

205 CMR: MASSACHUSETTS GAMING COMMISSION  
205 CMR 138.00: UNIFORM STANDARDS OF ACCOUNTING PROCEDURES AND  
INTERNAL CONTROLS

138.07: Internal Controls A: (Reserved) Floor Plans

(1) A system of internal controls submitted by a gaming licensee in accordance with 205 CMR 138.02 shall include provisions for the production and updating of a floor plan for the gaming establishment. Further, provisions shall be included to ensure that no gaming operations occur without an approved floor plan, and that the configuration of the gaming area remains compliant with the approved plan at all times unless amended in accordance with the process outlined by 205 CMR 138.07(2) or (3). The initial floor plan for a gaming establishment resulting from the process described in 205 CMR 138.07 shall be reviewed as part of the 205 CMR 138.02 approval process.

The gaming area depicted in a floor plan shall be arranged in such a manner as to provide optimum security for the gaming operations. A floor plan shall accurately depict the entire layout, including equipment positioning, in the gaming area and support areas; shall be drawn to at least one-eighth inch scale (1/8 inch = one foot); and shall depict, at a minimum, the location of the following:

- (a) The gaming area, and any simulcasting facility, including, at a minimum, the proposed total square footage thereof and a clear delineation of the respective perimeter of each;
- (b) Each gaming pit, its pit location number, and any alternate configurations;
- (c) Each table game, noting its table number;
- (d) Each CCTV camera, noting its type and camera number;
- (e) Each slot booth, noting its booth number,
- (f) Each cashier's cage and its component offices and areas;
- (g) Each window at the cashiers' cage, noting its window number;
- (h) Each count room;
- (i) Each slot zone, its slot zone location letter or number and the total number of authorized slot machine locations within that slot zone, and at the gaming licensee's option, a maximum of four alternate configurations or locations for that slot zone and the alternate slot zone location number for each (for example, Slot Zone 2A);
- (j) Each authorized slot machine or other electronic gaming device location, which location shall contain no more than one slot machine at a time, noting its slot machine location number and any slot zone location letter or number;
- (k) Each automated coupon redemption machine, noting its location number;
- (l) Each automated jackpot payout machine, noting its location number;
- (m) Each gaming voucher redemption machine, noting its location number;
- (n) Each satellite cage and its component offices and areas;
- (o) Each area approved for the storage of gaming chips or plaques;
- (p) Each room or area approved for the storage of dice or playing cards;
- (q) Each other room or area that is accessible directly from the gaming area;
- (r) For those establishments with a simulcasting facility:
  - 1. Each simulcast counter and any ancillary simulcast counter, along with their component offices, areas and equipment,

2. Each credit voucher machine, noting its location number;
3. Each self-service pari-mutuel machine, noting its location number, and
4. Each other area or room designated by the commission.

(2) Temporary amendments to floor plan

- (a) In order to temporarily amend the floor plan approved in accordance with 205 CMR138.07(1) and reconfigure one or more approved table game pit areas or slot machine zones (areas) in the gaming area, a gaming licensee must first seek the Bureau's approval by filing a written request with the Bureau at least 24 hours prior to implementing such reconfiguration. The request shall be accompanied by a certification from the licensee's surveillance department that adequate surveillance coverage will be in place for the temporary reconfiguration. If the gaming licensee does not receive a response from the Bureau within 24 hours of submitting the request, the gaming licensee may proceed with the reconfiguration. (Movement of a slot machine must also be done in accordance with 205 CMR 144.00). The Bureau may deny any request that will result in a violation of any law, regulation, or approved internal control, or may jeopardize the safety and/or security of a patron or the integrity of the gaming operation.
- (b) A reconfigured gaming area, table game pit, or slot machine zone (area) shall not:
  1. Exceed the dimensions approved in the existing approved floor plan for the area unless the request for temporary amendment includes any required approval of the municipal building official. Such approval may be required in instances including, but not limited to, the egress from the gaming floor or area is altered, structural modification is proposed, or the use or occupancy classification for the area is modified;
  2. Result in improper surveillance coverage under the approved surveillance plan.
- (c) Each table game pit shall have an alarm system, approved by the Bureau, which enables an employee of the gaming establishment to transmit a signal that is audibly and visually reproduced in each of the following locations whenever there is an emergency in the pit:
  1. The surveillance monitoring rooms;
  2. The casino security department; and
  3. The on-site Bureau office.
- (d) A temporary reconfiguration may only remain in place for 30 days from approval. Upon request, the Bureau may approve one 30 day extension of the temporary approval. In order for an amendment to the configuration to remain in place for a longer period of time, the amendment process described in 205 CMR 138.07(3) shall be followed.
- (e) All reconfigurations made pursuant to a temporary amendment to an approved floor plan shall be subject to inspection by the Bureau to ensure compliance with all applicable laws and regulations and the gaming licensee's approved system of internal controls.
- (f) The Bureau may approve a request for a temporary amendment to an approved floor plan on less than 24 hours notice in its discretion provided that all pertinent information is provided to its satisfaction.

