage with company logos will be permitted. Please fill out the Vendor Data Sheet to provide the correct company name.
- The setup for the showcase will be table-top displays. We will provide a 6 foot table (72"x 30"), tablecloth and 2 chairs.
- We can also provide access to electrical receptacles or Wifi connections; indicate how many you need on the Vendor Data Sheet.
- Bringing Your Own IT Equipment: You can supply your own laptop. If you bring your own equipment, you will be responsible for any peripherals, such as cables and power cords to operate your equipment. Please indicate if you need access to Wi-Fi Internet on the Vendor Data Sheet.

**Miscellaneous Information:**

---

- Participation is on a voluntary basis (we cannot accept any money or charge any money) and soliciting will not be allowed
- Attire is business/business casual
- We aim to have 25 participants (utilities, government agencies, car companies, non-profit organizations etc.) Please feel free to refer any participants to me that you think will be interested in participating
- Attached you will find guidelines about use of space inside the Senate Buildings, Map of the Campus, and a "Vendor Data Sheet." Please fill out the Vendor Data Sheet and return to me no later than 4/18/14

## **Guidelines for Use of Senate Space**

**Introduction:** The Senate Committee on Rules and Administration has jurisdiction over assignment and use of space in the Senate Office Buildings, the Senate Wing of the Capitol, which includes the Senate Wing of the Capitol Visitor Center, and the Courtyard of the Russell Building. While rooms may be occupied or administered by other offices or Committees, they are subject to the Rules Committee policy for the use of Senate rooms.

**Rooms are available for Senate-related business only:** Requests for the use of any space in the Senate Office Buildings and the Senate Wing of the Capitol, including the Senate Wing of the Capitol Visitor Center, must be made by a Senator or Officer of the Senate.

**The Senator or Officer sponsoring the function is expected to be in attendance:** Congressional hearings and official legislative meetings take precedence over all other functions. Since Committee hearings and official legislative meetings take precedence over all other functions, it may be necessary to cancel or move a function on short notice based on the legislative schedule of the Senate.

### **General Guidelines**

- The Senator or Officer sponsoring the function will be held accountable for enforcement of all room regulations.
- Room regulations apply to all Senate rooms, including Committee rooms, in the Senate Office Buildings, the Senate Wing of the Capitol, and Senate rooms in the Capitol Visitor Center.
- Events may be booked Monday - Friday. Events may begin no earlier than 8:00 am. Evening events must conclude by 10:00 pm.
- The precise time period scheduled for room use must be strictly adhered to.
- Cancellations should be reported immediately to the Senate Rules Committee.
- An outside group may not reserve a room through any office more than once in a calendar month.

- Outside groups disregarding the Policy for Use of Senate Rooms, as set forth by the Committee on Rules and Administration, may have their reservation cancelled, event terminated, or may be prohibited from scheduling future events in Senate rooms.

### **Admittance to Buildings**

- The Senate Wing of the Capitol, the Senate side of the Capitol Visitor Center and the Senate Office Buildings are open to the general public during normal business hours, except on holidays and weekends, or when the Senate is in session. Building hours are posted on Webster.
- The Senate Appointments Desk and the United States Capitol Police must be furnished, when required, with a list of the names and pertinent information for all guests attending functions in the Senate Wing of the Capitol, including the Senate Wing of the Capitol Visitor Center. Requirements and the necessary form will be posted on the Senate Rules Committee and Senate Sergeant at Arms web sites. Names of guests must be submitted in accordance with the guidelines set forth on the form, otherwise admittance to events cannot be guaranteed.
- Requirements for admittance to the Senate Office Buildings, after normal business hours, are posted on the Senate Rules Committee's web site.

**Animals:** Animals are generally not permitted at events in Senate rooms, except in cases where an animal provides necessary assistance to an individual with disabilities.

### **Arrangements and Set-Up**

- Offices requesting rooms are responsible for all communications with outside groups regarding event arrangements.
- Specific event arrangements (set-up, catering) should be discussed directly with those responsible for providing the services in Senate space, as indicated on the Rules Committee's Room Request Form.
- The Office of the Senate Superintendent will make arrangements for the set-up of a room in the Senate Office Buildings with the sponsoring Senator's staff or designated constituent contact. Arrangements for room set up in the Senate wing of the Capitol and the Capitol Visitor Center are made through Capitol Facilities.

- There is no charge for set-up of rooms by the Senate Superintendent's Office or Capitol Facilities.
- At the time the reservation is approved by the Rules Committee, Senate offices should make arrangements, or should notify their constituent contact that arrangements for the set-up of the room must be made directly with the Superintendent's Office or Capitol Facilities. Arrangements should be made as soon as possible, but at least 2 business days in advance of the event, in order to guarantee the availability of adequate furniture, equipment, and supplies.
- Room set-up arrangements may not be changed on the day of an event.

**Audio Visual Presentations:** The content of audio visual presentations made in Senate rooms may not be commercial, promotional, profit-making, or fund-raising in nature.

