

State of Mississippi
Department of Finance & Administration, Office of Capitol Facilities
501 N. West Street, Jackson, Mississippi 39201
Tel. (601) 359-3630
Fax (601) 359-1342

Application for Facility Reservation / Activity / Demonstration Permit

Date Submitted: _____

Organization Name: _____ Phone #: _____
Address: _____ Fax #: _____
_____ Email: _____

PRIMARY contact for event: _____ Phone #: _____
Address: _____ Fax #: _____
_____ Email: _____

ALTERNATE contact person: _____ Phone #: _____
Address: _____ Fax #: _____
_____ Email: _____

Type of demonstration/activity: _____

Purpose of demonstration/activity: _____

Proposed **date(s)**: From: _____ To: _____
Proposed **time**: From: _____ To: _____
Access time for setup: From: _____ To: _____

Location (GYWHCneL
South Steps
Grounds
*1st Floor Rotunda – (see next column)
**2nd Floor Rotunda

***If 1st Floor Rotunda Please Select Location:**
1st Floor Rotunda A*
1st Floor Rotunda B*
1st Floor Rotunda C*
1st Floor Rotunda D*

**Please see next page for a diagram of the locations in the 1st Floor Rotunda*

***Events scheduled on the 2nd Floor Rotunda may be rescheduled or relocated to accommodate priority business of the State.*

Expected Attendance: _____

List special equipment to be used/needed: _____

I certify that the above statements are true and correct and that I agree to the terms and conditions of the Office of Capitol Facilities Policy provided to me. If access to the State House or Legislative Office Building is requested, this application will be forwarded to the appropriate Legislative offices for further approval. Additional time for processing may be required. This permit may be revoked for just cause at any time.

Signature of person making application: _____ Date: _____

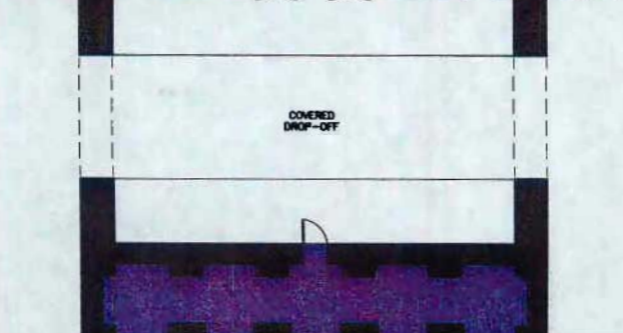
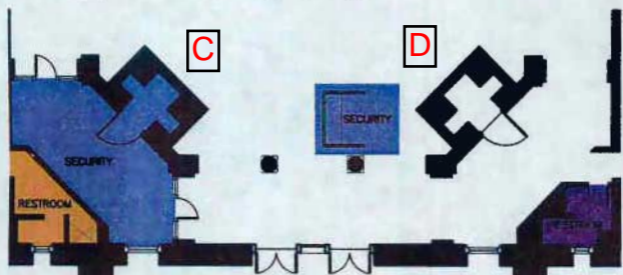
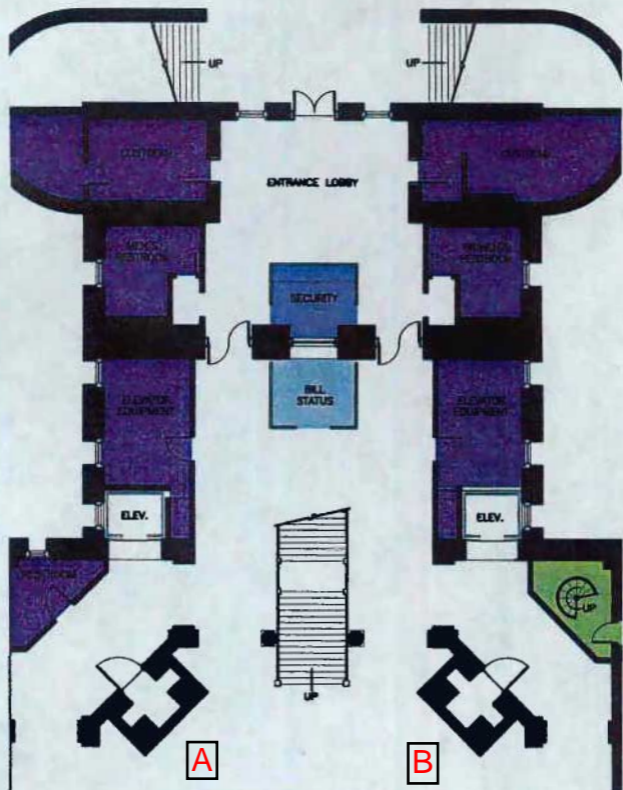
For Official Use Only

Director of Capitol Facilities Date

Office Personnel Date

Approved: _____
Denied: _____
Confirmation #: _____
Date: _____

The granting of a permit by the State of Mississippi to use the area for demonstration or activity indicates neither endorsement nor support by the State of the views or religious beliefs of the organization sponsoring the demonstration or activity.





