

The Visitors Program in the Department of Legislative Services serves Members of the Maryland General Assembly, their staff, and public constituents by offering free guided tours of the legislative complex to groups. These educational tours are available by advance reservation only. This guide is intended to help group leaders organize a successful visit to the Maryland General Assembly through the Visitors Program.

When are reserved guided tours of the Maryland General Assembly possible for groups?

Educational group tours can be reserved year round for visits on Monday through Friday, 8 a.m. to 5 p.m. (with 4 p.m. being the last tour start time). During the annual legislative session (January to early April) these group tours can also be requested for Monday evenings before the 8 p.m. floor session begins. The Visitors Program offers guided tours to more than 14,000 visitors annually, with half of them coming during the annual legislative session. Early tour reservations are important.

How do I reserve a guided group tour through the Visitors Program?

Group leaders can request a guided tour by telephoning the Visitors Program Coordinator between 8 a.m. and 5 p.m., Monday through Friday, or by leaving a voicemail at:

- 410-946-5423/5400 or 301-970-5423/5400
- 1-800-492-7122 (ext. 5423 or ext. 5400)
- TTY: 410-946-5401 (or 301-970-5401)

When you call, please provide the following details about your group's tour request:

- Group's name and mailing address.
- Group leader's name, contact phone number, and email address.
- Number of youth (and their grade levels) and adults in the group (Note: Student/youth groups need a sufficient number of adult chaperones).
- Preferred visit date and alternative dates; arrival and departure time preferences.
- Why does your group want to visit the Maryland General Assembly and do you have any specific topics of interest? (For school/youth groups, please mention any relevant learning activities the group is doing before the visit.)
- What Maryland legislative district is your group from? (The Visitors Program can give you that information and the names of your legislators.)
- Are any special accommodations needed such as wheelchair access?

Once your group has a reserved tour date, the Visitors Program Coordinator will email your group leader a visit program and share that program with legislators from your group's legislative district. Group leaders need to reconfirm their reserved tour with the Visitors Program at least one week before arrival.

What might my group's tour of the legislative complex include?

Educational group tours can possibly include the following elements, depending on your group's interests, visit date, space availability, and other factors:

- Viewing a video about the legislative process in Maryland;
- Visiting the Maryland State House's historic rooms and the Senate and House of Delegates chambers (if not in floor session);
- Observing a floor session from the Senate or House of Delegates galleries during the annual legislative session (seat availability not guaranteed);
- Touring the Senate and House Office Buildings, including the tunnels connecting them to the State House;
- Visiting a committee room;
- Meeting a legislator(s) from your group's legislative district (schedule dependent);
- Receiving age-appropriate materials about the Maryland General Assembly; and
- On a limited basis, touring Government House (official residence of Maryland's governor)--only an option on Tuesdays or Thursdays, 10:30 a.m.-12 p.m.

What logistics do I need to coordinate for my group's arrival?

Security: All visitors entering the legislative complex and their belongings must pass through a metal detector. Visitors 16 years and older also need to present a photo identification. Visitors should not bring large bags (e.g., backpacks) unless absolutely necessary. Temporary visitor badges are issued and must be worn at all times when visiting the legislative complex.

Groups arriving on their own bus(es): Buses are strictly prohibited on State Circle. Groups with tours reserved through the Visitors Program can have their buses drop off and pick up on College Avenue alongside the Legislative Services Building (#16 on the map on the next page). Buses can park, for a fee, at the Navy-Marine Corps Memorial Stadium.

Groups arriving by car(s): The map on the next page lists nearby public parking options with fees and shows the Trolley Shuttle route that runs from the Navy-Marine Corps Memorial Stadium, to locations near the legislative complex.

School Groups: There is no public lunch room or cafeteria in the legislative complex. School group leaders need to make their own arrangements.

What touring options exist for individuals?

Self-guided tours of the Maryland State House are always an option for individuals Monday through Sunday, 9 a.m. to 5 p.m., except Christmas and New Year's Day when the building is closed. Individuals may inquire with the Visitors Program Coordinator about being added to an already scheduled group tour or to explore other visit possibilities.

Map of State Government in Annapolis

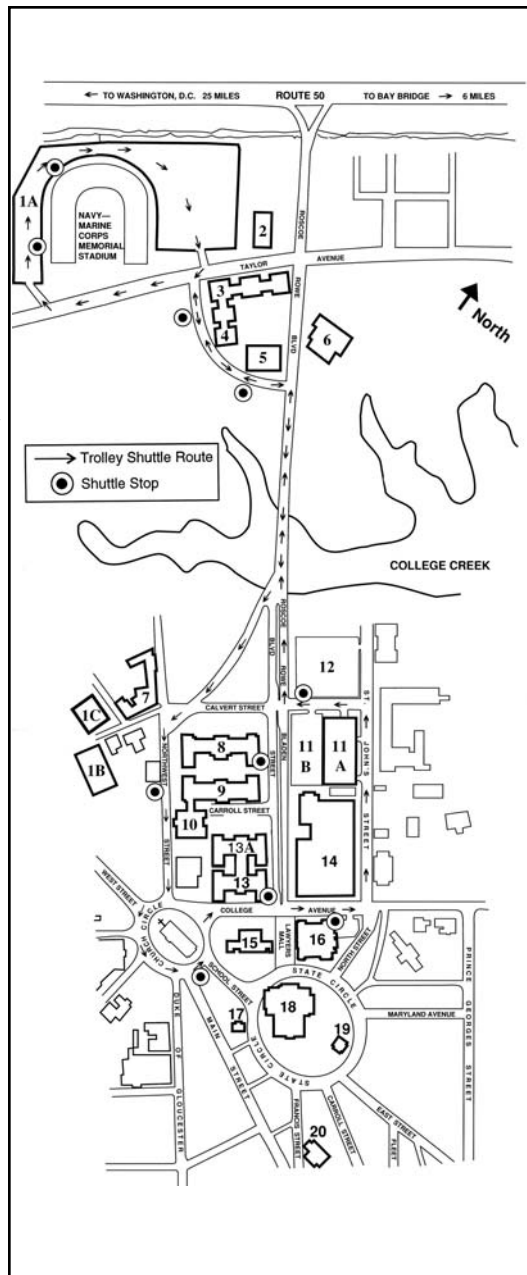
1. Public Parking

A. Navy-Marine Corps Memorial Stadium. Public parking lot entrance, Gate #5, Taylor Avenue. Daily flat fee. The Trolley Shuttle runs to Annapolis Monday through Friday from 6:30 a.m. to 8:00 p.m. at 20 minute intervals. Saturday and Sunday service, 10 a.m. to 6 p.m. No service on State holidays unless the General Assembly is in session. There is a small fee for the trolley.

B. Gott's Court Garage. Entrances: Calvert and Northwest Streets. Hourly rate.

C. Whitmore Garage. Entrances: Calvert and Clay Streets. Hourly rate.

2. Sweeney District Court Building
3. Tawes State Office Building
4. Court Building
5. Courts of Appeals Building
6. State Archives
7. 45 Calvert Street
8. Goldstein Treasury Building
9. State Income Tax Building
10. Data Processing Building
11. Central Services Building
12. Calvert Street Garage
13. James Senate Office Building
- 13A. Miller Senate Building
14. House Office Building
15. Government House
16. Legislative Services Building
17. Shaw House
18. State House
19. Old Treasury Building
20. Wineland Building



VISITORS PROGRAM GUIDE

