Hill Day Guide

If this is your first time getting around Capitol Hill, finding your way can be a daunting task. Don’t worry, even for seasoned Hill goers, being lost is a daily experience! We have pulled together a few helpful hints for newcomers, as well as those who may need a refresher. Remember, every delegation should have an assigned group leader who can make sure everyone is at the designated points on time.

NOTE: If you are having trouble navigating through tunnels or finding the tunnel, look for signs, ask a capitol police officer or staffer, or ask at your current meeting how to get to the next office. [US Capitol Map]

Security:

Before any of your Hill visits, you will have to navigate security. Here are a few tips to help make it easier:

- **House:** If the lines at the Independence Avenue entrances seem long, go to New Jersey Avenue SE, South Capitol Street SE, and C Street SW to find the lesser-used entrances. Some of these entrances may be reserved for congressional staff before 10:00 am EDT, so be sure you check the signage in front of the entrance to make sure use by the general public is permitted.

- **Senate:** If the lines at the Constitution Avenue entrances seem long, go to Delaware Avenue NE and First Street NE to find the lesser-used entrances. Some of these entrances may be reserved for congressional staff before 10:00 am EDT, so be sure you check the signage in front of the entrance to make sure use by the public is permitted. *(Day 1 of the Institute is in Dirksen, a Senate Building)*

- **Capitol Visitors Center:** You must enter at the main entrance which is down the steps in front of the Capitol. When going through security, treat this as you would airport security, i.e.: be sure to place your bag or purse on the conveyor belt to be x-rayed. You will need to remove wallets, belts, jackets, phones, jewelry, and watches and place those on the conveyor belt as well before walking through a metal detector. Shoes that contain any metal may need to be removed and placed on the conveyor belt before walking through the metal detectors. You may be asked to remove your shoes regardless. *(Day 2 of the Institute is in the Capitol Visitors Center or CVC)*

- **NO** outside food or drink is permitted in the Capitol Complex, this includes the visitors center where we are meeting. If you have a medical issue that requires you to have food or drink with you, please bring a note from your physician to show the Capitol police.

Buildings:

- **House:** Each office building is numbered
  - Cannon – 0
  - Longworth – 1
  - Rayburn – 2

House offices have three or four numbers. Any four-digit office number starting with a 1 is located in Longworth. Any four-digit office number starting with a 2 is located in Rayburn. Three-digit office numbers are in Cannon
**Senate:** Senate offices are identified by the building they are in.

- Russell – SR
- Dirksen – SD
- Hart – SH

**The Tunnels:** The Capitol tunnels connect the office buildings on each side of the Capitol with each other.

**House:**

**Cannon** – Take elevators to the basement level. Follow signs pointing to Longworth House Office Building. When you arrive at security, turn left and proceed through the doors to Longworth. Do not go through Security as you must have a congressional staffer with you to go to the Capitol.

There are two tunnels connecting Cannon and Longworth, one in the northwest part of the building and one in the southwest corner of the building. The southwest tunnel is currently closed as part of a major 10-year renovation of the Cannon House Office Building.

**Longworth** – Take elevators to the basement level and follow signs to Cannon or Rayburn.

**Rayburn** - Take the elevators down to the Rayburn sub-basement then follow signs to Capitol Subway and/or Longworth House Office Building. You must take the escalators up to the Longworth basement.

**Senate:**

**Russell** – Take elevators to the basement level and follow the signs to the Dirksen Senate Office Building.

**Dirksen and Hart** – These buildings are connected on every floor from the first to the sixth via corridors connecting the building in the northeast and southeast corners (Dirksen) and in the northwest and southwest corners (Hart). *(We do not recommend taking the basement tunnels between Hart and Dirksen, they are extremely difficult to navigate).*

**Senate to House/House to Senate:** There are tunnels connecting the Senate and House Office Buildings. However, these tunnels are closed to the general public unless they are accompanied by a Member of Congress or congressional staff. You will need to go back through security if you are going from Senate to House or House to Senate.

**Cafeterias:**

<table>
<thead>
<tr>
<th>Chamber</th>
<th>Building</th>
<th>Name</th>
<th>Location</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>House</td>
<td>Rayburn</td>
<td>Rayburn Café</td>
<td>Room 2063</td>
<td>7:30 am EDT – 2:30 pm EDT</td>
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<tr>
<td></td>
<td></td>
<td>Subway</td>
<td>Room B326</td>
<td>11:00 am EDT – 6:00 pm EDT</td>
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<tr>
<td></td>
<td>Longworth</td>
<td>Longworth Café</td>
<td>Room B223</td>
<td>7:30 am EDT – 2:30 pm EDT</td>
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<td></td>
<td></td>
<td>Dunkin’ Donuts</td>
<td>Room B219</td>
<td>7:30 am EDT – 5:00 pm EDT</td>
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<tr>
<td></td>
<td>Cannon</td>
<td>Twelve</td>
<td>Room 138A</td>
<td>7:30 am EDT – 4:00 pm EDT</td>
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<tr>
<td>Senate</td>
<td>Russell</td>
<td>Russell Carry-Out</td>
<td>Basement</td>
<td>7:30 am EDT – 5:00 pm EDT</td>
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<tr>
<td>Dirksen</td>
<td>Dirksen North Serve</td>
<td>Basement</td>
<td>7:30 am EDT – 3:00 pm EDT</td>
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<tr>
<td></td>
<td>Dirksen South Buffet</td>
<td>Basement</td>
<td>11:30 am EDT – 2:30 pm EDT</td>
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<td></td>
<td>Dirksen South Convenience</td>
<td>Basement</td>
<td>8:00 am EDT – 4:00 pm EDT</td>
<td></td>
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<tr>
<td>Hart</td>
<td>The Hart Senate Chef</td>
<td>Dirksen/Hart Ground Floor Connecting Corridor</td>
<td>8:00 am EDT – 6:30 pm EDT</td>
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**Elevators:**

- Certain elevators are reserved for congressional use only. In the House, most elevators are freely available to the public unless it is during a recorded vote at which time elevators are reserved for Members. In the Senate, a portion of elevators are always reserved for Members.
- Always look at the digital display above the elevator or for any signage around the elevators to determine if the elevator is reserved.
- Listening for the Capitol bells can also be helpful in determining when elevators will be reserved for Members.

**Capitol Bells:**

**House**

- One Long Ring: Short Quorum Call
- Two Rings: Votes
- Three Rings: 15-minute Quorum Calls
- Four Rings: Adjournment
- Five Rings: 5-minute Votes
- Six Rings: Recess
- Twelve Rings: Civil Defense Warning (meet at pre-determined emergency meeting locations if the situation permits)

**Senate**

- One Long Ring: Senate is Convening
- One Ring: Yeas and Nays
- Two Rings: Quorum Call
- Three Rings: Call of Absentees
- Four Rings: Adjournment or Recess. End of Daily Session
- Five Rings: 7 ½ Minutes Remaining on Yea and Nay Vote.
- Six Rings: Morning Business Concluded.