Policies & Procedures

MS DEPARTMENT OF FINANCE & ADMINISTRATION

New Capitol Building Reservation and Use Policy

I. INTRODUCTION

These policies govern the casual, temporary presence of members of the public in or about the New Capitol Building. The policies are promulgated by the Governor and the Department of Finance & Administration, Office of Capitol Facilities, under their respective powers over space, other than that controlled by the Mississippi Legislature.

The Department of Finance & Administration, Office of Capitol Facilities, has statutory jurisdiction for the care and general supervision of the New Capitol Building and its grounds. The Office of Capitol Facilities has jurisdiction over the hallways, rotunda, common areas, and grounds of the New Capitol Building.

II. DEFINITIONS

A. New Capitol

Unless otherwise specified, the “New Capitol” includes the rotunda area and grand staircases of the interior and the exterior of the New Capitol and its grounds.

B. Event

“Event” includes any press conference, performance, ceremony, presentation, meeting, rally, reception or gathering of people for a common purpose or cause to be held in the public areas of the Capitol.

C. Exhibit

“Exhibit” includes any temporarily attended or unattended display, including but not limited to paintings, sculptures, arts and crafts, photographs, or other graphic displays; public service and educational presentations; and historical displays.

D. Public Areas (Interior)

The interior public areas of the New Capitol include all levels of the rotunda and the grand staircases.

E. Public Areas (Exterior)

The exterior public areas of the New Capitol include the sidewalks, driveways, porticos, exterior walls and surfaces of the buildings, first floor (street level) and second floor entrances, porches, porticos, staircases, and the grounds, defined as property on which the New State Capitol Building is situated.



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F. Public Purpose

Events and exhibits whose primary intended purpose is to promote the interests or general welfare of inhabitants or residents within the state are deemed to be for a public purpose. Events, exhibits and functions which are inherently private in nature are deemed to lack a public purpose, unless the applicant can demonstrate a “public purpose” to the satisfaction of the approving entity. Events including, but not limited to, weddings, private receptions, and birthday parties do not serve a public purpose; therefore, they are prohibited in the New Capitol Building.

G. Security

Capitol Police officers shall provide security for all events at the New Capitol Building and/or its grounds. If necessary, additional law enforcement personnel may be called into service to assist the Capitol Police staff.

III. PROCEDURES FOR EVENT RESERVATION REQUESTS

- A. Requests for temporary use of the public areas of the “Capitol Complex” as defined herein, which are under the jurisdiction of the Office of Capitol Facilities in accordance with Mississippi Code Annotated § 29-5-2, must be directed to:

By Mail:

Office of Capitol Facilities
Mississippi Department of Finance & Administration
501 North West Street
Woolfolk Annex 2nd Floor
Jackson, Mississippi 39201

By Email:

dfareservations@dfa.state.ms.us

By Facsimile:

(601) 359-1342

By Phone:

(601) 359-3630

- B. All requests must be submitted in writing on the Application for Facility Reservation / Activity / Permit Demonstration. The application may be obtained from the DFA website: <http://www.dfa.state.ms.us/Offices/CapFacil/Forms/PublicUsePolicy.pdf>.
- C. Events in the indoor public areas of the New Capitol Building will be scheduled only during regular hours of operation: 8:00 a.m. to 5:00 p.m. daily except Saturdays,



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Sundays, and holidays. The New Capitol Building is closed on all observed holidays as declared by the Governor. When either house of the Legislature or a legislative committee is in session at the New Capitol, other than during regular hours, a schedule will be posted.

- D. Events scheduled outside regular hours will be scheduled by appointment with the Office of Capitol Facilities. The Office of Capitol Facilities reserves the right to charge to the user any actual costs incurred by the agency for making the facility available “after hours.”

IV. EVENT/ EXHIBIT APPROVAL CRITERIA FOR THE NEW CAPITOL BUILDING & GROUNDS

- A. A properly completed application shall be submitted to the Office of Capitol Facilities at least five (5) business days prior to the event and/or exhibit. This application may be obtained from the Department of Finance & Administration website at:

<http://www.dfa.state.ms.us/Offices/CapFacil/Forms/PublicUsePolicy.pdf>.

