



**MICHIGAN HOUSE OF REPRESENTATIVES**  
**BUSINESS OFFICE**

P.O. Box 30014 / Lansing, MI 48909-7514 / 517-373-6339

Dear Event/Exhibit Planner:

Welcome to the Cora Reynolds Anderson House Office Building!

The Anderson House Office Building contains the offices for the 110 members of the Michigan House of Representatives. The building was named for Cora Reynolds Anderson, the first woman to serve in the Michigan House of Representatives. Ms. Anderson served in the House of Representatives from 1925-1926.

This event planner is available to help you plan your Anderson House Office Building event and/or exhibit. We hope the information in this booklet is of value to you and helps ensure a successful event/exhibit.

This booklet contains the "Procedures for the Use of the Public Areas of the Anderson House Office Building" and other information to assist you in preparing for your event or exhibit. The procedures are designed to ensure the safety of visitors and tenants alike and to protect the building for future generations.

By working together, we can help ensure the success of your event. We encourage questions as a means of avoiding problems. The Anderson House Office Building Facility staff will be happy to assist you in planning your event. If, after reading this information booklet, you still have questions or concerns, please phone the Facilities Office at 517-373-9000.

Thank you for allowing us to share this beautiful facility with you.

Respectfully,

A handwritten signature in blue ink, appearing to read "Doug G. Simon".

Doug G. Simon, Director  
Business Office  
Michigan House of Representatives



**Cora Reynolds Anderson  
(1882 - 1950)**

Cora Reynolds Anderson was the first woman elected to the Michigan House of Representatives, serving one term from 1925-1926.

While in the House of Representatives, Anderson concentrated on public welfare issues and chaired the Industrial Home for Girls Committee. She was particularly interested in public health issues, especially the fight against alcoholism and tuberculosis. Prior to her term, she had organized the first public health service in Baraga County and was instrumental in securing the county's first public health nurse. She also became actively involved in the Michigan Grange and served as the Upper Peninsula Officer.

Anderson was educated as a teacher at the Haskell Institute in Lawrence, Kansas, which is known today as the Haskell Indian Nations University. She taught school in the Upper Peninsula for several years. At a time when minorities, including Native Americans, were subjected to considerable economic and social discrimination, Anderson's determination to attend college and return the benefits of her education to her community is notable. Her role as educator, legislator, and public health reform leader aided the Native American community as well as the whole of society.

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# PROCEDURES FOR THE USE OF THE PUBLIC AREAS OF THE ANDERSON HOUSE OFFICE BUILDING

## Public and Other Areas of the Anderson House Office Building

The Anderson House Office Building is under the jurisdiction of the Michigan House of Representatives. The cafeteria located within the Anderson House Office Building is under the jurisdiction of the Michigan Bureau of Services for Blind Persons.

The public areas of the Anderson House Office Building include the first floor entrances, lobby and cafeteria; the Committee and Hearing Rooms; Mackinac Room; all exterior building surfaces; and the Anderson House Office Building's grounds, defined as the property on which the Anderson House Office Building is located on Capitol Avenue and Ottawa Street, including the Ottawa Street bridge connecting the two towers.

The following procedures shall be followed in the administration and operation of the public areas of the Anderson House Office Building. At no time will enforcement of these procedures be influenced or affected by religion, race, color, national origin, age, sex, height, weight, familial status, marital status, and/or any other legally protected characteristic.

The procedures are divided into six (6) sections:

- Definitions
- General Conditions Governing All Public Areas of the Anderson House Office Building (Interior & Exterior)
- Conditions Which Govern Only the Interior Public Areas
- Conditions Which Govern Only the Exterior Public Areas
- Conditions Governing Scheduling Events and Exhibits
- Appeals

Information on and requests for use of the Anderson House Office Building for an event or exhibit shall be directed to:

Facility Operations  
Michigan House of Representatives  
P.O. Box 30014  
Lansing, Michigan 48909-7514

Phone: ..... (517) 373-9000  
Fax: ..... (517) 373-8415

The Anderson House Office Building is open Monday through Friday from 7:00 a.m. to 5:00 p.m. with events scheduled from 8:00 a.m. to 5:00 p.m. The building is closed Saturdays, Sundays and state holidays.

