Use of Conference Rooms
The following rules apply to the Capitol’s South Loggia as well as all conference rooms in the State Capitol Complex maintained by Administration Facilities Management.

- After hours usage in the State Capitol must utilize the Capitol’s contract food service provider.
- All food and beverages are prohibited in the Cass Gilbert Conference room at the Capitol building. Food and beverages are allowed in all other conference rooms.
- Collection or exchange of money, alms, or donations; or solicitation for money is prohibited.
- Food, flowers and beverages with red or purple dyes or pigments (i.e. red roses, red wine, strawberries), are prohibited.
- Items such as, but not limited to, posters, signs, banners, flags, buntings, and pictures are not to be attached to, leaned against, or supported by any state property including walls, pillars, steps, or any other item(s) within state buildings.
- No balloons are to be displayed or distributed in the State Capitol.
- No candles, open fires, flames, or smoke.
- Noise must be kept at a minimum as to not disrupt normal operations of state government.
- Poles and sticks, including flag poles and sticks that are part of signs, are not allowed.
- Standing, climbing, or crawling on any part of furniture, building, or structure is strictly prohibited.
- Stickers may not be used.
- Tape may not be used on any state property including duct tape, gaffers tape, or masking tape.
- Use of paint, spray paint, spray chalk, sidewalk chalk and other marking mediums and materials are prohibited.

Notice to Lobbyist and Lobbyist Principal Organizations
Before reserving a conference room, it should be determined whether or not the proposed use is prohibited by MN Statute Chapter 10A or Chapter 471.

- Under Minnesota Statute 10A.071, if you are a lobbyist or if your organization is a lobbyist principal, you may not give a gift to a public official (as defined by Minnesota Statutes, 10A.01, subd. 18), employee of the legislature, or local official of a metropolitan governmental unit.
- Under Minnesota Statute 471.895, if you are, or if you represent an organization that qualifies as an “interested person”, you may not give a gift to any local official.
- There are very few items which do not qualify as a “gift” under this law. In particular, food and beverages qualify as “gifts” even if they are of minimal value. Although it is not prohibited if the recipient pays equal or greater value for the gift, under Minnesota Rule 7525.0400, selling and accepting any payments while using public space is prohibited.