

Reserving Facility or Conference Room Space

1. Visit our portal log-in page <https://msdfa-unifier.oracleindustry.com/portal>
 - Please also disable all pop-up blockers
 - If account becomes locked, please email Meg.Lake@dfa.ms.gov and/or Reservations@dfa.ms.gov
1. Log in using the following information: (username and password are both case sensitive)
 - a. **Username:** msconfreserve
 - b. **Password:** ****This password changes frequently****
*To find the current password: please visit [http://www.dfa.ms.gov/](http://www.dfa.ms.gov) and Select the facility you would like to reserve on the left-hand side below **“Reservations”**
The current password will be in red text on the top left side of the facility’s page
This page also contains the current schedule for the selected facility*
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
 4. If you are told that you have exceeded the maximum number of allowed tries to login, please email Reservations@dfa.ms.gov or Meg.Lake@dfa.ms.gov.
 5. **You will be locked out after entering the wrong password three (3) times!**
Please use caution when entering the password!
2. Click New (in the top left corner, under the blue bar and above the red words)
 - a. Select “Facility/Conference Room Reservations”
 - i. Fill out the form that comes up (see the next page for a list of required fields)
3. **When the reservation form has been completed please use the “Submit” button in the top left hand corner of the box to submit your reservation. Your request will not show up in the schedule until it has been approved.**
4. 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. Any changes or cancellations must be submitted in detail via email to Reservations@dfa.ms.gov or Meg.Lake@dfa.ms.gov.
5. Once your application has been approved, you will receive a confirmation email with a printable PDF of your confirmed application. ***This process can take up to 5 business days but is usually much faster.***

If you have any questions or difficulty utilizing the online reservations system, please do not hesitate to contact Meg Lake at Meg.Lake@dfa.ms.gov or 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

REQUESTED LOCATION BLOCK

16. Facility (What building?)
17. Location (What room or location?)

RESERVATIONS POLICIES AND PROCEDURES BLOCK

18. Requestor ID (Who is filling out this form?)

If other contact is selected then the following fields will be required:

- a. Other Contact Name
- b. Other Phone #
- c. Other Email

19. I agree

COMMENTS BLOCK

20. None required

Information on Indoor Conference Spaces

Woolfolk Building

- **Room 117**
 - Large room has 20 executive chairs around a large conference table.
 - Upon request, up to 10 additional small chairs can be placed along the walls.
 - Has two small “breakout” rooms that each have small conference tables with 5 executive chairs
 - Has a large screen but No projector
 - No wireless internet
 - Has a phone line and an internet outlet (phone is not provided, internet cable is not provided)
 - Has access to a full kitchen.
- **Room 138**
 - Has a large conference table with 20 executive chairs around it.
 - Upon request, up to 10 additional small chairs can be placed along the walls.
 - No projector
 - Has a large screen
 - No phone line and no internet capabilities (no wireless internet)
- **Room 145**
 - Can hold up to 80 people and is able to be set up in multiple arrangements
 - 17 – executive chairs
 - 6 – 8’ tables
 - 65 – small chairs
 - 1 – 3’ table
 - Has 3 projectors and screens
 - Has a desktop computer with internet (No wireless internet)
 - Has small wireless microphones
 - Has teleconferencing capabilities
 - Has a small kitchenette with an ice machine

Woolfolk Annex Building

- **Room 204**
 - Has a large conference table with 20 executive chairs around it.
 - Has a large credenza in the back and a small table in the room.
 - Upon request, up to 10 additional small chairs can be placed along the walls.
 - Has a projector and screen (projector cable is not provided)
 - Has a phone line and an internet outlet (phone is not provided, internet cable is not provided)
 - No wireless internet
 - Has access to a full kitchen.
- **Room 207**
 - Has a large conference table with 20 executive chairs around it.
 - Upon request, up to 10 additional small chairs can be placed along the walls.
 - Has a projector and screen (projector cable is not provided)
 - Has a phone line and an internet outlet (phone is not provided, internet cable is not provided)
 - No wireless internet
 - Has access to a full kitchen.