# I. Definitions

The following words and terms, when used in this document, shall have the following meanings, unless the context clearly indicates otherwise.

- A ..... EXHIBIT: Any display of artwork, including but not limited to paintings, sculptures, arts and crafts, and photographs; public service and educational presentations; and historical displays.
- B ..... EVENT: Any ceremony, presentation, meeting, or reception held in the public areas of the Anderson House Office Building.
- C ..... PARTISAN POLITICAL EVENT: An event held for the primary purpose of advancing or advocating the political candidacies of a particular party, group or individual.
- D ..... ANDERSON HOUSE OFFICE BUILDING: The Anderson House Office Building. Unless otherwise specified, the use of the term “Anderson House Office Building” will be taken to include the building and its grounds.
- E ..... ANDERSON HOUSE OFFICE BUILDING SECURITY: Michigan State Police Capitol Security officers, House of Representatives Sergeant at Arms, and civilian guards as appointed by the Anderson House Office Building Facilities Office.
- F ..... LEGISLATIVE FUNCTION: An event of interest to a Member of the House of Representatives focusing on an issue before the Legislature. The event must be sponsored by a State Representative. The event may be partisan or non-partisan in nature but not a partisan political event. Outside groups may not generate profits during the event.

## II. Conditions Governing the Public Areas of the Anderson House Office Building

The following conditions apply to all public areas, first floor entrances, lobby, cafeteria, the corridors, Committee Rooms, Conference Rooms, and the Mackinac Room of the Anderson House Office Building. For conditions specific to the interior or exterior public areas of the Anderson House Office Building, see Sections III and IV.

- A. No public event or exhibit may be discriminatory based on religion, race, color, national origin, age, sex, height, weight, familial status, marital status, and/or any other legally protected characteristic.
- B. Public use of the Anderson House Office Building shall not interfere with committee meetings or the conduct of public business which normally takes place in the Anderson House Office Building, and shall not affect the safety and well-being of the individuals conducting the work.
- C. In case of fire, bomb threat, utility malfunction, structural failure or other unforeseen emergency or threat endangering public safety or health, the Facilities Supervisor may delay or postpone any scheduled event until the emergency or threat is over.
- D. Individuals or organizations are responsible for returning the areas used in conducting their events or exhibits to their original condition. Individuals or organizations are responsible for any vandalism, damage, breakage, loss or other destruction to the House Office Building caused by that individual or organization. Costs will be assessed to individuals or organizations for damages incurred. The cost of the repair will include the costs for the services of specialists in relevant restoration skills as determined by the House Business Director and/or the Facilities staff. All events must be sponsored by a Representative, and any damages may be charged against their allotment account.
- E. Individuals or organizations using the Anderson House Office Building shall indemnify and hold harmless the Michigan House of Representatives, the State of Michigan, its departments, agents and employees, from and against any and all suits, damages, claims, or other liabilities due to personal injury or death, damage to or loss of property to the State or to others, or for any other injury or damage arising out of or resulting from the use of the Anderson House Office Building.
- F. There will be a \$500 charge to individuals or organizations for use of the Mackinac Room in the Anderson House Office Building.
- G. The Anderson House Office Building provides equipment for use at events or exhibits.
- H. Items or materials with the potential to damage the Anderson House Office Building may not be used.

