



Ewald Consulting

# Government Affairs

## Guide to Visiting the State Capitol

### Preparing For Your Visit

**Scheduling a meeting with your state legislator:** It is important to schedule a meeting beforehand, giving as much notice as you are able. Emailing the legislative assistant of your senator and representative is the best way to coordinate your appointment. Contact information for legislators can be found [online](#). You should also email their legislative assistants as they are key to scheduling appointments. House legislative assistant email addresses on the representative's legislative page. The name of the Senate legislative assistant is on the Senator's legislative page, but not their email address so use [fname.lname@mnsenate.gov](mailto:fname.lname@mnsenate.gov).

While it is best to schedule a meeting in advance, you may also be able to meet with your legislator during House and Senate floor sessions or committee hearings. Their legislative assistant is the best person to coordinate any unscheduled visits.

**Parking:** Parking is available at various spots around the [capitol complex](#). Because of construction around the capitol complex, parking availability is constantly changing. Click [here](#) for current parking availability.

20 accessible parking spaces are in the Senate Office Building parking ramp for no cost (for vehicles under 8.2 feet. The distance from the parking elevator to the Capitol elevators is approximately 3/4 of a city block. There are benches throughout the tunnel. The tunnel is open during capitol hours. Click [here](#) for more information on all available accessible parking.

**Public transportation:** The Capitol is also accessible by public transportation. The closest Light Rail station is the Green Line Capitol/Rice Street Station. There are also areas on the Capitol Complex to securely park bicycles – please see the map linked above for those locations.

**House and Senate daily schedules:** To see what is happening the day you visit the state capitol, view the House and Senate schedules [here](#).

**Reserving meeting space in the capitol:** The public can reserve space for events, meetings, and other gathering purposes. To reserve available space, go to the [online reservation system](#). Note: During the 2025 legislative session, space will be severely limited because available space is impacted by the remodel of the State Office Building.

**Security screening:** There are new [security screening](#) requirements to enter the Minnesota Senate Building and the State Capitol. All visitors will be subject to security screening upon entry. Individuals with a Permit to Carry may continue to lawfully carry but will be required to present their permit as part of the screening process.

**Prepare your story and bring relevant handouts to leave behind:** Think about in advance what message you want to share with your legislators and bring any specific handouts (legislative platform, program-specific information) you would like to leave with your legislators.

### Navigating the Capitol Complex

**Map of capitol complex:** Click [here](#) for a map of the capitol complex.

**Tunnel access:** There is an underground [tunnel](#) that connects the buildings around the capitol complex. The signage is not great, so feel free to ask anyone for directions at any time.

You can access the tunnel system to and from the MN Senate Building (MSB) and the state capitol. To access the tunnel in the MSB: From the main entrance, turn right at the restrooms and proceed to the elevator or stairs. Go down one floor, through the glass doors, and follow the tunnel to the Capitol building. To access the tunnel from the Capitol, take an elevator or the stairs to the basement level and follow the signage.

**Senate offices:** The MN Senate offices are in the Minnesota Senate Building (MSB). The public entrance, on the ground floor, is located at the intersection of Park Street and University Avenue.

Senate Hearing Rooms are all located on the first floor and state senators' offices are located on the second and third floors.

**House of Representative offices:** Because the State Office Building is undergoing construction, House members currently office in the Centennial Office Building. Access to these offices is restricted so work directly with your state representative on a place to meet when coming to the capitol for meetings. House hearings take place in the State Capitol,

**The State Capitol:** The public entrance is located at the top of the main steps, on the south side of the building. Doors open at 8:00 am.

The House and Senate Chambers, where the House and Senate meet in floor session, are located on the second floor. You can follow floor sessions from the galleries of each body, located on the third floor.

House and Senate committee hearing rooms are located on the first floor, ground floor, and the basement.

**Information desks:** Information desks can be found in the Secretary of the Senate's office and the House Chief Clerk's office adjacent to the Senate and House Chambers on the second floor of the Capitol building.

**Capitol tours:** Free guided tours leave at the top of the hour and are 45 minutes. Tours begin at the Capitol Information and Tour Center (Room 126) on the first floor to the right side of the main (south) entrance. On weekdays, the first tour is at 9:00 am and the final tour departs at 4:00 pm.

**Offices of the Governor and Lt. Governor:** The Office of the Governor and Lt. Governor is in room 130 Capitol, on the first floor, west side of the building.

**Food and beverages:** There are two cafeterias in the capitol complex. The State Capitol building has the Rathskeller Cafeteria, located on the basement level on the north end of the building. The cafeteria hours are Monday-Thursday from 8:00 am - 1:30 pm and Friday from 8:00 AM - 1:00 pm.

The cafeteria located in the Department of Transportation building will be closed due to construction. However, the cafeteria in the Centennial Office building is open.

There is a convenience store on the second floor of the State Capitol operated by Services for the Blind, which is open whenever the House or Senate holds floor sessions. The Centennial Office Building also has a convenience store which is open on most business days.

In late April and May, numerous food trucks park on John Ireland Boulevard, near the Capitol Mall.

**Internet access:** Free wireless internet access is available throughout the capitol complex.

**Working space:** If you need space to work during your visit, the public business center is at 318 Capitol. The MN Senate Building also has public seating through the second and third floors.

**Following up after your visit**

**Send a thank you:** Send a thank you note and provide any additional information requested during your visits.