

# Reserving Space at the Mississippi State Capitol

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 [Reservations@dfa.ms.gov](mailto:Reservations@dfa.ms.gov)
  1. Log in using the following information: (username and password are both case sensitive)
    - a. **Username:** mscapreserve
    - b. **Password:** **\*\*This password changes frequently\*\***

To find the current password visit: <http://www.dfa.ms.gov/reservations/>

**The current password will be in red text in a box on this page**

Please scroll down and click on "State Capitol" then click on "State Capitol Scheduled Events" to view the current schedule for the Capitol and more information about reserving.
- 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](mailto:Reservations@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 "Capital Reservation Request"
      - 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 window 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](mailto:Reservations@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 with reserving space at the State Capitol, please do not hesitate to call 601-359-3402 for assistance.**

**The following fields are required on this form:**

1. Event Title
2. Primary Event Type
3. Event Purpose (*Please provide as much detail as possible*)

**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 (indoor events only)
17. Chairs Needed (indoor events only)

**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 1<sup>st</sup> Floor at the Capitol

