



TRACY C. CANTELLA
Secretary

THE FLORIDA SENATE

OFFICE OF THE SECRETARY

Location
405 The Capitol

Mailing Address
404 South Monroe Street
Tallahassee, Florida 32399-1100
(850) 487-5270

Senate's Website: www.flsenate.gov

SENATE CHAMBER ACCESS POLICY

The Office of the Senate Secretary provides educational tours and model sessions in the Senate Chamber.

Senate Chamber availability will be limited when the Legislature is in session.

Groups eligible to access the Senate Chamber consist of schools, state agencies, sponsored district groups, and constituency groups. Advocacy groups are prohibited from discussing policies or issues under consideration by the Legislature during Chamber reservations.

Groups interested in using the Senate Chamber should be aware of the following:

- Reservations are available Monday through Friday between 8:30 a.m. and 4:30 p.m., subject to availability.
- The Secretary of the Senate has discretion to approve or reject any reservation request.
- Reservations may be cancelled at any time.
- Space restrictions may apply for large groups.
- Professional decorum is expected inside the Senate Chamber at all times.
- Guests are prohibited from bringing food, gum, candy, or drinks inside the Senate Chamber.
- Guests are prohibited from leaving behind any materials that advocate for or against legislative issues.
- Failure to follow the Senate Chamber policies may result in removal from the Senate Chamber or a reservation cancellation.

The Office of the Senate Secretary works to fulfill requests for access to the Senate Chamber in a reasonable amount of time.

Submitting the Request

Please submit all requests for Senate Chamber access using one of the following:

- a. Email: reservations.chamber@flsenate.gov
- b. Mailing Address: The Florida Senate, Office of the Secretary, Attn: Chamber Reservation Request, Suite 405 The Capitol, 404 South Monroe Street, Tallahassee, Florida 32399-1100
- c. Phone Number: The Florida Senate, Office of the Senate Secretary, (850) 487-5270

Processing the Request

1. The requestor will receive notification confirming receipt of the request.
2. The Secretary's Office will work with the requestor to coordinate with the requestor's schedule and the availability of the Senate Chamber.
3. The Secretary's Office will complete processing and respond to the requestor with confirmation of reservation, rescheduling options, or denial based on the policies above.

BEN ALBRITTON
President of the Senate

JASON BRODEUR
President Pro Tempore

SENATE CHAMBER ACCESS POLICY



Intended Purpose _____ (educational tour, mock session or both)
Group Type _____ (school, district sponsored, constituency, or agency)
Group Name _____
Number of Participants _____
Number of Students (if applicable) _____ **Number of Chaperones (if applicable)** _____
Senator Sponsor (optional) _____

Preferred Time for Visit

Reservations are subject to availability.

Reservations are available Monday through Friday between 8:30 and 4:30. Reservations are subject to availability during any legislative session. Education tour and mock session duration are 30 minutes each.

1st Choice

Start Date _____ Start Time _____

End Date _____ End Time _____

2nd Choice

Start Date _____ Start Time _____

End Date _____ End Time _____

Group Contact Information

First Name _____ Last Name _____

Title _____

Group Address _____

City _____ State _____ Zip _____

Email Address _____

Contact Phone Number _____

Alternate Phone Number _____