- I. Alcoholic beverages shall not be served or consumed in a public area of the House Office Building or on the Anderson House Office Building grounds.
- J. Food and beverages may be served at a scheduled event or exhibit if all of the following criteria are met:
  - 1) The sponsor specifies in writing, prior to the event or exhibit, the type of food and beverages to be served and the desired service area.
  - 2) Food and beverage service may be contracted through a vendor of your choice. If a caterer is utilized, then the individual or organization shall provide a copy of their food license or obtain a temporary food stand license from the Ingham County Health Department's Bureau of Environmental Health, as required by state law (Public Act 368 of 1978).
  - 3) The sponsor assumes responsibility for all equipment brought in for food and beverage service, including but not limited to the preparation, service, consumption, and disposal during and after the event or exhibit.
  - 4) The food and beverage service will not cause physical damage to the Anderson House Office Building.
  - 5) All items or materials must be removed promptly after the event.
- K. Posting or affixing signs, announcements, or other documents on any exterior or interior wall, pillar, ceiling, floor, door, window or other surface of the Anderson House Office Building is prohibited. Stickers, labels, tape, or any other adhesive material that might leave a residue or otherwise damage interior or exterior surfaces of the Anderson House Office Building, including stairs, corridors, and walls are also prohibited. Likewise, tacks, nails, staples, or other attachments may not be used.
- L. Items may not be leaned against exterior or interior walls, windows, pillars, furnishings, or other feature of the Anderson House Office Building.
- M. Exhibits are allowed at the Anderson House Office Building subject to the following conditions:
  - 1) Neither the Michigan House of Representatives nor the State of Michigan is responsible for damage to, or loss or theft of exhibits during the period of their installation, display, or removal. No special security can be provided for exhibits by Anderson House Office Building security; all special security required for an exhibit must be provided by the exhibit's sponsor.
  - 2) Exhibitors must bear all costs of assembling, displaying and removing exhibits and of clean up and restoring the exhibit space to its original condition per the Facilities supervisor.

- 3) All displays must be freestanding and may not hang from walls or ceilings or be affixed to doors, windows, railings or other building surfaces.
  - 4) Exhibits must contain a conspicuous disclaimer stating that the display is not owned, maintained, promoted, supported by or associated with the Michigan House of Representatives or the State of Michigan.
  - 5) Exhibits may be displayed for up to fourteen (14) calendar days during a calendar year (January 1 through December 31). All exhibit items or materials must be removed promptly after an exhibit.
  - 6) Requests for exhibit space must be scheduled in advance and must include a clear layout, scale drawing or sketch of the proposed exhibit, preferably as it will be displayed. The dimensions of the space required should be indicated, as well as the manner in which the exhibit will be displayed.
- N. No sound amplifying equipment may be used whose sound level interferes with any legislative office or the conduct of public business in the Anderson House Office Building.
- O. A person shall not remove state property from the Anderson House Office Building or its grounds unless the removal has been previously authorized in writing by the House Business Director.
- P. Security officers may inspect packages and briefcases suspected of concealing stolen items or contraband. Items being brought into the Anderson House Office Building may be inspected if suspected to be capable of destructive or disruptive use within the building.
- Q. Proper identification of all employees and visitors may be demanded at any time. If the facility is closed during an emergency, access may be denied for the duration of the emergency. Individuals may be required to sign a registration sheet after normal working hours or when the building is closed.
- R. A person who refuses to adhere to these conditions is subject, in addition to criminal penalties provided by law, to immediate removal from the Anderson House Office Building or grounds, or both, by the House Business Director, House Sergeant at Arms, the Facilities Supervisor, or any other person designated by the Speaker of the House. Nothing contained herein shall be construed as limiting prosecution under any existing or future law.



### III. Conditions Governing the Public Areas of the Anderson House Office Building: The Interior

The following conditions govern the use of the public areas of the Anderson House Office Building and apply specifically to the use of the interior of the Anderson House Office Building:

