

# Reserving Space at the Mississippi State Capitol

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

[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 Request New State Capitol Reservation
2. To submit a reservation request:
  - a. Fill out the form (see pages 2-3 for a list of required fields)
  - b. Review your entry.
3. When the reservation form has been completely filled out, go to the top of page and click the “Submit Request” button in the top right hand corner of the window to submit your reservation.
4. 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)
5. Once your request has been approved, you will receive a confirmation email with a printable PDF of your confirmed application. Requests are reviewed in the order in which they are received. **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 podium we provided at the Capitol does not have AV capability.
- Separate requests must be submitted to reserve the 1<sup>st</sup> Floor Rotunda/Hallway areas, South Steps/Grounds, and the 2<sup>nd</sup> Floor Rotunda.
- A copy feature for existing reservations is now available from the **State Capitol Scheduled Events-Web** link on the reservations page. A new reservation date will need to be entered.
- 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

Same Address 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

Same address 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 Start Date

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

**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**