**Broadcasting:** News broadcasting, coverage and videotaping at events/in event rooms requires special permission and must be coordinated with the Senate Radio TV Gallery. News broadcasting, coverage, and videotaping are prohibited in some areas, and are subject to the rules and regulations of the Senate Rules Committee and the Senate Radio TV Gallery.

**Capacity of Rooms:** The Senate Rules Committee posts information on its web site regarding the maximum capacity of event rooms, based upon set-up style. The maximum room capacity by set-up style permitted by the Fire Marshal shall not be exceeded. Failure to adhere to the maximum room occupancy level may result in termination of an event.

### **Catering, Food, Beverages**

- All food and beverages served at a function must be consumed within the scheduled room. No food or beverages are permitted in the corridors outside event rooms.
- Food and beverages for events in Senate rooms are provided by the Senate food service provider.
- Catering arrangements for special events or functions must be made directly with the Senate food service provider.

- The Senate Rules Committee must grant a waiver for any special event food that cannot be furnished by the Senate food service provider (such as home state products celebrating the food of a state). Requests for waivers must be submitted in writing to the Senate Rules Committee well in advance of the event.

**Charges for Room Use:** Since rooms are available only for Senate-related business, there is no charge for such use. Therefore, no charge is permitted in connection with the use of Senate space, nor may any charge be assessed for admittance or refreshments in Senate space.

**Collection of Money or Items:** No money or items may be collected on Senate property for any purpose, including charitable purposes.

### Commercial, Promotional, or Profit Making Events

- Booking and use of Senate space for any commercial, promotional, or profit-making purpose is strictly prohibited.
- No signs, placards, photographs, brochures or pamphlets displaying a group or company name or logo are permitted.
- No products or services may be promoted or sold on the premises. No promotional material may be distributed on the premises.

**Demonstrations and Disruptive Behavior:** Demonstrations and disruptive behavior are not permitted.

**Events of a Personal Nature:** Weddings, funerals, memorial services, tributes, award ceremonies, or other events of a personal nature are not allowed.

### Exhibits

- Exhibits must be educational in nature and must relate to Senate business.
- Trade fairs are not permitted.

### Financial Obligations

- Outside groups are expected to make arrangements for payment for any catering expenses in advance of the

event date and in accordance with contractual requirements.

- The Senator or Officer sponsoring the function is responsible for any loss of or damage to Senate property and for any financial obligation incurred.

**Fund-Raising:** Senate space may not be used for any fund-raising purpose.

**Health Screening:** Employee health related activities and health screenings may only be conducted in Senate space through the Senate Office of Education and Training or the Senate Employee Assistance Program.

**Hearings and Legislative Meetings:** Outside groups are not permitted to use Senate space to conduct events intended to simulate Congressional hearings or legislative meetings.

### Liability

- The Senate will not be held responsible for articles brought into the Senate buildings or onto Senate grounds for functions and exhibits. The Senate does not provide insurance for such articles.
- Events that may endanger the public or create an unreasonable risk of liability for the United States Senate are not permitted.

### Music

- No music is permitted in the Senate wing of the Capitol when the Senate is in session.
- No music is permitted in the Senate Office Building event rooms or the Capitol Visitor Center event rooms when the Senate is in session until after 6:00 p.m.
- When the Senate is in recess, music is permitted after 5:00 p.m.
- Music may be provided during the approved time periods by string instruments or a piano. Amplified music is not permitted.
- Vocal performances and singing are not permitted at any time in Senate space, except by special permission in the Russell Senate Office Building Rotunda.

**Noise:** Excessive noise or sound amplification is not permitted.

**Parking:** No parking accommodations are provided for guests.

**Photographing and Filming:** Since Senate space may not be used for commercial, promotional, or profit-making purposes whatsoever:

- No promotional or commercial photographing or filming is permitted.
- Filming involving or related to commercial ventures, including fictional movies and commercial documentaries, as well as the use of Senate space to create or promote commercial entertainment programming, is strictly prohibited in Senate buildings and on the Capitol grounds.

**Political Activities:** Senate space may not be used for political activities, including political campaign, political party, or political action committee activities.

### Press Conferences

- Only Senators may conduct press conferences. Outside groups may not hold press conferences in Senate event rooms.
- Press conferences related to political campaign, political party, or political action committee activities are not permissible.

### Signs, Posters, Banners, Images

- No material of any kind may be attached anywhere in Senate rooms, including walls, windows, window treatments, and doors.
- Banners anywhere on Senate property are strictly prohibited.

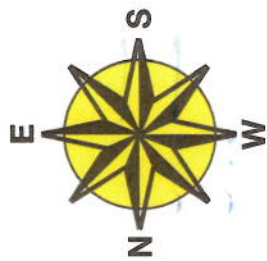
---

**Note:** This document is a summary of regulations governing the use of Senate space.

**FOR CONDITIONS AND CIRCUMSTANCES NOT COVERED IN THESE GUIDELINES, contact the sponsoring Senator or Officer and consult the full *Policy for the Use of Senate Rooms*.**

---





December, 2009  
Version 2.0

