

Paulett Hemmings

From: Jones, Trevor <Trevor.Jones@mail.house.gov>
Sent: Thursday, November 3, 2016 9:42 AM
To: Paulett Hemmings
Subject: RE: New Tour Request

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Paulett,

It's great to hear you'll be visiting DC! My name is Trevor Jones and I am the Tour Coordinator for Congresswoman Castor. We would be glad to help you with your requests. If you have any questions, please do not hesitate to contact me. You can reach me via e-mail directly by replying to this email or by phone at 202-225-3376. Here's the tour information that you requested:

White House

Unfortunately, the White House requires all tour requests be submitted at least 21 business days prior to the requested tour date. This is so that the White House can do background and security checks on all prospective tour participants. Sadly, the dates that you indicated you will be in DC fall within this 21 day window and the White House will no longer allow us to submit your tour request.

US Capitol

I have reserved a tour for you through the new Capitol Visitors Center. You should have received an email from the Capitol Visitors Center with a reservation confirmation document attached. Please make sure to print the reservation confirmation and bring it with you on your tour. Your tour information is as follows:

Confirmation Number: 201611338189878

Tour Name: Capitol Tour
Arrival Date: Nov 14, 2016
Arrival Time: 12:00 PM
Number of Passes: 1

If you are interested in visiting the House and/or Senate galleries, you must stop by our office first to pick up gallery passes. Please note that the Senate galleries are only open when the Senate is in session. Our office is located in room 205 of the Cannon House Office Building. If you would prefer that we mail the passes to you please email me stating your preference and include the mailing address.

Library of Congress

The Library of Congress is located on 1st Street SE between Independence Avenue and East Capitol Street. The Library offers free, hour-long, docent-led public tours of the Jefferson building, highlighting the building's art and architecture.

Tours occur:

Monday - Friday, 10:30 a.m., 11:30 a.m., 1:30 p.m., 2:30 p.m., and 3:30 p.m.
Saturdays at 10:30 a.m., 11:30 a.m., 1:30 p.m., and 2:30 p.m.

No tickets or reservations are required. The Library of Congress Experience, an interactive exhibit in the Jefferson building, is open on Monday - Friday from 8:30 a.m. - 4:30 p.m. For additional information or questions, call (202) 707-8000, or visit vso@loc.gov.

The National Archives:

The National Archives is located at 700 Pennsylvania Avenue NW. The National Archives are open daily, and admission is free. The museum is open from 10:00 a.m. - 7:00 p.m. from March 15 - Labor Day and from 10:00 a.m. - 5:30 p.m. from the day after Labor Day - March 14. The last person is admitted 30 minutes prior to closing. For a self-guided tour of the National Archives Experience, a reservation is not necessary. If you would like a self-guided tour of the museum at a set time, it is recommended that you make reservations by emailing visitorservices@nara.gov at least six weeks in advance. Self guided tour reservations may be made for times between Monday - Friday 10:15 a.m. - 5:30 p.m. during the spring and summer and between Monday - Friday 10:15 a.m. - 4:00 p.m. during the fall and winter. Self guided tours use the National Archives entrance at Constitution Avenue and 9th Street NW. For a guided tour, call the tour office at 202-357-5450 at least six weeks in advance. Guided tours are available Monday - Friday 9:45 a.m. For guided tours, use the National Archive entrance at Constitution Avenue and 7th Street NW. For additional information or questions, call 203-357-5450, visit or email visitorservices@nara.gov.

The Bureau of Engraving and Printing:

The Bureau of Engraving and Printing is located on the corner of 14th and C Street SW. Tours of the Bureau of Printing and Engraving are free and open to the public. However, during the Peak Season of March - August, it is necessary to pick up a free ticket from Raoul Wallenberg Place (formerly 15th Street). The ticket booth distributes same-day tickets and opens at 8:00 a.m. It is recommended that you arrive earlier than 8:00 a.m., as lines form very early, and the booth is frequently out of tickets by 8:30 a.m. Tours of the Bureau occur on weekdays from 9:00 a.m. - 10:45 a.m. and every 15 minutes between 12:30 p.m. - 2:00 p.m. During the summer, additional tours are scheduled every 15 minutes between 2:00 p.m. - 3:45 p.m. and every 15 minutes between 5:00 p.m. - 7:00 p.m. Even if you are unable to get free tickets, the Visitors Center is open on weekdays from 8:30 a.m. - 3:30 p.m. and from 8:30 a.m. - 7:30 p.m. during the summers. Between September and February no tickets or reservations are necessary and tours occur between 9am-10:45am and 12:30pm-2pm. The entrance to the Visitor's Center is on 14th and C Streets. For additional information or questions, call (202) 874-2330 or toll-free 1-866-874-2330.

