

Reserving Space at the Mississippi State Capitol

1. Visit our portal log-in page at <https://ues.skire.com/portal> (Internet Explorer is required)
 - a. *Microsoft Internet Explorer must be used to access this website*
 - b. Please also disable all pop-up blockers

2. Log in using the following information: (username and password are both case sensitive)
 - a. **Username:** mscapreserve
 - b. **Password:** **This password will change every month**
To find the current password visit: <http://www.dfa.state.ms.us/Content/NewCapschedule.htm>
The current password will be in red text on the left side of this page

Troubleshooting – If you cannot complete the log-in please try the following:

 1. Look for a message in the “loading” box that says a pop-up has been blocked.
 2. Click on the pop-up blocker message and select “Always allow pop-ups from this site”
 3. On the message that then comes up, choose to resubmit the information

3. Click New (in the top left corner, under the blue bar and above the red words)
 - a. Select “Capital Reservation Request”
 - i. Fill out the form that comes up (see the next page for a list of required fields)

4. When the reservation form has been completed please use the “Submit” button in the top left hand corner of the popup to submit your reservation.

5. Unfortunately there is currently no way for you to print a copy of your application or make any changes to your application after it has been submitted.

If you have any questions or difficulty with reserving space at the State Capitol please do not hesitate to contact Meg Lake at LakeM@dfa.state.ms.us, 601-359-5031 office, or 769-972-1950 cell.

The following fields are required on this form:

1. Event Title
2. Primary Event Type
3. Event Purpose

ORGANIZATION DETAIL BLOCK

4. Organization Name
5. Organization Phone #
6. Organization Address
7. Organization City
8. Organization State
9. Organization Zip

CONTACT DETAIL BLOCK

10. Address Different from above? if yes is selected then the following fields will be required:
 - a. Primary Contact
 - b. Primary Address
 - c. Primary City
 - d. Primary State
 - e. Primary Zip
 - f. Primary Phone #
 - g. Primary Email
11. Address Different from above? If no is selected then the following fields will be required:
 - a. Alternate Contact
 - b. Alternate Phone #
 - c. Alternate Email

REQUESTED SCHEDULE BLOCK

12. Event Date
13. Access Time for Setup
14. Event Start Time
15. Event End Time
16. Tables Needed
17. Chairs Needed

REQUESTED LOCATION BLOCK

18. None Required

STATE CAPITAL RESERVATIONS POLICIES AND PROCEDURES BLOCK

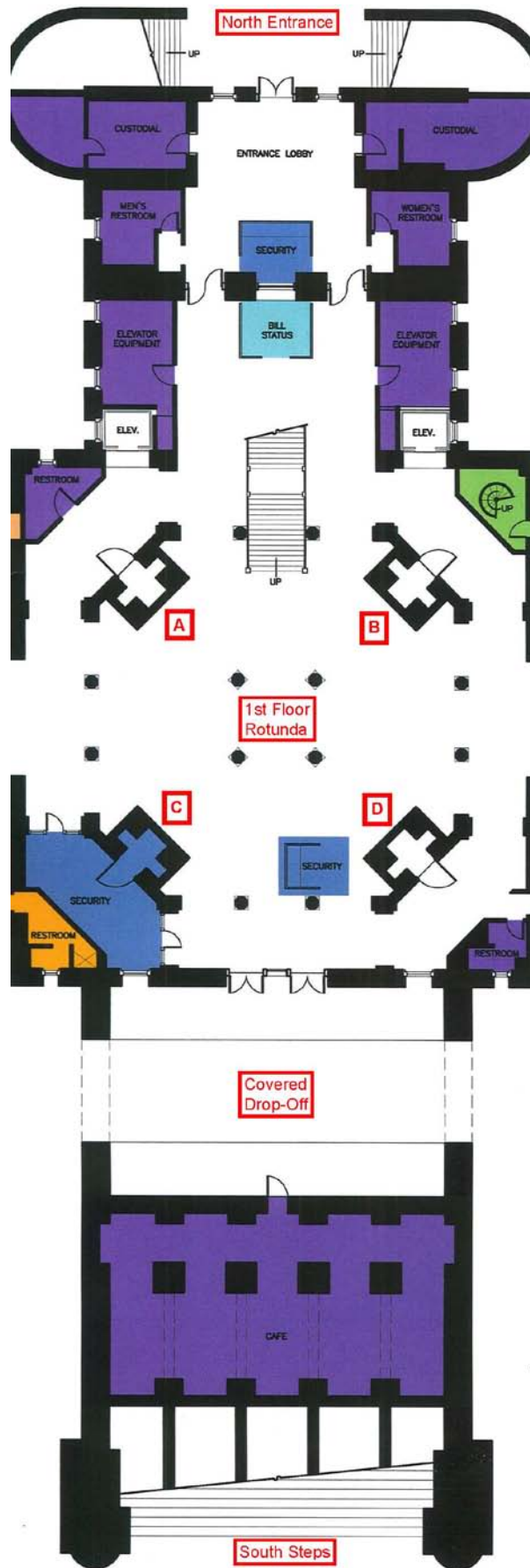
19. Requestor ID (if other contact is selected then the following fields will be required:
 - a. Other Contact Name
 - b. Other Phone #
 - c. Other Email