Information on Indoor Conference Spaces (cont.)

Robert E. Lee Building

- **2nd floor Classroom A – wooden walls**
 - 15 – chairs
 - 6 – 18"x84" tables
 - No phone line
 - No Internet
- **2nd floor Classroom B**
 - 15 – chairs
 - 6 – 18"x84" tables
 - No phone line
 - No Internet
- **2nd floor Classroom C**
 - 20 – chairs
 - 8 – 18"x84" tables
 - No phone line
 - No Internet
- **12th floor Conference Room A**
 - 70 chairs
 - 14 round 60" tables
 - Tile floors
 - No phone line
 - No Internet
- **12th floor Conference Room B**
 - 10 chairs around a small conference table
 - No phone line
 - No Internet
- **12th floor Conference Room C**
 - 114 chairs
 - 57 – 24"x72" tables
 - Carpet Floors
 - No food or drink allowed
 - No phone line
 - No Internet

Central High School Building

- **Auditorium**
 - 250 seats
 - Projector screen (no projector)
 - Microphones
 - No internet
 - No phone line

War Memorial Building

- **Auditorium**
 - 374 seats
 - No projector or projector screen
 - No internet
 - No phone line
 - Microphone and sound system available



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 under the respective powers over space, other than that controlled by the Mississippi Legislature.

The Department of Finance & Administration has statutory jurisdiction for the care and general supervision of building within the Capitol Complex and their grounds.

II. DEFINITIONS

A. 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.

B. 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.

C. 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.

D. Woolfolk Building and Woolfolk Annex 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.

E. 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.

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.

H. Public Areas (Interior)

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



Capitol Complex Facility Reservation & Use Policies & Procedures

I. Public Areas (Exterior)

The exterior public areas of the Sillers Building, 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 Department of Finance & Administration in accordance with Mississippi Code Annotated § 29-5-2, must be directed to:

Online:

<http://www.dfa.ms.gov/Schedules/CentralHigh.htm>
<http://www.dfa.ms.gov/Schedules/RobELee.htm>
<http://www.dfa.ms.gov/Schedules/WarMemorial.htm>
<http://www.dfa.ms.gov/Schedules/Woolfolk.htm>
<http://www.dfa.ms.gov/Schedules/Annex.htm>

By Mail:

Mississippi Department of Finance & Administration
Attention: Meg Lake
501 North West Street
Jackson, Mississippi 39201

By Email:

Reservations@dfa.ms.gov

By Phone:

(601) 359-5031 or
(601) 359-3402

B. All requests must be submitted in online utilizing the online Application for Facility Reservation / Activity / Permit Demonstration. The instructions and link to the application may be accessed through any of the following links on the DFA website:



Capitol Complex Facility Reservation & Use Policies & Procedures

- <http://www.dfa.ms.gov/Schedules/RobELee.htm>
- <http://www.dfa.ms.gov/Schedules/WarMemorial.htm>
- <http://www.dfa.ms.gov/Schedules/Woolfolk.htm>
- <http://www.dfa.ms.gov/Schedules/Annex.htm>

- B. Events in the indoor public areas of buildings within the Capitol Complex will be scheduled only during regular hours of operation: 7:00 a.m. to 6:00 p.m. daily except Saturdays, Sundays, and state observed holidays. Buildings within the Capitol Complex will be closed on all observed holidays as declared by the Governor.
- C. Events scheduled outside normal working hours will be scheduled by appointment with the Department of Finance and Administration. DFA 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 STATE CAPITOL BUILDING/GROUNDS