- A. Hours of Operation: The Anderson House Office Building is open Monday through Friday from 7:00 a.m. to 5:00 p.m., with events scheduled from 8:00 a.m. to 5:00 p.m. The building is closed Saturdays, Sundays, and state holidays.
- B. In case of fire, bomb threat, utility malfunction, structural failure or other unforeseen emergency or threat endangering public safety or health, the House Business Director, Facilities Supervisor, or a member of the Anderson House Office Building security staff may lock the Anderson House Office Building at any time and require that entrances be used from within only as a means of egress in case of an emergency. A person shall not enter or attempt to enter through an entrance which is closed pursuant to these conditions until the emergency is over.
- C. As with all State-owned buildings, the Anderson House Office Building is a smoke-free facility.
- D. Alcoholic beverages shall not be served or consumed in any public area of the Anderson House Office Building.
- E. All decorations, floral arrangements, posters, etc. must be freestanding and cannot be attached to or leaned against any wall or other feature of the Anderson House Office Building except the floor.
- F. No signs or announcements may be posted on any surface of the Anderson House Office Building. Stanchions or easels are to be used for such signage.
- G. There is to be no moving of the Anderson House Office Building's furnishings, such as furniture, lighting, paintings, plants, etc. by the organizers, conductors or participants at an event or exhibit. If any of the above-mentioned items need to be moved, please contact House Facilities at 3-9000.
- H. Tables, displays, chairs, or other items shall not be dragged across the floors or carpeting of the Anderson House Office Building.
- I. A partisan political event, as defined in Section I (C), is not allowed in the public areas inside the Anderson House Office Building.
- J. An individual or organization shall not solicit or sell any article or service in the public areas inside the Anderson House Office Building, nor shall any exhibit or display be allowed for that purpose, including the display of business cards or promotional materials. In accordance with Rule 18.204 (4) (2) of the Michigan Administrative Code, "A person or organization is not permitted in state buildings or state grounds for the purpose of solicitation of funds or the

sale of any article, except for that charitable organizations may solicit funds if written authorization is obtained and if such conduct is confined to the entrance and lobby areas of state buildings.”

- K. Hand carried signs and signs on hand sticks are not allowed in the Anderson House Office Building. They represent a serious safety hazard to visitors and occupants due to the constricted space and crowded conditions which often prevail inside a building.
- L. Sound systems may only be used in approved areas of the Anderson House Office Building because of the disruption to the tenants of the building. Since there is no way to confine noise, an effort should be made to keep sound levels as low as possible.
- M. Open flames, cooking fuels (ex: sternos) or candles are not allowed in the Anderson House Office Building.
- N. Food and beverages shall not be served in the public areas inside the Anderson House Office Building without the approval of the Business Office Director and/or Facilities Supervisor (see Section II (J)). If food or beverages are served, the event sponsor must see that the food and beverages are kept in the service area.
- O. In accordance with Rule 18.205 (5) (1) of the Michigan Administrative Code, “Except as may be required in the course of state business, animals are not permitted in state buildings. The owner or person having an animal under his or her control shall be responsible. Service animals may be used when necessary to assist disabled persons in state buildings.”
- P. Exhibits may be located in the first-floor lobby of the Anderson House Office Building. Requests for exhibits will be scheduled on a first-come, first-served basis if the following criteria are met:
  - 1) Exhibits must not obstruct entrances, interrupt traffic flow through the building, or disrupt legislative sessions or the normal conduct of public business in the building.
  - 2. Mounted materials, whether items of display or information related to displays, are secured to tripods, display panels or other freestanding devices. Such panels, tripods, etc., when provided by the exhibitor, must meet the prior approval of the Facilities Supervisor.

## IV. Conditions Governing the Public Areas of the Anderson House Office Building: The Exterior (Including Grounds)

The public areas of the Anderson House Office Building include the exterior walls and surfaces of the building, the first-floor entrances, and the grounds.

- A. Defacing or damaging the Anderson House Office Building grounds, including, but not limited to: sidewalks, garage doors, lighting fixtures, light wells, fire hydrants, plaques, and such subterranean features as are necessary for the maintenance and operation of the Anderson House Office Building (such as sewer and water mains, electrical conduit, etc.), or any other feature in any manner is prohibited. Likewise, defacing or damaging the exterior walls and surfaces of the building, including the entrances or windows, is prohibited.
- B. Picketing or the distribution of literature shall not impede or interfere with State business or public access to and use of the Anderson House Office Building. In order to inform individuals and organizations of the procedures for the use of public areas of the Anderson House Office Building, it is recommended, but not required, that individuals and organizations desiring to distribute literature on the Anderson House Office Building grounds advise the Facilities Supervisor of the date and time of this activity. The Business Director has been delegated the authority to designate specific areas of the grounds for picketing and the distribution of literature, which shall apply equally to all such activities in order to assure the reasonable conduct of public business, unobstructed access to the Anderson House Office Building for its occupants and the public, and to maintain the Anderson House Office Building grounds. Individuals distributing literature shall remove all discarded items from the grounds at the conclusion of their activity.
- C. Signs or banners shall not be driven into the ground nor shall they be supported in or by any tree, light pole or other structure affixed to the Anderson House Office Building, due to the presence of underground utility, electrical and drainage lines.
- D. Alcoholic beverages shall not be dispensed or consumed on the Anderson House Office Building grounds.
- E. Vehicles are not allowed on the Anderson House Office Building grounds, except in areas designated for vehicular use, without prior permission of the Business Director.
- F. Only the flags of the United States of America and the State of Michigan shall be flown on the Anderson House Office Building flagpole and in accordance with United States code.