20. I agree

COMMENTS BLOCK

21. None required

Diagram of Locations on the 1st Floor at the Capitol





Policies & Procedures

MS DEPARTMENT OF FINANCE & ADMINISTRATION

State Capitol Building Reservation and Use Policy

I. INTRODUCTION

These policies govern the casual, temporary presence of members of the public in or about the State 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 State Capitol Building and its grounds. The Office of Capitol Facilities has jurisdiction over the hallways, rotunda, common areas, and grounds of the State Capitol Building.

II. DEFINITIONS

A. State Capitol

Unless otherwise specified, the "State Capitol" includes the rotunda area and grand staircases of the interior and the exterior of the State 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 State Capitol include all levels of the rotunda and the grand staircases.

E. Public Areas (Exterior)

The exterior public areas of the State 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 State Capitol Building is situated.

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



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including, but not limited to, weddings, private receptions, and birthday parties do not serve a public purpose; therefore, they are prohibited in the State Capitol Building.

G. Security

Capitol Police officers shall provide security for all events at the State 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
Attention: Meg Lake
501 North West Street
Woolfolk Annex 2nd Floor
Jackson, Mississippi 39201

By Email:

lakem@dfa.state.ms.us

By Phone:

**(601) 359-3630 or
(601) 359-5031**

- B. All requests must be submitted in writing utilizing the online Application for Facility Reservation / Activity / Permit Demonstration. The instructions and link to the application may be accessed through the DFA website: <http://www.dfa.state.ms.us/Content/NewCapschedule.htm>
- C. Events in the indoor public areas of the State Capitol Building will be scheduled only during regular hours of operation: 8:00 a.m. to 5:00 p.m. daily except Saturdays, Sundays, and holidays. The State 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 STATE CAPITOL BUILDING & GROUNDS



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- A. A properly completed application shall be submitted online to the Office of Capitol Facilities at least ten (10) business days prior to the event and/or exhibit. The instructions for utilizing the online reservation system and current schedule of events may be obtained by visiting the following website: <http://www.dfa.state.ms.us/Content/NewCapschedule.htm>
- 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 during the Legislative Session 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 State Capitol Building.
- G. Rallies and political demonstrations are limited to the South Steps. No rallies shall be allowed inside the State Capitol Building.
- H. **Exhibits** in the State Capitol Building will be restricted to the following designated areas:
 - a. Rotunda Area
 - i. First Floor Areas A, B, C, or D
 - B. Displays may not be located in the center of the Rotunda
- H. **Events** may be held in the following areas:
 - a. Interior
 - i. Rotunda – First Floor - Areas A, B, C, or D (not in the center)
 - 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. request to hold a rally or protest inside the State Capitol Building;
 - b. have no obvious public purpose as defined in Section II (F) of this policy;
 - c. 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 State Capitol Building's exterior walls, interior walls, doors, windows, woodwork, floors, walkways, sidewalks, and grounds);



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- 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.
- a. Shouting, chanting, or any disruption of business within the State Capitol Building will not be allowed. Should this occur one warning will be given. If behaviors continue, the permit will be revoked and attendees will be asked to leave.
- K. Events may not interfere with the legislative session or regular state business conducted in the State 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 State Capitol Building.**
- M. Musical performances and/or entertainment should only occur inside the building within the lunchtime hours.

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 State 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.**



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- C. Helium balloons will not be allowed inside the State Capitol Building.
- D. Food and drink are allowed, but all must be served on disposable wares. No glass, china, or other breakable items may be utilized to distribute food.
- E. Food may not be prepared inside or on the Grounds of the State Capitol Building. Warming devices utilizing electricity are acceptable. Open flames may not be utilized to warm food.
- F. Tents requiring anchors/steaks in the grounds will not be allowed without expressed permission by the Office of Capitol Facilities at least 10 businesses days prior to the event.
- G. 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.
- H. 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.
- I. The event holder is responsible for providing any audio/visual, computer, and communication equipment needed for events and/or exhibits.
- J. The State 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. All requests for additional police presence must be made at least 3 weeks prior to the event directly to the Office of 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.

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.



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- 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 State 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.