(3) Amendments to approved floor plan

- (a) A floor plan approved in accordance with 205 CMR138.07(1) may be amended upon request by a gaming licensee and approval by the Bureau. Such request shall be filed with the Bureau in writing at least 72 hours prior to the time for which implementation of the amendment(s) is sought. Such request shall include, at a minimum, the following information as applicable:
1. A depiction of any new configuration to the gaming area, a table game pit, or a slot machine zone (area) in comparison with the existing configuration;
  2. A depiction of any new outer perimeter of the gaming area, table game pit area, or slot machine zone (area) in comparison with the existing perimeter;
  3. A statement of the resulting square footage of the area to be amended in comparison with the existing square footage for the area;
  4. A narrative from a design professional certifying the changes to the floor plan, and/or any necessary approval from the municipal building official.
  5. Identification of any necessary amendments to the gaming licensee's surveillance plan to ensure adequate coverage of the configuration.
- (b) Within 72 hours of receipt of a request to amend a floor plan filed by a gaming licensee, the Bureau, shall review the proposed change set forth in the application to ensure that it will not result in a violation of any law, regulation, or approved internal control, or may jeopardize the safety and/or security of a patron or the integrity of the gaming operation. After review, the Bureau may preliminarily approve the request, deny the request, request further information from the gaming licensee, or request that the licensee's request be modified. The gaming licensee shall not implement any changes until receiving preliminary approval from the Bureau.
- (c) The gaming licensee shall notify the Bureau in writing upon implementing a preliminarily approved amendment to the floor plan. The Bureau shall inspect the physical changes to ensure that they conform to the approved amendment. Following such inspection the Bureau may issue a final approval for the amendment, request that changes be made to conform to the preliminary approval, or request that changes be made to ensure compliance with applicable laws, regulations, or approved internal controls, or to ensure the safety and/or security of a patron or the integrity of the gaming operation.
- (4) An approved copy of the floor plans, and amendments thereto, shall be filed with the Bureau in the gaming establishment, a copy shall be kept on file with the gaming licensee's security office, and with the gaming licensee's monitoring rooms.
- (5) Prior to commencing gaming operations with the amended configuration an updated Table Games Master List shall be filed to ensure compliance with 205 CMR 138.66(3)(a).

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138.66: Master Lists of Approved Table Games, Movements of Gaming Equipment:  
Amendments of Operation Certificates upon Filing Updated Master List

The system of internal controls submitted by a gaming licensee in accordance with 205 CMR 138.02 shall include provisions relative to the movements of gaming equipment that incorporate, at a minimum, the following provisions:

(1) ~~Prior to the issuance of an operation certificate and the commencement of~~ **In order to conduct** gaming or simulcast wagering, each gaming licensee shall file with the IEB office in the gaming establishment comprehensive lists of the table games in its gaming establishment (the Table Games Master List), if any.

(2) At a minimum, each Table Game Master List shall contain the following information:

- a. The date on which the list was prepared;
- b. A description of each table by:
  1. Type of authorized game;
  2. Location number; and
  3. Serial and table number; and
- c. Such other information as the commission may require.

(3) Whenever a gaming licensee proposes that gaming tables be brought into, removed from or moved within a gaming establishment, as applicable, the gaming licensee shall first:

- a. ~~Obtain any amendment to its operation certificate~~ **ensure that the resulting table game configuration will be consistent with the approved floor plan in accordance with 205 CMR 138.07 and that the number of table games is within the authorized number allowed under the operations certificate issued in accordance with 205 CMR 151.01;** and
- b. Provide an authorized agent of the IEB with written notice at least ~~72~~ **24** hours prior to the actual movement of each gaming table, ~~slot machine and bill changer.~~

(4) The gaming manager or his or her designee shall notify in writing the accounting department, the security department and the IEB, ~~72~~ **at least 24** hours in advance of all movements and removals of gaming tables. The notification shall include at a minimum:

- a. The date and time of movement or removal;
- b. The gaming table(s) or asset number(s) of slot machines, as applicable;
- c. Whether a movement or removal;
- d. The location from which gaming table ~~or slot machine~~ will be moved;
- e. The location to which the gaming table ~~or slot machine~~ will be moved; and
- f. The signature of a gaming manager or designee.

