

For Office Use Only

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

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

Application for Facility Reservation / Activity / Permit Demonstration

Date Submitted: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Name of PRIMARY Contact in charge of event: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Name of Alternate Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Type of demonstration/activity: \_\_\_\_\_

Purpose of demonstration/activity: \_\_\_\_\_

Proposed date (s): From \_\_\_\_\_ To: \_\_\_\_\_

Proposed hours: From \_\_\_\_\_ To: \_\_\_\_\_

Access time for setup: From \_\_\_\_\_ To: \_\_\_\_\_

Location (Circle one):

                      
**New Capitol**

                      
**Robert E. Lee**

                      
**Central High**

South Steps  
1<sup>st</sup> Floor Rotunda  
\*2<sup>nd</sup> Floor Rotunda

2<sup>nd</sup> Floor Classroom A (20 – 30 People)  
2<sup>nd</sup> Floor Classroom B (20 – 30 People)  
2<sup>nd</sup> Floor Classroom C (20 – 30 People)  
12<sup>th</sup> Floor Conference Room A (200 people – kitchen)  
12<sup>th</sup> Floor Conference Room C (200 people – carpet)

\*\*Auditorium

                      
**Woolfolk**

                      
**Woolfolk Annex**

                      
**War Memorial**

South Room (114)  
                    (20 – 30 people)  
North Room (138)

Room 204  
Room 207

Auditorium

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

**\*\* A \$75.00 fee will be assessed for non-state agencies.**

Expected Attendance: \_\_\_\_\_

List special equipment to be used: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facilities Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capitol Police

\_\_\_\_\_  
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.