- A. A properly completed application shall be submitted online to the Department of Finance and Administration at least five (5) 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 one of the following websites:
 - <http://www.dfa.ms.gov/Schedules/RobELee.htm>
 - <http://www.dfa.ms.gov/Schedules/WarMemorial.htm>
 - <http://www.dfa.ms.gov/Schedules/Woolfolk.htm>
 - <http://www.dfa.ms.gov/Schedules/Annex.htm>
- 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. Events/Exhibits shall be approved and scheduled by the Department of Finance and Administration.
- E. Events/exhibits may not interfere with regular state business conducted in the Capitol Complex building or its grounds.
- F. Cardboard signs and placards on sticks are not allowed in the interior of buildings within the Capitol Complex for security and safety.
- G. Exhibits will be restricted to the locations listed on the reservation application and approved common areas and hallway spaces of buildings within the Capitol Complex
- H. Events may be held in the following areas:
 - a. Interior
 - i. Locations listed on the reservation application
 - ii. Common areas – must be approved
 - iii. Hallways – must be approved
 - b. Exterior
 - i. Locations listed on the reservation application
 - ii. Porches – must be approved
 - iii. Street level entrances – must be approved



Capitol Complex Facility Reservation & Use Policies & Procedures

- I. 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. involve fund-raising on the premises which is prohibited by state law;
 - d. obstruct entrances or interrupt traffic flow through the building;
 - e. 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);
 - f. involve the use of materials that are vulgar, licentious, lewd, or obscene;
 - g. involve the use of materials that detract from the aesthetics of the building and/or its grounds;
 - h. are determined by the Department of Finance and Administration to be inappropriate for the historical setting of any building and its grounds;
 - i. disturb the public peace;
 - j. obstruct the view of or access to fire-fighting equipment, fire alarm pull stations, security cameras, or fire hydrants;
 - k. 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;
 - l. involve the use of signs or placards attached to objects that might cause damage to the building;
 - m. exceed the maximum occupancy as determined the State Fire Marshall;
 - n. shouting, chanting, or any disruption of business will not be allowed;**
 - i. Should this occur one warning will be given. If behaviors continue, the permit will be revoked and attendees will be asked to leave;
 - ii. Rallies and/or protests are not allowed to occur inside or on the grounds outside of any Capitol Complex Building except for the State Capitol**
 - o. events may not interfere with regular state business conducted in any building or its grounds;
 - p. a permit granted under this policy may be revoked for just cause at any time by the Department of Finance and Administration;



V. RESPONSIBILITIES OF EVENT HOLDER

- A. The State of Mississippi, Department of Finance and Administration, or any employees of the Department of Finance and Administration 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 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 any Capitol Complex Building.**
- C. The event holder is responsible for clean-up of the area immediately after the event. The Department of Finance and Administration 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 Department of Finance and Administration related to damages resulting from the event and/or exhibit.
- E. The event holder is responsible for providing any audio/visual, electrical, computer, and communication equipment needed for events and/or exhibits.
- F. Food may not be prepared inside or on the Grounds of the any Capitol Complex Building without prior authorization from the Department of Finance and Administration. Warming devices utilizing electricity are acceptable.
- G. Open Flames may **not** be utilized to warm food.
- H. Tents requiring anchors/steaks in the grounds will not be allowed without expressed permission by the Department of Finance and Administration at least five (5) business days prior to the event.
- I. Cancellations must be made via email to Meg.Lake@dfa.ms.gov at least five (5) business days prior to the scheduled event/exhibit date. Any cancellation made less than five (5) business days prior to the scheduled date will be assessed on a case by case basis.
- J. 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.
 - I. *Extension cords are not provided by DFA*
- 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 Department of Finance and Administration, and shall be furnished by the requesting party.
- D. The Department of Finance and Administration has a limited supply of equipment that may be utilized for indoor use only upon request.

VII. INDEMNIFICATION

- A. The event holder agrees to defend, indemnify and hold harmless the Department of Finance and Administration, 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 Department of Finance and Administration, 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 Department of Finance and Administration, 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 Department of Finance and Administration 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.