If you have any questions, please feel free to contact me. I look forward to hearing from you!

Best,

Trevor D. Jones | Staff Assistant
Congresswoman Kathy Castor (FL-14)
205 Cannon House Office Building
P: 202-225-3376 | F: 202-225-5652

Paulett Hemmings

From: noreply@visitthecapitol.gov
Sent: Monday, November 7, 2016 9:15 AM
To: Paulett Hemmings
Subject: U.S. Capitol Visitor Center: Welcome Letter



Dear PAULETT HEMMING,

Welcome to the U.S. Capitol, where the U.S. House of Representatives and the U.S. Senate have met for more than two centuries. Today, it stands as a monument not only to its builders but also to the American people and our system of representative democracy.

Thank you for reserving a tour of the U.S. Capitol. We hope you enjoy your visit.

Confirmation Number: 201611338189878

of Pass(es): 1

Tour Date: Nov 17th, 2016

Tour Time: 12:00 PM

PROHIBITED ITEMS

Before entering the U.S. Capitol Visitor Center, all visitors are screened by a magnetometer, and all items that are permitted inside the building are screened by an x-ray device. Visitors should keep their belongings with them at all times as unattended items may result in a disruption of service at the Capitol.

While certain exceptions for medical needs can be made, the following items are strictly prohibited:

- **Liquid, including water**
- **Food or beverage of any kind, including fruit and unopened packaged food**
- Non-aerosol sprays (Prescriptions for medical needs are permitted.)
- Any bag larger than 18" wide x 14" high x 8.5" deep
- Knives of any size
- Aerosol containers
- Any pointed object, e.g., knitting needles and letter openers. (Pens and pencils are permitted.)
- Electric stun guns, martial arts weapons or devices
- Guns, replica guns, ammunition and fireworks

- Mace and pepper spray
- Razors and box cutters

Visitors: The Capitol Visitor Center is open from 8:30 a.m. to 4:30 p.m., Monday through Saturday. It is closed on Thanksgiving Day, Christmas Day, New Year's Day, Presidential Inauguration Days, and Sundays.

Official Business: Visitors with official business appointments may enter the Capitol Visitor Center as early as 7:15 a.m.

RESERVATION CONFIRMATION

PLEASE PRINT THIS PAGE and bring it with you when you visit the U.S. Capitol to get your tour passes. (This is not your tour pass.)

TIPS FOR VISITING THE U.S. CAPITOL

- As parking is limited on Capitol Hill, visitors are encouraged to use public transportation to reach the U.S. Capitol. Train (Metrorail) stations and bus stops are nearby – the Union Station and Capitol South Metrorail stops are the most convenient to the Capitol.
- Visitors enter the U.S. Capitol through the Capitol Visitor Center. The entrance is located beneath the east plaza of the Capitol.
- You must pick up your tour pass prior to the tour time printed on your confirmation letter. From March through August, please arrive at least 30 minutes early to complete the required security and screening process.
- To visit the Galleries of the Senate or House of Representatives, obtain separate passes from the offices of your Senators or Representative. International visitors may inquire about passes at the Senate or House of Representatives Appointment Desks located inside the Capitol Visitor Center.
- The tour of the historic Capitol includes a 45-minute guided walking tour as well as a 13-minute orientation film. Escalators and elevators are located near the public stairways, and wheelchairs are available upon request at the Visitor Center.
- Please take advantage of Exhibition Hall, the Restaurant, the Gift Shops and the other amenities at the Capitol Visitor Center before or after your tour.
- The U.S. Capitol is subject to the unscheduled suspension of tours.

Your feedback is important to us. Share your experience at www.visitthecapitol.gov/comments

For general information about touring the U.S. Capitol, go to www.visitthecapitol.gov. please note that the U.S Capitol is subject to temporary suspension of tours. Thank you for visiting the U.S. Capitol.