

## 2023 PRECINCT CAUCUSES ARRANGEMENT RULES



### Classrooms:

1. Campaigns **MAY NOT** reserve rooms for precinct caucuses.
2. Campaigns **MAY** reserve full or half tables for precinct caucuses.
3. Candidates and campaigns **MAY NOT** enter caucus rooms and leave campaign materials on desks.
4. Candidates may enter caucus rooms to speak to caucus attendees. Candidates seeking the DFL endorsement in the 2023 cycle will be given priority.
5. All trash and recycling **MUST** be picked up and put in main trash and recycling bins in the hallway.
6. The DFL is not responsible for any campaign materials, equipment, and/or belongings; they are the sole responsibility of the campaign.
7. The school district will bill campaigns directly for any damage caused to rooms, entryways, etc for extra cleaning required.
8. If you bring food/snacks, know that no nuts of any kind are allowed in the building.
9. Renting classrooms for ward conventions will be detailed after caucuses.

### Information tables: Tables are available for rental and will be placed in the entryway of each site.

1. The rental fee is \$25 for a whole table. \$15 for a half. Reservations for tables must be made through the Saint Paul DFL—not day of and/or through the ward lead. Campaigns seeking DFL endorsement in the 2023 cycle are given priority to reserve tables.
2. Campaigns needed to reserve a table by 3/12/23 due to district constraints with delivering to sites.
3. Checks must be written to the Saint Paul DFL. Campaigns that wish to reserve a table at the caucus and a room for convention are allowed to submit one check for these rental fees.
4. Tables will be assigned by drawing by the ward chair/s.

SPPS additional requirements: Candidates/organizations shall adhere to any additional requirements by the school or school board with respect to the school premises. IE: blue painters tape must be used in the building. No taping on painted doors, frames, or chalk/wipe boards in classrooms. Do not tape on materials already on the walls of the school. Find empty space.

### Campaign Materials:

1. No campaign materials or literature may be placed anywhere in caucus rooms (ie: tables, chairs, railings). It must be handed to caucus attendees. Precinct conveners will not be handing out campaign materials.
2. No stickers of any kind are allowed in the building.
3. Campaigns may place 10 signs throughout the building. Signs must be secured by blue painters tape in accordance with district rules. Campaign signs on the campaign table are not included in the maximum of 10 signs throughout the building.

Entry buffer space: Candidates and all campaign staff must refrain from approaching caucus attendees as they enter the building. A line on the floor will indicate where campaigns can begin approaching neighbors.

Damage to property: Candidates/ organizations are responsible for any damage and for removing posters and materials. Costs associated with damage to the building and cleaning up a campaign's materials will be billed directly to that campaign by SPPS. The rate for clean-up will be determined by SPPS.

Any disputes: See Beth Commers, 651/247-7009 or [bethcommers@gmail.com](mailto:bethcommers@gmail.com)