(5) Prior to moving or removing a gaming table:

- a. The table inventory shall be credited from the table; and
- b. The table drop box shall be removed during a scheduled drop box pick-up and a replacement box not placed on the table.

(6) Immediately after each gaming table is brought into, removed from or moved within a gaming establishment, the gaming licensee completing the move shall file and serve, in accordance with 205 CMR 138.66(1), updated master lists of its table games to the extent that the move causes a change in the information contained on the most recent version of the applicable list on file with the IEB.

~~(7) The number of each type of authorized game included in the gaming licensee's operation certificate or any approved amendments thereto shall be amended, upon the filing of an updated Table Games Master List to conform to the correct number of each type of authorized game that is specified in the applicable list.~~

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205 CMR: MASSACHUSETTS GAMING COMMISSION  
205 CMR 151.00: REQUIREMENTS FOR THE OPERATIONS AND CONDUCT OF  
GAMING AT A GAMING ESTABLISHMENT

151.01: Issuance and Posting of Operation Certificate

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(2) The Operation Certificate shall be conspicuously posted within the gaming establishment and shall state the **maximum** number of gaming positions by type, *i.e.*, slot machines, electronic gaming devices, table games or such other forms of gaming positions approved by the commission.

151.02: Floor Plan

(1) Prior to the issuance ~~or amendment~~ of an Operation Certificate and the commencement of gaming or simulcast wagering, a gaming licensee shall obtain ~~commission~~ approval for the floor plans of its gaming area, simulcasting area (if any), and any restricted areas **as provided in 205 CMR 138.07: Floor Plans**. The gaming establishment shall be arranged in such a manner as to provide optimum security for the gaming establishment operations.

(2) Each floor plan required by 205 CMR 151.02(1) shall accurately depict the entire layout, including equipment positioning, in the gaming area and support areas; shall be drawn to at least one-eighth inch scale (1/8 inch = one foot); and shall depict, at a minimum, the location of the following:

- (s) ~~The gaming area, and any simulcasting facility, including, at a minimum, the proposed total square footage thereof and a clear delineation of the respective perimeter of each;~~
- (t) ~~Each gaming pit, its pit location number, and any alternate configurations;~~
- (u) ~~Each table game, noting its pit and table game location number;~~
- (v) ~~Each CCTV camera, noting its type and camera number;~~
- (w) ~~Each slot booth, noting its booth number;~~
- (x) ~~Each cashier's cage and its component offices and areas;~~
- (y) ~~Each separate master coin bank;~~
- (z) ~~Each window at the cashiers' cage, noting its window number;~~
- (aa) ~~Each count room;~~
- (bb) ~~Each slot zone, its slot zone location letter or number and the total number of authorized slot machine locations within that slot zone, and at the gaming licensee's option, a maximum of four alternate configurations or locations for that slot zone and the alternate slot zone location number for each (for example, Slot Zone 2A);~~
- (cc) ~~Each authorized slot machine or other gaming device location, which location shall contain no more than one slot machine and bill changer at a time, noting its slot machine location number and any slot zone location letter or number;~~
- (dd) ~~Each slot stool authorized for use, if any;~~
- (ee) ~~Each automated coupon redemption machine, noting its location number;~~
- (ff) ~~Each automated jackpot payout machine, noting its location number;~~
- (gg) ~~Each gaming voucher redemption machine, noting its location number;~~
- (hh) ~~Each satellite cage and its component offices and areas;~~
- (ii) ~~Each coin vault;~~

- (jj) Each area approved for the storage of gaming chips or plaques;
- (kk) — Each room or area approved for the storage of dice or playing cards;
- (ll) Each other room or area that is accessible directly from the gaming area;
- (mm) — For those establishments with a simulcasting facility:
  5. — Each simuleast counter and any ancillary simuleast counter, along with their component offices, areas and equipment;
  6. — Each credit voucher machine, noting its location number;
  7. — Each self-service pari-mutuel machine, noting its location number, and
  8. — Each other area or room designated by the commission.

(3) A gaming licensee, after obtaining the commission's approval of its floor plans submitted in accordance with 205 CMR 151.02, shall not commence gaming or simulcast wagering in the areas depicted on the floor plan until an Operation Certificate has been issued, and a copy of the floor plans has been delivered to the commission's IEB office in the establishment, an electronic copy has been sent to the IEB's main office, and a printed copy thereof has been delivered to each of the following:

- (a) The gaming licensee's security podium; and
- (b) The gaming licensee's monitoring rooms.