## V. Scheduling Events/Exhibits

The public areas of the Anderson House Office Building available to host events include the Mackinac Room, conference rooms, and South Tower main entrance. The same event rules also apply to the Capitol Building Speaker's Library and conference rooms.

- A. Requests will be scheduled on a first-come, first-serve basis. Many organizations reserve the Mackinac Room six to nine months in advance.
- B. Each request shall be in writing (Mackinac Room Scheduling Form is available at [house.mi.gov/calendar.asp](http://house.mi.gov/calendar.asp)) and shall contain the following information:
  1. Name and description of sponsoring organization.
  2. Name/address/telephone number(s) of contact person(s).
  3. Name/address/telephone number(s) of back-up contact person(s).
  4. Description of planned event or exhibit.
  5. Date and hours requested for event or exhibit, and duration of an event or exhibit.
  6. Area requested for use.
  7. Number of anticipated attendees.
  8. Name of the caterer and a copy of food license.
  9. Required equipment
  10. Signature of the Representative sponsoring the event
- C. All decisions by the Facilities staff required under these procedures will be made as promptly as possible, but no later than five (5) state business days after receiving the written request.
- D. In order to schedule an event or exhibit, the sponsor is required to sign an acknowledgment that the sponsor has read, understood, and will abide by the procedures governing the use of the public areas of the Anderson House Office Building; that the sponsor is responsible for damages incurred as a result of its event or exhibit; that the sponsor is responsible for any items missing that were used in conjunction with the event or exhibit; and that the sponsor will either restore or pay to have restored the area used for its event or exhibit to the condition that existed prior to its use. A payment of \$500 is also required for the use of the Mackinac Room. An initial \$250 non-refundable deposit is required when the paperwork is submitted. The remainder of the payment must be received within two weeks of the scheduled event or the event will be canceled, and the dates in question will become available for other organizations.

The acknowledgment also states that the sponsor will indemnify and hold harmless the Michigan House of Representatives and the State of Michigan for any damage or loss the State incurs arising out of the sponsor using the Anderson House Office Building or the Anderson House Office Building grounds. Any sponsor that fails to abide by the terms of the agreement will not be permitted to schedule a future event or exhibit until the outstanding obligations have been fully satisfied.

## VI. Appeals

If a person or organization is aggrieved by a decision of the Facilities Supervisor, an appeal may be taken to the House Business Director within three (3) state business days of that decision. The appeal shall be in writing, stating the basis therefore and the relief sought. The Business Office has been delegated the authority to review the decision and shall announce its decision as promptly as possible, but no later than six (6) state business days after the members have received the appeal.

## Catering Instructions

### Caterers & Food

As noted in the Procedures, Section II (J), food and beverage service may be contracted through a vendor of your choice. If a caterer is utilized, then the individual or organization shall obtain a temporary food stand license from the Ingham County Health Department's Bureau of Environmental Health, as required by state law (P.A. 368 of 1978), or a statement from the Health Department that the food or beverage you plan to serve is a non-potentially hazardous food and that you do not need a license. To request a temporary food license, contact the Ingham County Health Department at 887-4312. House Facilities will need to be informed of any catering service that will be used and can be reached at 517-373-9000.

### Check-In

Upon arriving at the Anderson House Office Building, caterers must check in at the Sergeants Desk, 1st Floor, South Tower, before bringing any equipment or items into the building. Food and carts must be brought in through the North tower.

