



SENATE PAGE GUIDELINES

PLEASE READ BOTH SIDES OF ALL ENCLOSED DOCUMENTS

Your Senator has placed a great deal of confidence in you by sponsoring you to serve as an Indiana State Senate Page. It is your responsibility to conduct yourself in a mature and responsible manner.

REGISTRATION AND DISMISSAL

Please report to the Page Office between 8:00 a.m.- 8:30 a.m. The Page Office is located in room E032 of the Government Center South Building. We are located near the cafeteria.

Pages under 18 years old will **only** be released from room E032 at 3:30 p.m., to their own parent or legal guardian.

With a **page release consent form**, signed by their own parent or legal guardian, carpooling pages may be released from room E032 to an alternate adult who is 18 years of age or older.

ONLY pages 18 and older may sign themselves out. AUTHORIZED ADULTS ARE REQUIRED TO MEET THE STUDENTS IN ROOM E032 AT DISMISSAL AND SIGN THE PAGES OUT.

LUNCH SUPERVISION

Lunch is **not** provided. Students **18 years and older** may sign themselves out and leave the State House for lunch.

Students **under** 18 years of age may leave the building for lunch **only if** they are signed out and escorted by their own parent(s) or legal guardian(s).

Students' lunchtime is supervised by a staff member in the government cafeteria. Lunch is scheduled between 11:15 a.m. and 12:45 p.m.

Parents and guardians are welcome to accompany their pages with the group to the cafeteria. The cafeteria offers food at moderate prices (\$7 and up) or you may bring a sack lunch.

There is a cash only snack bar in the basement of the State House that is available to pages throughout the day.

REMEMBER TO BRING LUNCH OR LUNCH MONEY

WHAT TO WEAR

Appropriate attire is **VERY** important!

LADIES Suggested Dress Options:

A skirt or dress (no shorter than fingertip length and must have sleeves), dress slacks, blouse or sweater set. If you wear leggings, you must have fingertip length top. Wear comfortable, yet appropriate shoes. Jeans, halter/tank tops/sleeveless/ low cut/midriff showing tops, miniskirts/dresses, t-shirts, sweat suits, flip flops are not permitted.

GENTLEMEN Suggested Dress Options:

A suit, or dress slacks with belt, a collared shirt, or a sweater or sport coat with collared shirt. Ties are recommended but optional. Wear comfortable, yet appropriate shoes. Jeans, low slung pants, t-shirts, sweat suits, flip flops are not permitted.

BRING COMPLETED PHOTO CONSENT AND RELEASE CONTACT FORMS WITH YOU

HOTEL OPTIONS

- Courtyard by Marriott** - 320 N. Senate Ave. 684-7733
- Hampton Inn** - 105 S. Meridian 317-261-1200
- Hilton Hotel** - 120 W. Market Street 800-444-2326
- Hyatt Regency** - One S. Capitol 317-632-1234
- Residence Inn** - 350 W. New York St. 317-822-0840
- The Westin** - 50 S. Capitol Ave. 317-262-8100
- Fairfield Inn** - 501 W. Washington St. 855-873-6565

PARKING

We cannot provide parking spaces for your visit to the State House. There are limited electronic parking meters around the building. Cars will be ticketed if meter time has expired. As a courtesy, we have listed parking facilities close to the capitol. These include:

- Courtyard by Marriott** – 320 N. Senate Ave. \$21
- Circle Centre Parking Garage** - (6-12 hours) \$15
 - 49 W. Maryland St.
 - 49 W. Washington St.
- Hyatt Regency** – 1 South Capitol Ave.

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| Valet | \$25 |
| Self Park | \$24 |

- Marriott Downtown**-350 W. Maryland \$37
- Westin Hotel** – 50 South Capitol Ave. \$29
- Embassy Suites** – 110 W. Washington St. \$22