#### 151.05: Operation Certificate: Amendment to Conform to Approved Changes

(1) Prior to making a change to any approved component of its gaming establishment, a gaming licensee shall petition the commission to amend the Operation Certificate. The application shall include, without limitation, the following:

- (a) If applicable, a description of any proposed changes in the number of authorized gaming positions, by category, to be played in the gaming establishment;
- (b) If applicable, a revised floor plan of the gaming establishment, simulcasting area, or any restricted area reflecting the proposed change, which revised floor plan shall be filed with the commission at the office of its Senior Supervising Agent in the establishment. Such petition shall also include the following information:
  1. a comparison showing the presently authorized square footage of the gaming area, simulcasting area, or restricted area to be amended with that which will result if the proposed change is made;
  2. A clear delineation of any proposed change to the perimeter of the gaming area, simulcasting area, or restricted area;
  3. A narrative from the architect certifying the floor plan that clearly describes the change to be made by the proposal, noting with particularity any such change to the perimeter of the gaming area, simulcasting area, or restricted area; and
  4. A description of any alternate gaming pit or slot zone configurations of locations. Prior to any change to and offering to the public of an approved alternate configuration or location:
    - a. The gaming licensee shall provide the Senior Supervising Agent with at least 24 hours prior written notice of the change; and

- b. ~~A physical and CCTV inspection of the alternate configuration or location shall be performed and approved by the commission, or its designee.~~
- (2) ~~Within three business days of a gaming licensee filing an application pursuant to 205 CMR 151.05(1), the commission, or its designee, shall review the proposed change set forth in the application for compliance with M.G.L. c. 23K and 205 CMR. Unless the commission, or its designee, notifies the gaming licensee in writing that the proposed change is to be scheduled for a full hearing by the commission at a public meeting or is disapproved, the gaming licensee, after obtaining all approvals required by federal, state or local government officials and providing a copy or other acceptable written evidence of such approvals to the commission, may begin implementing such change upon the earlier of the following:~~
- ~~(a) The expiration of the three-day period; or~~
  - ~~(b) Receipt of written commission approval for the change.~~
- (3) ~~The gaming licensee shall notify the commission in writing upon final completion of any proposed change set forth in the application and for which the gaming licensee is prepared to seek final approval pursuant to 205 CMR 151.05(4). A floor plan in the form prescribed by 205 CMR 151.02(2) that depicts the changes made shall accompany the notice.~~
- (4) ~~Promptly after the filing of a notice pursuant to 205 CMR 151.05(3), the commission or its designee shall inspect the physical changes made to the gaming establishment, simulcasting facility and/or any restricted area to ensure that those changes conform to the floor plan accompanying the notice and the description previously submitted to the commission. Following such inspection, the commission, or its designee, shall notify the gaming licensee in writing as to which physical change is approved and which is rejected, whereupon, in the event any change is rejected, the gaming licensee shall either:~~
- ~~(a) Correct any rejected change to conform with the approved floor plan;~~
  - ~~(b) Submit a new application for the proposed change; or~~
  - ~~(c) Take such other action as the commission, or its designee, may direct to ensure that the currently approved floor plan accurately depicts the physical layout of the gaming establishment, the simulcasting area (if any) and/or any restricted area.~~
- (5) ~~The Operation Certificate shall be amended to conform to each change approved in accordance with 205 CMR 151.05(4).~~

#### 151.06: Temporary Amendments for Pit and Slot Zone Configurations or Reconstitutions

- (1) ~~A gaming licensee may temporarily reconfigure one or more pits or slot zones by filing a notice with the commission at the IEB office in the gaming establishment to temporarily reconfigure for each specific pit or slot zone, which notice shall be filed at least 24 hours prior to implementing such alternate configuration. If the gaming licensee does not receive a response to the petition within that 24 hour period, the gaming licensee may proceed with the reconfiguration or reconstitution.~~
- (2) ~~A reconfigured pit shall not:~~
- ~~(a) Exceed the dimensions approved for the pit that existed immediately prior to the reconfiguration; nor~~
  - ~~(b) Include any change requiring the approval of a building official without having first obtained that approval and the approval of the commission.~~



~~(3) Each pit operating under an approved configuration shall have an alarm system, approved by the commission, which enables a pit clerk or a pit supervisor to transmit a signal that is audibly and visually reproduced in each of the following locations whenever there is an emergency in the pit:~~

- ~~(a) The surveillance monitoring rooms; and~~
- ~~(b) The casino security department.~~

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