

# Expected Levels of Service During a Lapse in Appropriations

## ACCESS

<b>Appointments Desk</b>	South door will be open. All other Appointments desk locations will be closed.
<b>Vehicle Gates</b>	The Washington & C Street, SW entrance, the Independence & New Jersey Avenue, SE entrance, the 1st & C Street, SE entrance, and the 2nd & Virginia Ave, SW entrance will be open. All other access points will be closed.
<b>Parking</b>	The Rayburn Garage (C Street Entrance), Cannon Garage, Ford Garage, and the exterior lots will be open. Members/staff with permits for parking garages that are closed may park in open garages or exterior lots.
<b>Doors</b>	Rayburn: South Capitol Horseshoe Entrance Longworth: South Capitol Entrance Cannon: C Street Handicap Accessible Door Ford: Second Street Entrance O'Neill: C Street Entrance
<b>House Office Buildings</b>	Open to Members, staff, and visitors on official business.
<b>Capitol</b>	Open to Members, staff, and visitors on official business.
<b>Galleries</b>	The House Gallery is open, but individuals will enter and exit through the CVC Main Entrance (North Screening) and be escorted to and from the gallery.
<b>Guide-led Tours</b>	Cancelled.
<b>Staff-led Tours</b>	Staff-led tours are not permitted.
<b>Member-led Tours</b>	Member-led tours for groups of ten or fewer will be permitted in the House side of the Capitol (but not the CVC) between 9 a.m. and 8 p.m. daily. Members must personally accompany their guests at all times while in the Capitol. If a Member is unable to complete the planned tour, whether to vote or for any other reason, the group must be immediately escorted to the South Door to exit the Capitol.

## SERVICES

<b>Assets/Furnishings/Logistics</b>	Furniture/setup for meetings in Capitol only.
<b>Financial Counseling</b>	There will be full staffing to execute the shutdown process, including vouchers received through to 1/19/18, then the office will be closed.

*Please note that these are only expected levels of various House services and are subject to change. For additional information, please contact the Committee on House Administration at (202) 225-8281.*

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<b>First Call</b>	Open from 8:30 a.m. to 5:30 p.m., including weekends if House in session.
<b>Flag Office</b>	Closed.
<b>Digital Media Services</b>	Graphics staff will provide Member graphics only for use during floor debate.
<b>House Information Resources</b>	Open with a reduced level of support.
<b>House Recording Studio</b>	The Rayburn studio is open.
<b>ID Services</b>	Closed. Emergency badges only.
<b>Mail Delivery</b>	Will continue as normal.
<b>Payroll And Benefits</b>	Furlough Authorization forms should be submitted to the Office of Payroll and Benefits in B-215 Longworth by Monday, January 22 at 5:00 p.m. Any subsequent revisions or updates to the Furlough Authorization Form will be accepted to ensure your staff's status is recorded appropriately.

## HOUSE FACILITIES

<b>House Stationery Store</b>	Closed.
<b>House Gift Shop</b>	Closed.
<b>Beauty and Barber Shops</b>	Closed.
<b>Food Service</b>	The Capitol Market and Dunkin Donuts will be open from 8:30 a.m. to 2:30 p.m. or until the last vote (whichever comes first). All other dining facilities (including the Members' Dining Room) will be closed.
<b>House Child Care Center</b>	The House Child Care Center will remain open.
<b>Dry Cleaners</b>	Closed.
<b>Post Offices</b>	Closed.
<b>Shoe Shine</b>	Closed.
<b>Staff Fitness Center</b>	Closed.
<b>Congressional Federal Credit Union</b>	Open.

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# Constituent Access to Congressional Facilities During a Lapse in Appropriations

<b>Capitol</b>	Open to Members, staff, and visitors on official business.
<b>Capitol Visitor Center</b>	Closed to the public.
<b>Galleries</b>	The House Gallery is open, but individuals will enter and exit through the CVC Main Entrance (North Screening) and be escorted to and from the gallery. There will only be one checkstand open and storage of items will be limited.
<b>Guide-led Tours</b>	Cancelled.
<b>Staff-led Tours</b>	Staff-led tours are not permitted.
<b>Member-led Tours</b>	Member-led tours for groups of ten or fewer will be permitted in the House side of the Capitol (but not the CVC) between 9 a.m. and 8 p.m. daily. Members must personally accompany their guests at all times while in the Capitol. If a Member is unable to complete the planned tour, whether to vote or for any other reason, the group must be immediately escorted to the South Door to exit the Capitol.
<b>Library of Congress</b>	Closed to the public. Minimal levels of staff will continue to assist congressional offices with Constitutional duties.
<b>Botanic Garden</b>	Closed to the public.

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