



**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](http://www.flsenate.gov)

**The Senate Chamber is closed due to construction and will be available for reservations in the winter of 2024.**

### SENATE CHAMBER ACCESS POLICY

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

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

Groups eligible to access the Senate Chamber consists 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 utilizing the Senate Chamber should be aware of the following:

- Reservations are available Monday through Friday between 8:30 a.m. to 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: [chamberreservationrequests@flsenate.gov](mailto:chamberreservationrequests@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.

**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.

**1<sup>st</sup> Choice**

Start Date \_\_\_\_\_ Start Time \_\_\_\_\_

End Date \_\_\_\_\_ End Time \_\_\_\_\_

**2<sup>nd</sup> 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 \_\_\_\_\_