



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.

PLEASE BRING COMPLETED PHOTOGRAPH AND CONTACT FORMS, RELEASE FORM (IF NEEDED)

WEATHER CANCELLATIONS: Check the website at <http://www.indianasenatepage.com/weather/>

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.

AUTHORIZED ADULTS ARE REQUIRED TO MEET THE STUDENTS IN ROOM E032 AT DISMISSAL AND SIGN THE PAGES OUT.

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. If the page is legally permitted to drive, the parent or legal guardian may authorize the student to be released to **"SELF"** with the proper release form. **ONLY pages 18 and older may sign themselves out (unless a release form has been signed by the parent.)**

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. You do a great deal of walking. 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.

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) or a release form has been signed for a chaperone or other adult to accompany them. Parents with the pages may access the Circle Center Mall or several nearby restaurants as well as the government cafeteria.

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.

REMEMBER TO BRING LUNCH OR LUNCH MONEY

HOTEL OPTIONS

- Courtyard by Marriott** - 320 N. Senate Ave., 317-684-7733
- 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
- Embassy Suites** - 110 W. Washington St., 317-236-1800
- The Marriott** - 350 W. Maryland St., 855-866-1535

PARKING

We cannot provide parking spaces for your visit to the State House. State parking garages and lots on campus are reserved for state employee use only during business hours and should not be used by parents or students participating in the Senate page program. There are limited electronic parking meters around the building. As a courtesy, we have listed parking facilities close to the capitol:

- Courtyard by Marriott** - 320 N. Senate Ave. Under 30 min. free; 30 min.-3 hrs. \$10; 3-6 hrs. \$15; over 6 hrs. \$25
- Circle Centre Parking Garage** (30 W. Georgia) - (0-3 hrs.) \$3, (6-12) \$18
- Hyatt Regency** - 1 South Capitol Ave. Valet \$45; Self Park \$35
- Marriott Downtown**-350 W. Maryland Self Park 2 hrs. or less \$24; 2-5 hrs \$34; 5 and up. \$44
- Westin Hotel** - 50 South Capitol Ave. Self Park 0-1 hr. \$6; 1-2 hrs. \$27; 2-3 hrs. \$37; 3-6 hrs. \$44; 16-12 hrs. \$47; 12 and up \$51
- Court Street Garage** - 33 N. Capitol 1 hr. \$6; 2-3 hrs. \$12; 3-4 hrs. \$14; 4-8 hrs. \$16; 8-12 hrs. \$18