### Parking

Caterers may park in the service area north of the Anderson House Office Building, off Ottawa Street, to unload and load, but must remove their vehicles from the area immediately after unloading and before setting up for the event. Caterers' staff must obtain their own parking off-site. See General Information in this planner for parking lot availability.

### Carts

Caterers are responsible for providing their own carts for transporting items from their vehicles to the building and event site. At no time are carts to be rammed into doors to force them open, or to hold them open.

### Safety

Any equipment brought into the Anderson House Office Building must be installed and operated in a safe manner.

## Surfaces - Linens, Table Service

Caterers are responsible for providing their own serving tables, linen cloths, serving dishes, table service, flatware, etc., and their removal immediately following the event. **All surfaces being used for the event, including six-foot round dining tables, display tables, and credenzas must be covered with tablecloths.** Caterers may not set, lean, or place any trays, serving stands, boxes, carts, etc. against or touching any walls or wood surfaces. Caterers must place drip trays under drink containers either on the table or the carpet to protect the surface. **Any beverage or food spill accidents are to be reported immediately to Facility Operations at 3-9000.**

## Tables & Chairs

Any moving of tables and chairs in the Anderson House Office Building is to be done by the House Facilities staff. To schedule, call 517-373-9000.

## Trash Removal & Cleaning

It is the responsibility of the caterer to thoroughly clean any area used immediately following the event. NO EXCEPTIONS. This includes, but is not limited to, the following:

- All napkins, trash, food particles, cans, bottles, etc. must be removed and properly disposed of from the tables, counter tops, hard floors, and carpeted areas.
- All trash must be bagged and left in the kitchen/pantry area.
- All equipment and/or any other items brought into the event site must be removed.
- All tables, counter tops and any other surfaces must be wiped down with clear water and dried thoroughly.

The caterers are not responsible for any carpet vacuuming or floor mopping.

All rooms must be left the same way they were found. It is the discretion of the Facilities Supervisor to determine whether these tasks have been completed properly. The sponsor of the event will be charged all costs required to repair surfaces damaged by the caterer's or their staff. If additional cleaning is deemed necessary, it will be charged to the sponsor of the event at an hourly overtime rate.

## Exhibitors Instructions

Exhibits inside the building are limited to the First Floor Lobby. The Anderson House Office Building is open Monday through Friday from 7:00 a.m. to 5:00 p.m. with events scheduled from 8:00 a.m. to 5:00 p.m. and closed on Saturdays, Sundays, and state holidays. It is necessary to keep the passageways clear. As a result, there is not a large area available for exhibits. Please read sections in the Procedures pertaining to exhibits.

Exhibit sponsors should consider the appropriateness of the exhibit. Exhibit sponsors should also design their exhibit keeping persons with disabilities in mind. Bumpers should be placed around the base of the exhibit for visually impaired individuals who work and visit the Anderson House Office Building.

## Check In and Check Out

Upon arriving at the Anderson House Office Building, exhibitors must check in at the Visitor Assistance Desk, 1st Floor, South Tower before bringing any equipment or exhibit items into the building.

## Carts

Exhibitors must provide their own carts to transport items from their vehicle(s) to the exhibit area. At no time are carts to be rammed into doors to force them open, or to hold them open.

## Parking

Exhibitors may park in the service area north of the Anderson House Office Building, off Ottawa Street, to unload the exhibit materials. Exhibitor vehicle(s) must be removed from Ottawa Street immediately after the materials are unloaded. Arrangements may be made to park in this area to load the exhibit materials at the conclusion of the exhibit. Exhibitors must obtain their own parking off-site. For further parking information see General Information section.

## Surfaces

Exhibitors may not set, lean, or place any item on wood or painted surfaces. Nothing can be leaned against or touch the wainscot or painted surfaces. Exhibitors should instruct all individuals setting up or taking down the exhibit to use extreme caution to protect the surfaces of the Anderson House Office Building. The sponsor of the exhibit will be charged all costs required to repair surfaces damaged by the exhibitor.

