

Application for Facility/Conference Room Reservation

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 activity: _____

Purpose of activity: _____

Proposed **date(s)**: From: _____ To: _____

Proposed **time**: From: _____ To: _____

Access time for setup: From: _____ To: _____

Location (Check one):

Woolfolk

114 South (20 to 30 people)
138 North (25 to 35 people)

Woolfolk Annex

Room 204 (30 to 40 people)
Room 207 (30 to 40 people)

Central High School

*Auditorium

Robert E. Lee

2nd Floor Classroom A (20 to 30 people)
2nd Floor Classroom B (20 to 30 people)
2nd Floor Classroom C (20 to 30 people)
12th Floor Conference Room A (200 people – kitchen)
12th Floor Conference Room A (200 people – kitchen)

War Memorial

Auditorium

****A \$75 fee will be assessed for non-state agencies reserving the Central High School Auditorium***

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

Approved: _____

Denied: _____

Confirmation #: _____

Date: _____

Office Personnel

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

Capitol Complex Facility Reservation and Use Policy

I. INTRODUCTION

These policies concern the casual, temporary presence of members of the public in or about the building and grounds of the Capitol Complex. The policies are promulgated by the Governor and the Department of Finance & Administration Division of Capitol Facilities under the 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 building within the Capitol Complex and their grounds.

II. DEFINITIONS

A. Old Capitol

Unless otherwise specified, the use of the term “Old Capitol” will be taken to include the Exterior of the building and its grounds.

B. War Memorial Building

Unless otherwise specified, the use of the term “War Memorial” will be taken to include the Interior and Exterior of the building and its grounds.

C. Robert E. Lee Building

Unless otherwise specified, the use of the term “Robert E. Lee” will be taken to include the Interior and Exterior of the building and its grounds.

D. Central High School – Department of Education

Unless otherwise specified, the use of the term “Central High School” will be taken to include the Interior and Exterior of the building and its grounds.

E. Woolfolk Building

Unless otherwise specified, the use of the terms “Woolfolk Building” will be taken to include the conference/meeting space within the Interior of the building.

F. Event

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.

G. Exhibit

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.



Capitol Complex Facility Use Policies & Procedures

H. Public Areas (Interior)

The interior public areas of buildings within the Capitol Complex include common areas, hallways, and meeting rooms.

I. Public Areas (Exterior)

The exterior public areas of the Old Capitol, and War Memorial include the exterior walls and surfaces of the buildings, first floor (street level) entrances porches, porticos, Old Capitol Building, and War Memorial.

J. 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, wedding, private receptions, and birthday parties do not serve a public purpose; therefore, they are prohibited in buildings within the Capitol Complex.

K. Security

Capitol Police officers shall provide security for events throughout the Capitol Complex. 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 Division of Capitol Facilities in accordance with §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

- B. All requests must be submitted on the Facility Reservation / Activity / Permit Demonstration. The application may be obtained from the DFA website: <http://www.dfa.state.ms.us/Offices/CapFacil/Forms/PublicUseForm.pdf> .



Capitol Complex Facility Use Policies & Procedures

- C. Events in the indoor public areas of buildings within the Capitol Complex will be scheduled only during regular hours of operation: 8:00 a.m. to 5:00 p.m. daily except Saturdays, Sundays, and holidays. Buildings within the Capitol Complex will be closed on all observed holidays as declared by the Governor.
- D. Events scheduled outside normal working hours will be scheduled by appointment with the Office of Capitol Facilities. DFA 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 – EXCLUDING 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:

<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 (J) of this policy.
- D. Any display shall be limited to two (2) calendar days.
- E. Events/Exhibits shall be approved and scheduled by the DFA Office of Capitol Facilities.
- F. Events/exhibits may not interfere with regular state business conducted in the Capitol Complex building or its grounds.
- G. Cardboard signs and placards on sticks are not allowed in the interior of buildings within the Capitol Complex for security and safety.
- H. Exhibits will be restricted to the common areas and hallways of buildings within the Capitol Complex
- I. Events may be held in the following areas:
 - a. Interior
 - i. Common areas
 - ii. Hallways
 - b. Exterior
 - i. Porches
 - ii. Street level entrances



Capitol Complex Facility Use Policies & Procedures

- J. Events/exhibits will not be approved if they:
- a. have no obvious public purpose as defined in Section II (J) 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 exterior wall, interior walls, doors, windows, woodwork, floors, walkways, sidewalks, and grounds);
 - e. involve the use materials that are vulgar, licentious, lewd, or obscene or detracts from the aesthetic nature of the buildings and/or their grounds;
 - f. disturb the public peace;
 - g. obstruct the view of or access to fire-fighting equipment, fire alarm pull stations, or fire hydrants;
 - h. 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;
 - i. involve the use of signs or placards attached to objects that might cause damage to the building.
 - j. involve fund-raising on the premises which is prohibited by state law.
- K. A permit granted under this policy may be revoked for just cause at any time by the Office of Capitol Facilities.
- L. The event or exhibit may not interfere with the regular state business conducted within the building.

V. RESPONSIBILITIES OF EVENT HOLDER

- A. The State of Mississippi, DFA 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.
- B. All 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.
- 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.



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- D. The event holder is responsible for providing any audit/visual, computer, and communication equipment needed for events and/or exhibits.
- E. All buildings within the Capitol Complex are **smoke-free buildings**; therefore, no smoking is permitted on the interior of the buildings. There are designated smoking areas visibly marked on the exterior of the building.

VI. RESPONSIBILITIES OF DFA

- A. The applicant will be given access to a power source for the event/display.
- B. Security requirements will be provided by the DFA 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.

VII. INDEMNIFICATION

- A. The event holder agrees to defend, indemnify and hold harmless the DFA 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 defense the Office of Capitol Facilities, the State of Mississippi, all of its officers, employees an agents from an 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 any and all costs of replacement of damaged property; and for the restoration and repair of buildings within the Capitol Complex which in any way are damaged, destroyed, or otherwise defaced or harmed as a result of use by the event holder, its agents or invitees.