



# Policies & Procedures

MS DEPARTMENT OF FINANCE & ADMINISTRATION

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## 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 under their respective powers over space (Miss. Code §29-5-1), other than that controlled by the Mississippi Legislature.

The Department of Finance & Administration has statutory jurisdiction for the care and general supervision of the State Capitol Building and its grounds. The Department of Finance and Administration 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 (unattended displays are **only** allowed outside the Legislative Session), 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 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 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 Department of Finance and Administration in accordance with Mississippi Code Annotated § 29-5-2, must be directed to:

**Online:**

<http://www.dfa.ms.gov/reservations/>

**By Mail:**

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

**By Email:**

[Reservations@dfa.ms.gov](mailto:Reservations@dfa.ms.gov)

**By Phone:**

(601) 359-3402

- B. All requests must be submitted online 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.ms.gov/reservations/>
- C. Events in the indoor public areas of the State Capitol Building will be scheduled only during regular hours of operation: 6:00 a.m. to 6:00 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 State Capitol, other than during regular hours, a schedule will be posted.
- D. Events scheduled outside regular hours will be scheduled by appointment with the Department of Finance and Administration. The Department of Finance and Administration 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

- A. A properly completed application shall be submitted online to the Department of Finance and Administration 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 websites:  
<http://www.dfa.ms.gov/Content/NewCapschedule.pdf>  
<http://www.dfa.ms.gov/reservations/>
- 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 Department of Finance and Administration.
- F. Events/Exhibits shall not be reserved more than one (1) calendar year in advance.
- G. Permits shall be granted on a first come first serve basis.
- H. Cardboard signs, foam board signs, placards on sticks, inappropriate clothing (t-shirts with offensive words or pictures) are **not** allowed in the interior of the State Capitol Building.
- I. **No signs shall be allowed above the 2<sup>nd</sup> floor.** All signs must remain on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the Capitol.
- J. Rallies and political demonstrations are limited to the South Steps. **No rallies shall be allowed inside the State Capitol Building.**
- K. Indoor press conferences/media events will be limited to the stairs in the Rotunda up to the first landing (19 steps). Attendees/participants shall not stand on the landing, **stairs only**.
- L. **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
      - A. Displays may not be located in the center of the Rotunda
      - B. Displays may not be located in the hallways without permission
      - C. Displays must remain within the boundaries set by the Department of Finance and Administration and the State Fire Marshall
- M. **Events** may be held in the following areas:
  - a. Interior
    - i. Rotunda – First Floor - Areas A, B, C, or D (within specified boundaries and **not** in the center, down the hallways, or blocking walkways)
    - ii. Rotunda – Second Floor – Steps (Press conferences for approved use only)
  - b. Exterior
    - i. South Steps
    - ii. Grounds

**N. Permit may be revoked or Events/Exhibits will not be approved if they:**

- a. request to hold a rally or protest inside the State Capitol Building;
- b. shout, chant, or cause any disruption of business within the State Capitol Building;**
  - i. Should this occur one warning will be given. If behaviors continue, the permit will be revoked and attendees will be asked to leave;
- c. exceed the capacity of the stairs in the Rotunda. Indoor news conferences or media events must be limited to the stairs in the Rotunda up to the first landing (19 steps). Attendees/participants are not allowed to block walkways below the stairs or to stand on the landing above the stairs, **only the stairs may be utilized**. Any events exceeding the capacity of the stairs will be moved outside to the South Steps;
- d. have no obvious public purpose as defined in Section II (F) of this policy;
- e. promote a commercial enterprise and/or involve the exchange of money;
- f. obstruct entrances or interrupt traffic flow through the building;
- g. 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);
- h. involve the use of materials or clothing that are vulgar, licentious, lewd, or obscene;
- i. involve the use of materials that detract from the aesthetics of the building and/or its grounds;
- j. are determined by the Department of Finance and Administration to be inappropriate for the historical setting of the State Capitol Building and its grounds;
- k. disturb the public peace;
- l. obstruct the view of or access to fire-fighting equipment, fire alarm pull stations, security cameras, or fire hydrants;
- m. 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;
- n. involve the use of signs or placards attached to objects that might cause damage to the building;
- o. exceed the maximum occupancy as determined the State Fire Marshall;
- p. interfere with the legislative session or regular state business conducted in the State Capitol Building or its grounds;
- q. conduct musical performances and/or entertainment inside the building at times other than the lunchtime hours;



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- r. install exhibits, art, photographic exhibits, banners, streamers, or posters, used during an event that are not 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. There are no exceptions to this policy.**
- s. offer or expose any article for sale in or on such grounds; display any sign, placard, or other form of advertisement therein; or solicit fares, alms, subscriptions, or contributions therein.

It should be noted that 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 APPLICANT

- 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 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.**
- 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.
- F. Open Flames may **not** be utilized to warm food.
- G. Drawing, painting, discoloring, covering, or writing on the grounds or sidewalks with any substance is **not** allowed.
- H. Tents requiring anchors/stakes in the grounds will not be allowed without expressed permission by the Department of Finance and Administration at least five (5) businesses days prior to the event.
- I. **The event holder is responsible for providing any audio/visual, electrical, computer, and communication equipment needed for events and/or exhibits.**
- J. 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. In the event that additional custodial/administrative services are needed, the additional cost may be charged to the Event/Exhibit holder.



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- K. Event/Exhibit holder must utilize *all* areas that are reserved; not utilizing all reserved areas will result in forfeiture of the ability to reserve more sections than were utilized the previous year. **There are no exceptions to this policy.**
- a. **Example:** If A, B, C, and D are reserved but only A and B are utilized; only two (2) sections may be reserved the following year.
- L. Event/Exhibit holder must utilize *at least 75%* of the time that is reserved for events occurring during the Legislative Session. Not utilizing 75% of the time that is reserved will result in forfeiture of the ability to reserve more time than was utilized the previous year. **There are no exceptions to this policy.**
- a. **Example:** If reservation permit is granted from 7am to 3pm for a total of 8 hours, a minimum of 6 hours of the reserved time must be utilized.
- M. Cancellations *must* be made via email to [reservations@dfa.ms.gov](mailto:reservations@dfa.ms.gov) or in a reply email in response to the confirmation email from DFA personnel at least ten (10) business days prior to the scheduled event/exhibit date. Any cancellation made less than ten (10) business days prior to the scheduled date will be assessed on a case by case basis and are subject to forfeiture of the ability to reserve space the following year.
- N. If an event holder does not cancel and does not show, the event holder forfeits the opportunity to reserve space during the Legislative Session the following year.
- O. Any exhibit occurring during the Legislative Session **must** be manned *at all times* during regular business hours. No event/exhibit shall be left unattended for *any* reason. The Department of Finance and Administration reserves the right to remove any unattended exhibit from the reserved location(s).
- P. 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.
- Q. 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.

## VI. RESPONSIBILITIES OF DFA

- A. The applicant will be given access to a power source for the event/display.
  - a. *Extension cords are **not** provided by DFA. Please bring your own if needed.*
- 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. The Event/Exhibit holder may be responsible for costs associated with additional police/security presence.



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- 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 used inside the Capitol Building only; **tables and chairs are only provided by DFA for indoor events on the 1<sup>st</sup> floor.**

### 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 defend the Department of Finance and Administration, 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 Department of Finance and Administration 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.

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