## General Information

### Banners & Signs

Posting or affixing signs, announcements, or other documents on any exterior or interior wall, pillar, ceiling, floor, door, window, or other surface of the Anderson House Office Building is prohibited. Stickers, labels, tape, or any other adhesive material that might leave a residue or otherwise damage interior or exterior surfaces of the Anderson House Office Building, including stairs, corridors, and walls are also prohibited. Likewise, tacks, nails, staples, or other attachments may not be used.

As noted in the Procedures, for safety purposes, cardboard signs, signs on sticks, signs made of hard or stiff material cannot be brought into the Anderson House Office Building. Often in conjunction with an event or demonstration, participants want to enter the Anderson House Office Building to meet with or lobby legislators or attend legislative committee meetings. These groups often want a visual means to identify their group or want to be identified as supporting or opposing a specific cause or issue. It is suggested that these individuals wear buttons or stickers on their clothing.

### Cafeteria

There is a cafeteria located on the 1st Floor, South Tower of the Anderson House Office Building. The cafeteria is under the jurisdiction of the Michigan Bureau of Services for Blind Persons.

## Cancellation of a Scheduled Event/Exhibit

The House of Representatives has priority in the use of the public areas of the Anderson House Office Building and may cancel any scheduled event or exhibit if it is necessary for the conduct of official business. We will try to give as much advance notice as possible.

## Candlelight Vigils

Candlelight vigils are prohibited in the Anderson House Office Building.

## Committee Rooms

S 326  
S 327  
S 307  
S 308

Committee Rooms in the Anderson House Office Building are located on the 3rd floor and are intended for the use of Committee meetings.

## Conference Rooms

Conference rooms in the Anderson House Office Building are located on floors 5 through 14 and are intended for the use of Representatives and support staff. Member offices can schedule a conference room utilizing the appointment feature in Outlook. If food and beverages are served in the conference room, the caterer must be approved by the Facilities Director and the same rules apply as the Mackinac Room. The tables must be covered in linen, no open flames, waste must be properly disposed of and the room occupant is responsible for any damages incurred.

## Coordinating with Legislative Sessions

Often groups want to schedule an event when the Legislature is in session. In general, the Legislature is in session each year from the third Wednesday in January until the end of June, and from Labor Day until the third week in December. The Senate and House meet on Tuesdays, Wednesdays, and Thursdays. To determine if the House is scheduled to be in session on a given day, contact the Clerk of the House at 517-373-0135.

Many organizers of events encourage participants to visit legislators' offices. House Leadership offices are located in the Capitol Building. All other legislative offices are located in the Anderson House Office Building.

## Emergencies

### Medical

If a medical emergency occurs during an event in the Anderson House Office Building and you need to summon medical assistance, call 9-911. Then call Facility Operations at 517-373-9000. If the Anderson House Office Building is closed, call Michigan State Police Capitol Security at 517-897-0281. The Anderson HOB address is 124 N. Capitol Avenue.



## Tornado

Should a tornado or severe weather warning be issued during your event, participants should immediately proceed to the Anderson House Office Building shelter areas as follows:

- Public restrooms or main stairwells, which are located on each floor in the South Tower.
- Lower level of either the North or South Tower.

## Fire

The Anderson House Office Building is equipped with fire alarms, smoke detectors, a sprinkler system, and three interior fire stairs. There are two first floor exits (north and east). If the fire alarms are activated, immediately leave the building using the nearest exit and proceed to a safe distance at least 100 feet from the building. **Do not use the elevators.**

## Emergency Phone Numbers

Facilities (Mackinac Room Assistance)	517-373-9000
House Sergeants .	517-373-8298
Michigan State Police Capitol Security	517-897-0281
Fire, Police and Ambulance	911

## Hearing Rooms

- S 519
- S 502
- S 521

Hearing Rooms in the Anderson House Office Building are located on the 5<sup>th</sup> floor and are intended for the use of Committee Hearings.

## Liability Insurance

As explained in Section II (D) of the Procedures for the Use of the Public Areas of the Anderson House Office Building, any individual or organization using the Anderson House Office Building will be responsible for all suits, damages, claims or liabilities due to personal injury or damage to or loss of property and for the cost of any damages incurred as a result of its event or exhibit. While it is not required, it is strongly recommended that the sponsors of Anderson House Office Building events/exhibits obtain liability insurance. Many state and national organizations already carry such policies. Policies can also be obtained at a reasonable cost from most insurance agents.

