

Legislative Research Commission  
Capitol Annex Meeting Rooms  
FAQs

**Q: Who can reserve a room in the Capitol Annex?**

A: Anyone can reserve a room in the Capitol Annex, provided they agree to the terms of the Meeting Room Agreement Policy.

**Q: What rooms in the Capitol Annex are available to reserve?**

A: The following rooms are available to reserve in the Capitol Annex:

Room #	Room Type	Seating Capacity	Other
Room 113	Reception Room	65	11 Round Tables 2 6' Tables
Room 125	Reception Room	80	4 Round Tables 9 Bar-Height Tables
Room 129	Committee Meeting Room	114	
Room 131	Committee Meeting Room	114	
Room 149	Committee Meeting Room	166	
Room 154	Committee Meeting Room	166	
Room 169	Committee Meeting Room	114	
Room 171	Committee Meeting Room	114	

**Q: How do I reserve a room in the Capitol Annex?**

A: Contact Kate Talley to reserve a room on the first floor in the Capitol Annex.

Kate Talley  
Facilities Administration  
Legislative Research Commission  
Room 157, Capitol Annex  
Frankfort, KY 40601  
phone: 502-564-8100, ext. 59199  
email: [Kate.Talley@kylegislature.gov](mailto:Kate.Talley@kylegislature.gov)

**Q: Is there a fee to reserve a meeting room in the Capitol Annex?**

A: No. There is not a fee to reserve a meeting room in the Capitol Annex. However, the entity is financially responsible for any damage or necessary repairs resulting from the use of the room. Additionally, a facility cleaning fee of up to \$250 may be charged if the condition of the room after the meeting requires services beyond the LRC's or its agent's normal cleaning duties.

**Q: Once I reserve a meeting room in the Capitol Annex, can it be changed or canceled?**

A: Yes. A meeting room reservation may be changed or canceled at any time by the reserver. All meetings by groups outside of LRC are subject to cancellation if the

business of the General Assembly requires LRC to use a reserved meeting room. We will do our best to find you an alternate room, but this may not always be possible.

**Q: How do I enter the Capitol Annex building?**

A: Visitors to the Capitol Annex need to enter through the front, center set of doors and check in with security. There is an ADA Accessible entrance at the southeast corner of the building. There is a lot of construction happening on the Capitol Campus. Please follow the signage and use caution near construction areas. There may be delays when entering the building, so please dress appropriately as waiting outside may be necessary.

**Q: Is there audio/visual equipment available in the meeting rooms?**

A: No. LRC will not provide the use of any audio/video equipment. Some exceptions may apply. Please contact Kate Talley at 502-564-8100 ext. 59199 with questions.

**Q: Is food allowed in the meeting rooms?**

A: Food and/or drink is permitted in Annex Rooms 113 & 125 with prior LRC approval. During a legislative session, two time slots will be available for serving food. The breakfast time slot will be from 8:30 AM to 10:45 AM. The lunch time slot will be from 11:00 AM to 1:15 PM. These times include setup and breakdown. Food and/or drink are forbidden in all other meeting rooms.

**Q: Is there a list of approved caterers from which to choose?**

A: We do not have a list of approved caterers. When choosing a caterer, notify them that they may need to provide tables for service.

**Q: How do the caterers make their deliveries?**

A: Caterers need to come to the loading dock at the rear of the Annex and sign in with the Building Superintendent's Office. They can use carts and the freight elevator to bring their food items to the appropriate first floor reception room. Please make sure the caterers do not leave their vehicles in the loading dock area. They will need to park in an available visitor's parking space.

**Q: Can I get into a meeting room early to set up?**

A: No. The setup, event, and breakdown must take place on the date and time indicated. It can begin no earlier than 8:30 AM and conclude no later than 4:00 PM.

**Q: Can I record my meeting while in the Capitol Annex?**

A: Recording equipment is not provided by LRC. You may provide your own recording equipment to use.

**Q: How do I purchase meal tickets or have a catered event in the Capitol Annex Cafeteria?**

A: Please contact [Doug.Simpson@ky.gov](mailto:Doug.Simpson@ky.gov) with any questions regarding the Capitol Annex Cafeteria.

**Q: How do I reserve space in the Capitol or on the Capitol grounds:**

A: Please contact Linda Stevens with the Capitol Tour Desk to reserve the Rotunda, Mezzanine, or outdoor space. You can email her at [linda.stevens@ky.gov](mailto:linda.stevens@ky.gov) or call her at 502-564-3449.

**Q: How do I reserve the Senate Chambers?**

A: Contact Donna Holiday at [donna.holiday@kylegislature.gov](mailto:donna.holiday@kylegislature.gov).

**Q: How do I reserve the House Chambers?**

A: Contact Melissa Bybee-Fields at [melissa.bybee-fields@kylegislature.gov](mailto:melissa.bybee-fields@kylegislature.gov).