



Facility Management

600 E. Blvd. Avenue Dept. 130 4th Floor 701-328-2471
Bismarck, ND 58505

Page Number: 1 of 1
Effective Date: 8/11/16
Policy Number: 02-98

SUBJECT: Capitol Complex Meeting Rooms

Meeting rooms are available and may be reserved by state agencies or their sponsored group for use on a first come, first served basis. The meeting rooms include Brynhild Haugland, Pioneer, Fort Totten, Fort Lincoln, Ft. Union, Lewis and Clark, Missouri River, Peace Garden, Red River, Roosevelt Park, Sakakawea, and J-wing 1st Floor Conference. Room reservations can be made by submitting a work order using the [Facility Work Request System](#).

Legislative Council schedules Harvest, Medora, Roughrider, Prairie, and the Legislative Media room. Legislative Council also schedules all meeting rooms listed in this policy during Legislative Session and has a right to cancel any meeting scheduled when the room(s) are needed for Legislative purposes during non-Legislative sessions.

No food is allowed in meeting rooms, with the exception of Pioneer and Brynhild Haugland rooms. Beverages will be allowed with the understanding that the entity reserving the room must use coasters. The entity that reserves the room is assuming full responsibility for the care of the room. The reserving entity will ensure that no food is brought into the room, make sure coasters are used for beverages, and will not rearrange or remove the furniture. The room must be left in the condition it was before the planned function.

A handwritten signature in blue ink that reads "John Boyle". The signature is written in a cursive style and is positioned above a horizontal line.

John Boyle
Director of Facility Management

A handwritten date in blue ink that reads "2-13-2018". The date is written in a simple, blocky style and is positioned above a horizontal line.

Date