MEMORANDUM FOR THE PERSONAL ATTENTION OF SENATORS

1. The rule relating to the Senate Gallery now reads:

"The first two rows of the gallery over the east entrance to the Senate shall be set apart for the exclusive use of the wives and other members of the immediate families of Senators.

"The remainder of the gallery shall be set apart for the exclusive use of the families of Senators and guests visiting their families who shall be designated by some member of the Senator's family, and for the families of ex-Presidents of the United States, as well as families of incumbent Secretary and Sergeant at Arms of the Senate.

"Employees of the Senate, except those on duty at the gallery door shall be excluded."

That this arrangement is in accord with custom is shown by the following petition addressed to the Committee on Rules on January 19, 1933:

"The undersigned members of the Ladies of the Senate Organization, respectfully petition as follows:

"That the first two rows in the Senate Senators' Gallery be reserved for the use of the immediate families of the members.

"In our turn, we agree that when we have guests, we will take seats back of the second row. We will appreciate this courtesy, and thank you for it.

It is requested that all Senators respect the above rule. Guests will be admitted only when accompanied by a Senator or a member of his family. In no event should any Senator insist that an unqualified person obtain a seat in the first two rows of this gallery."
2. The Senators Dining Room in the Capitol is reserved for the use of Senators and their families. Friends and guests are admitted only when accompanied by a Senator or a member of his family. Members of the House of Representatives, the Architect of the Capitol, the Assistant Architect, and the Attending Physician are also admitted. Senators are requested to advise their administrative assistants, clerks and staff members that they and other employees of the Senate will not be admitted unless accompanied by a Senator or a member of his family.

3. The seats along the walls of the Senate Chamber are there primarily for the accommodation of Members of the House of Representatives who may have occasion to visit the Senate. House members have complained that they have been compelled to stand while such seats are occupied by employees of the Senate. It is suggested that all Senators should request their administrative assistants and clerks, including committee clerks and professional staff, not to occupy such seats as spectators, but to go to the card gallery if they desire to listen to debates.

There have also been complaints that some administrative assistants and clerks have been occupying seats in the Democratic and Republican Cloak Rooms. All such employees should be advised by their Senators that the Cloak Rooms are for the exclusive use of Senators and that Senate employees should not remain there longer than is necessary to transact the business that they may have with a Senator.

Carl Hayden, Chairman
Committee on Rules and Administration