

# Reserving Space at the Mississippi State Capitol

To access the State Capitol Reservation page go to <http://www.dfa.ms.gov/reservations/>

Note: The portal works best in Google Chrome or Mozilla Firefox.

[Before submitting a reservation 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.](#)

1. For a State Capitol Reservation:
  - Click on the State Reservation Portal Login or use the following link to login <https://msdfa-unifier.oracleindustry.com/portal>
  - Please also disable all pop-up blockers in your browser
  - If the account becomes locked, please email [Reservations@dfa.ms.gov](mailto:Reservations@dfa.ms.gov)
  
2. Login using the following information: *(username and password are both case sensitive)*
  - a. Username: mscapreserve
  - b. Password: *Enter the current password*  
*Please note that this password changes frequently. To find the current password visit: <http://www.dfa.ms.gov/reservations/>. The current password will be in the **red text** on this page.*
  - c. If you are able to login successfully, continue to number 3 in this document. Otherwise, follow the steps below for troubleshooting.  
Please try the following:
    - I. Look for a message in the “loading” box that says a pop-up has been blocked.
    - II. Click on the pop-up blocker message and select “Always allow pop-ups from this site”
    - III. On the message that then comes up, choose to resubmit the information
    - IV. 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)
    - V. You will be locked out after entering the wrong password three (3) times! Please use caution when entering the password!**
    - VI. If you experience problems entering the request, you may need to clear your browser cache.
  
3. To submit a reservation request:
  - a. Click the **“Create”** button in the upper left corner to open the Request Details Form.
  - b. Fill out the form (see pages 3-4 for a list of required fields)
  - c. Please complete the fields labeled “Is the address the same as above” for the primary and alternate contact prior to completing any other fields in the “Contact Details” block.  
**Otherwise, you will receive an error.**
  - d. Review your entry.
  
4. When the reservation form has been completely filled out, go to the top of page and click the “Submit” button in the top left hand corner of the window to submit your reservation.

5. Click “OK” in Notification Window. Your request will not show up in the schedule until it has been approved.
6. Unfortunately, there is currently no way for you to print a copy of your reservation request or make any changes after it has been submitted. **ALL** changes or cancellations must be submitted in detail via email to [Reservations@dfa.ms.gov](mailto:Reservations@dfa.ms.gov)
7. 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.

**Additional Helpful Information:**

- **If you are wanting to reserve space for multiple days, you will have to enter a separate request for each day.**
- The Senate Social Calendar is not maintained on the Reservations Portal.

**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 the Form (\* required fields)**

- Event Title
- Primary Event Type
- Event Purpose *(Please provide as much detail as possible)*

**ORGANIZATION DETAIL BLOCK**

- Organization Name
- Organization Phone #
- Organization Address
- Organization City
- Organization State
- Organization Zip

**CONTACT DETAIL BLOCK**

In the Primary Contact Section

Is the address the same as above? If Yes is selected, then the following fields will be required:

- Primary Contact
- Primary Phone #
- Primary Email

If No is selected, then the following fields will be required:

- Primary Contact
- Primary Address
- Primary City
- Primary State
- Primary Zip
- Primary Phone #

Primary Email in the Alternate Contact Section

Is the address the same as above? If Yes is selected, then the following fields will be required:

- Alternate Contact
- Alternate Phone #
- Alternate Email

If No is selected, then the following fields will be required:

- Alternate Contact
- Alternate Address
- Alternate City
- Alternate State
- Alternate Zip
- Alternate Phone #

- Alternate Email

**REQUESTED SCHEDULE BLOCK**

- Event Date
- Expected Attendance
- Tables Needed (indoor events only)
- Access Time for Setup
- Event Start Time
- Event End Time
- Chairs Needed (indoor events only)

**REQUESTED LOCATION BLOCK**

- None Required

**STATE CAPITAL RESERVATIONS POLICIES AND PROCEDURES BLOCK**

- Requestor ID
- I agree  
If Other Contact is selected, then the following fields will be required
- Other Contact Name
- Other Phone #
- Other Email

**COMMENTS BLOCK**

- None required

# Diagram of the Locations on the 1<sup>st</sup> Floor at the Capitol