- B. Incomplete requests will not be considered.
- C. The event/exhibit must serve a public purpose as defined in Section II (F) of this policy.
- D. Any display shall be limited to two (2) calendar days.
- E. Events/Exhibits shall be approved and scheduled by the Office of Capitol Facilities.
- F. Cardboard signs and placards on sticks are not allowed in the interior of the New Capitol Building.
- G. **Exhibits** in the New Capitol Building will be restricted to the following designated areas:
 - a. Rotunda Area
 - i. First Floor Areas A, B, C, or D
- H. **Events** may be held in the following areas:
 - a. Interior
 - i. Rotunda – First Floor - Areas A, B, C, or D,



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- ii. Rotunda – Second Floor – Steps (Press conferences for approved use only)
 - b. Exterior
 - i. South Steps
 - ii. Grounds
- I. Events/Exhibits will not be approved if they:
 - a. have no obvious public purpose as defined in Section II (F) of this policy;
 - b. promote a commercial enterprise and/or involve the exchange of money;
 - c. obstruct entrances or interrupt traffic flow through the building;
 - d. have the potential to cause damage to state property (including, but not limited to, the New Capitol Building's exterior walls, interior walls, doors, windows, woodwork, floors, walkways, sidewalks, and grounds);
 - e. involve the use of materials that are vulgar, licentious, lewd, or obscene or detracts from the aesthetics of the building and/or its grounds;
 - f. are determined by the Office of Capitol Facilities to be inappropriate for the historical setting of the New Capitol Building and its grounds;
 - g. disturb the public peace;
 - h. obstruct the view of or access to fire-fighting equipment, fire alarm pull stations, or fire hydrants;
 - i. involve the use of any flammable, hazardous, or odorous chemicals or materials, torches, candles, or other open-flame illuminating devices or fires, or are determined to be a fire hazard by the State Fire Marshall;
 - j. involve the use of signs or placards attached to objects that might cause damage to the building; or
 - k. exceed the maximum occupancy as determined the State Fire Marshall.
- J. A permit granted under this policy may be revoked for just cause at any time by the Office of Capitol Facilities.



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- K. Events may not interfere with the legislative session or regular state business conducted in the New Capitol Building or its grounds.
- L. All exhibits, art, photographic exhibits, banners, streamers, or posters, used during an event must be on freestanding displays. Such materials may not be hung from walls or railings. No adhesives or tape of any type will be allowed on any surface of the New Capitol Building.

VI. RESPONSIBILITIES OF EVENT APPLICANT

- A. The State of Mississippi, Office of Capitol Facilities, or any employees of the Office of Capitol Facilities are not liable for any injury which may occur to any person prior to the start of events, during events, and following events in the New Capitol building or its grounds.
- B. Standing, climbing, or sitting is **NOT** allowed on any fixture, rail, niche, or ledge. **There are no exceptions to this policy.**
- C. The event holder is responsible for clean-up of the area immediately after the event. The Office of Capitol Facilities will inspect the area to determine that it has been adequately cleaned.
- D. The event holder will be responsible for any costs incurred by the State of Mississippi, and the Office of Capitol Facilities related to damages resulting from the event and/or exhibit.
- E. The event holder is responsible for providing any audio/visual, computer, and communication equipment needed for events and/or exhibits.
- F. The New Capitol Building is a **smoke-free building**; therefore, no smoking is permitted on the interior of the building. There are designated smoking areas visibly marked on the exterior of the building.

VII. RESPONSIBILITIES OF DFA

- A. The applicant will be given access to a power source for the event/display.
- B. Security requirements will be provided through DFA by Capitol Police.
- C. Chairs, podiums, or other equipment ordinarily required for ceremonies, presentations, or performances may be used only with prior approval by the Office of Capitol Facilities, and shall be furnished by the requesting party. The Office of Capitol Facilities has a limited supply of equipment that may be used.



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VIII. INDEMNIFICATION

- A. The event holder agrees to defend, indemnify, and hold harmless the Office of Capitol Facilities, State of Mississippi, all of its officers, employees, and agents from any and all claims, actions, suits, demands, proceedings, costs, damages, or liabilities brought by any third party which result from the event holder's presence, equipment, or use of buildings within the Capitol Complex.
- B. The event holder agrees that the Office of Capitol Facilities, the State of Mississippi, all of its officers, employees, and agents are now and hereafter relieved of any and all responsibility and liability for any and all injury, loss, or damage the event holder, its agents and invitees or their property may incur as a result of or during the event holder's use of the Capitol Complex buildings. Therefore, event holder on its own behalf and on the behalf of its agents and invitees hereby agrees to hold harmless, indemnify, and defend the Office of Capitol Facilities, the State of Mississippi, all of its officers, employees and agents from and against any and all costs, damages, fees, expenses, or liability of any type or nature related to the same.
- C. The event holder further covenants and agrees to indemnify and to fully pay and reimburse the Office of Capitol Facilities for any and all costs of replacement of damaged property; and for the restoration and repair of the New Capitol Building and its grounds which in any way is damaged, destroyed, or otherwise defaced or harmed as a result of use by the event holder, its agents or invitees.