

# Mock Session Guidelines

## 2007/2008

Visits to the House of Representatives **must** be scheduled well in advance. The Chamber may be reserved by contacting your local Representative. Your representative will be responsible for securing the Chamber with the Sergeant's Office (850-488-8224). The Sergeant's Office will coordinate with the Parliamentarian's Office to schedule a mock session.

**As soon as a date has been agreed upon, please furnish the Parliamentarian's Office (850-413-8949) with the name and phone number of your contact person (including cell and home phone numbers).**

The Legislature convenes the first Tuesday after the first Monday in March of each year (except during the session when reapportionment is being considered) for 60 calendar days. Groups can be scheduled with the understanding that if we are convened in session the group will not be allowed in the House Chamber and we will not be able to provide a mock session. Visitors are welcome to observe session activities from the gallery.

**Groups will not be scheduled during the last four weeks of the 2008 session.** After the 60 day session adjourns, groups will be allowed to schedule time for a mock session.

### Tour Procedures and Decorum

Please remember that the Capitol is a working building. To insure a pleasant and safe experience, please advise your group of the following guidelines:

- Teacher and adult supervisors are responsible for the discipline and safety of their students throughout the tour.
- When moving through the New Capitol it is important to do so in a quiet and orderly fashion.
- Students should not run in public areas, hallways or stairwells.
- They should not lean over any balcony railing.
- The House Chamber has a great historical value and behavior should always be respectful.
- Disorderly conduct could result in future tours being denied.

### Tour Day Checklist

- **Please be on time.**
- Mock sessions are held in the House Chamber on the 4<sup>th</sup> Floor.
- Assemble your group outside the Chamber.
- You will be greeted by staff and led into the Chamber.

### Parking

A map of the Capitol complex area is printed on the back. If you park on Duval Street (west side of the Capitol) vehicle may not be left unattended. **Unattended vehicles may be ticketed.**

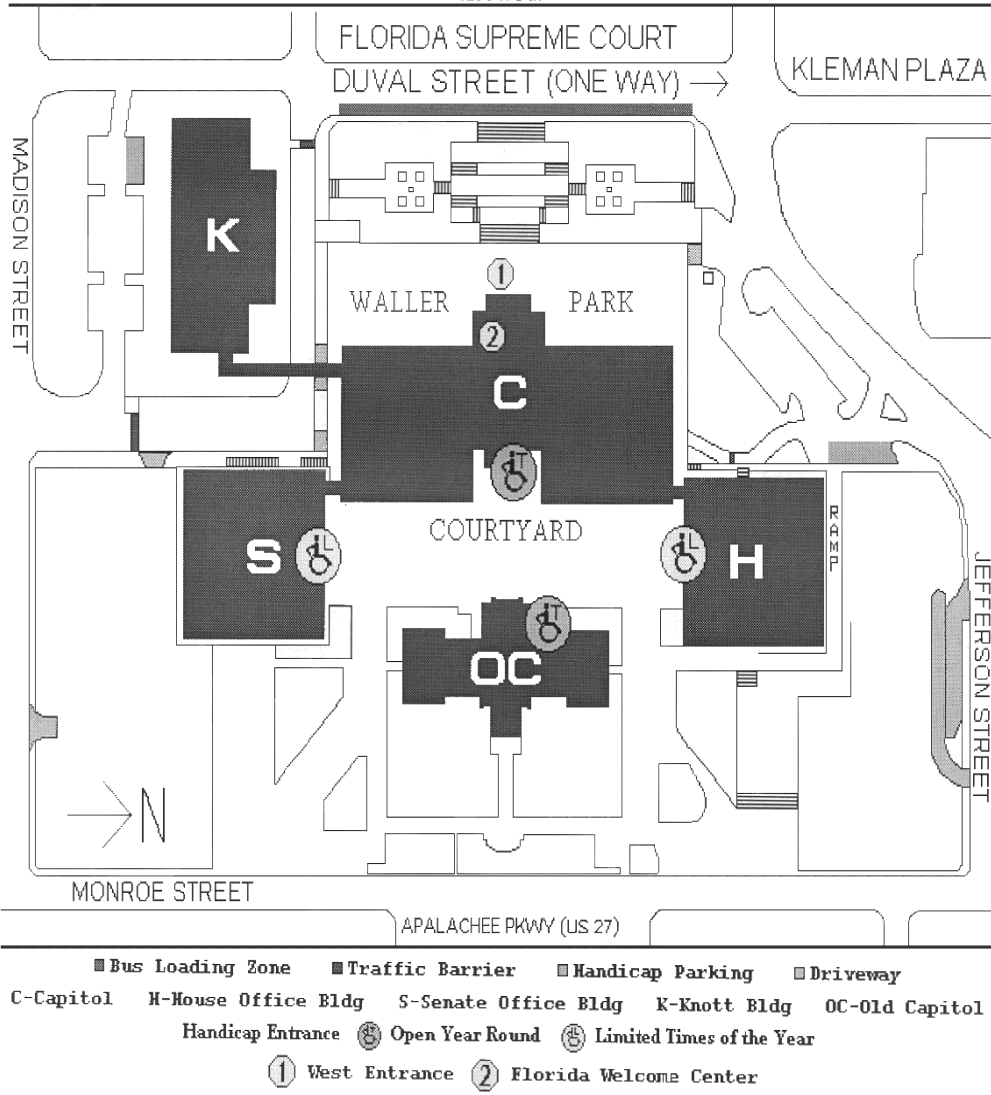
### Phone Numbers You May Need

Parliamentarian's Office (850) 413-8949    Sergeant's Office (850) 488-8224

Participating in a mock session of the Florida House of Representatives is an exciting and wonderful experience, and we hope this will be very beneficial and enjoyable to your group. We are pleased with your interest in the legislative process and how your government works.

## CAPITOL GROUNDS MAP

**CONDITION OF ENTRY:** For security reasons, access to the Capitol (and by extension the House and Senate Office Buildings and the Knott Building) is conditional upon consent to search. All persons must go through the detector aisle and must present purses, packages, and other objects for separate inspection. Further search may be required. No weapons or other hazards allowed.



Limited bus parking is available on a first-come, first-served basis. Buses may park, free of charge, on the right curb of Duval Street in front of the New Capitol. Buses parked in the bus-parking zone will be allowed to remain for the duration of the group's New Capitol visit. However, unmanned buses may be ticketed. Visitors in automobiles may park in designated parking lots, which charge a nominal fee. FWCCG5 Rev. 09/05/03 BGE