## Lost and Found

Lost and found items are placed at the House Sergeants desk located in the 1st Floor Lobby, South Tower, Phone 517-373-5159.

If a child is lost, immediately contact an Anderson House Office Building staff person. If you find a child, take the child to the Sergeants Desk located in the 1st Floor Lobby, South Tower.

## Mackinac Room - Capacity - 150 persons

The Mackinac Room is to be used for legislative functions only (see Definitions, page 5), must be sponsored by a State Representative, and costs \$500. A non-refundable deposit of \$250 is required to reserve the room. A check or money order can be made payable to the "Michigan House of Representatives." Payment can also be made by credit card in person or at the following MI House of Representative's payment website: <https://www.thepayplace.com/mi./legislature/houseofrepmisc>

**Delivery:** House Office Building  
10<sup>th</sup> Floor South  
124 N. Capitol Avenue  
Lansing, MI 48933

**Mail:** House of Representatives  
Attention: Finance  
PO Box 30014  
Lansing, MI 48909-7514

The remainder of the room fee is due no later than two weeks prior to the event. If the event includes outside participants and/or groups, partisan political events are prohibited. Food service may only take place in conjunction with an approved meeting/event.

To schedule the Mackinac Room complete the Mackinac Room Event Form located on HouseNet and send to the Facilities Office, 9th Floor, Anderson House Office Building.

## Parking

Although there is metered parking on all streets around the Anderson House Office Building, it is not adequate to handle the number of individuals who desire to park close to the building. There are five parking ramps within three blocks of the Anderson House Office Building: Ellis Parking Ramp at the corner of Capitol Avenue & Allegan, the City Parking Ramp at Capitol Avenue & Kalamazoo; the City Parking Ramp at the intersection of Allegan & Grand, the City Parking Ramp at Ottawa & Grand, and the City Parking Ramp at Capitol Avenue & Shiawassee.

Questions related to the City of Lansing metered parking spaces should be directed to the Transportation Division at 517-483-4240.

## Persons with Disabilities

The Anderson House Office Building is barrier free. The main entrance on the 1st Floor is equipped with an automatic door, which is activated by a push plate. The committee and hearing rooms are equipped with assistive listening devices. Parking spaces for persons with mobility disabilities are located in the North Capitol Annex Lot of the Capitol Building, which is west of the Anderson House Office Building. The entrance is on Ottawa Street.

Groups are strongly encouraged to acquire the services of a signer for events which may include persons with hearing disabilities. There are services in the Lansing area which provide signers for a nominal charge.

## Press Conferences

Press Conferences are not allowed in the public areas of the House Office Building.

## Restrooms

Barrier free restrooms are located on each floor of the Anderson House Office Building.

## Safety

One of the primary reasons for the procedures is safety

- \* Safety of the participants attending your event/exhibit
- \* Safety of Anderson House Office Building occupants
- \* Safety of individuals conducting public business in the Anderson House Office Building

Whatever the size of your event, consider a point person to ensure that your event is a success.

- \* See that cords, ropes, plastic, posters, etc. are not placed in walkways or areas where people could slip or trip
- \* See that Anderson House Office Building entrances and exits are kept clear
- \* Assist in medical emergencies or other life-threatening situations
- \* Assist in seeing that cardboard signs and placards on sticks are not brought into the building. Cardboard signs and placards, particularly those on sticks, while appropriate outside, are totally inappropriate inside the building where people are trying to enter or exit the elevators, go up and down stairs, etc.

## School Groups

On occasion, school groups visit the Capitol area and need a place to enjoy lunch. The State Capitol has several rooms that may be reserved for this purpose. To reserve a room in the Capitol Building for a school group, contact Capitol Facilities at 517- 373-0184. The Anderson House Office Building does not have any areas available for use by school groups. The Cafeteria has seating available for customers.

## Questions

If after reading this planner you still have questions, please contact:

Facility Operations  
House Office Building  
P.O. Box 30014  
Lansing, MI 48909-7514  
517-373-9000