

U.S. House of Representatives

Washington, D.C. 20515

Memorialization of No-Cost District Office Space

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Member Name: _____**Member State and District:** _____**District Office Address (Street Address, City, State, Zip):**

Entity Providing District Office Space: _____

Pursuant to the Committee on Ethics, acceptance of no-cost office space provided by a federal, state, or local government agency does not violate House Rule 24 (Limitations on use of official and unofficial accounts) and is permissible under House Rule 25, cl. 5(a)(3)(O).

Beginning Date of District Office Occupancy: _____**Square Footage:** _____**Features:**Number of House Staff in Office: _____Office Operation Schedule.☐ Full-time☐ Part-time (set schedule); Schedule: _____☐ Sporadic or By-Appointment☐ * High-Speed Internet Available Within Space.

List any internet providers known to provide service to the property:

☐ * Interior Wiring CAT 5e or Better within Space.☐ Lockable Space for Networking Equipment.☐ Space Shared with non-House Personnel.☐ House Assets in Space (furniture, technology and telecommunications equipment, etc.)

List of House assets: _____

☐ Non-House Furnishings/Equipment in Space.

List of Non-House furnishings/equipment: _____

☐ Parking. ☐ _____ Assigned Parking Spaces☐ _____ Unassigned Parking Spaces☐ General Off-Street Parking on an As-Available Basis☐ After Hours Building Access.*[Signature page follows]*

* Required except in offices: (i) with only 1 staff member, (ii) staffed only part-time or intermittently, and/or (iii) located in shared space where installation of a permanent network is costly/impractical.

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The undersigned acknowledges the provision of no-cost district office space as detailed herein, and further represents that the provision of no-cost district office space conforms to the principles established by the Committee on Ethics.

Member Signature: _____

Date: _____

From the Member's Office, who is the point of contact for questions?

Name _____ Phone (____) _____ E-mail _____@mail.house.gov

This Memorialization of No-Cost District Office Space has been reviewed and is approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____.
(Administrative Counsel)

Send completed form to Administrative Counsel via email to leases@mail.house.gov. Completed forms may also be mailed to:

*Office of Administrative Counsel
5300 O'Neill House Office Building
Washington, D.C. 20515*

Please contact the Committee on Ethics with any questions regarding acceptance of no-cost district office space: 202-225-7103.