



Policies & Procedures 2025

Capitol Facilities Reservation and Use Policy

I. INTRODUCTION

These policies govern the presence of members of the public in certain State Buildings and or on the Grounds thereof (as defined below) and are promulgated by the Mississippi Department of Finance and Administration (DFA) in accordance with Miss. Code §29-5-1, et seq., which authorizes the DFA to exercise general supervision and care over certain buildings and grounds. These policies do not govern the State Capitol Building or areas within the State Capitol Building that are controlled by the Mississippi Legislature. For reservations of the State Capitol Building or Grounds, please refer to the Mississippi State Capitol Building and Grounds Reservation and Use Policy on the DFA website.

II. DEFINITIONS

A. Central High School

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.

B. Sillers Building

Unless otherwise specified, the use of the term “Sillers Building” will be taken to include the lobby, basement, and plaza of the building. This excludes the green space between the Sillers Building and the Gartin Justice Building, now the Capitol Green Space, as it is governed by the MS State Capitol Building and Grounds Reservation and Use Policy.

C. Sun-N-Sand Building

Unless otherwise specified, the use of the term “Sun-N-Sand Building” will be taken to include the conference/meeting space within the Interior of the building.

D. 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.

E. 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.

F. Woolfolk Building

Unless otherwise specified, the use of the term “Woolfolk Building” will be taken to include the conference/meeting space within the Interior of the building.

G. Event

“Event” includes any press conference, performance, ceremony, presentation, meeting, reception, or gathering of people for a common purpose held or caused to be held in the public areas of state buildings and/or grounds defined herein.

H. Exhibit

Any temporarily attended display, including but not limited to paintings, sculptures, arts and crafts, photographs, or other graphic displays; public service and educational presentations; and historical displays.

I. Event/Exhibit Holder

“Event/Exhibit Holder” means the person, people, or organization that has applied and received approval to hold an event or display an exhibit in any of the state buildings and/or grounds defined herein.

J. Public Areas (Exterior)

The exterior public areas of the state buildings referenced herein include the exterior walls and surfaces of the buildings, first floor (street level) entrances, porches, porticos, and grounds.

K. Public Areas (Interior)

The interior public areas of state buildings referenced herein include common areas, hallways, and meeting rooms.

L. 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 state buildings and on the grounds thereof.

III. PROCEDURES FOR EVENT RESERVATION REQUESTS

A. Requests for temporary use of the public areas governed by this policy may be made:

Online:

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

By Email:

Reservations@dfa.ms.gov

Or By Phone:

601-359-3402

- B. All requests should be submitted utilizing the online Application for Facility Reservation. The instructions and link to the application may be accessed through the DFA Website: <http://www.dfa.ms.gov/reservations/>
- C. Public events in the indoor public areas of the buildings governed by this policy will be scheduled only during regular hours of operation: 7:30 a.m. to 6:00 p.m. daily except on Saturdays, Sundays, and holidays. Buildings will be closed on all observed holidays as declared by the Governor.
- D. Events/Exhibits scheduled outside of regular hours will be scheduled only by appointment with the DFA and are contingent upon the availability of DFA staff and the Mississippi Department of Public Safety, Office of Capitol Police ("Capitol Police"). DFA and Capitol Police reserve the right to charge to the user any actual costs incurred by the agency for making the facility available "after hours."
- E. By submitting an application, the Event/Exhibit Holder agrees to comply fully with all requirements and responsibilities contained in these policies.

IV. EVENT/EXHIBIT APPROVAL CRITERIA -- EXCLUDING THE MISSISSIPPI STATE CAPITOL BUILDING AND GROUNDS

- A. A properly completed application shall be submitted online to the DFA 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 the following website: <http://dfa.ms.gov/reservations/>
- B. The Event/Exhibit must serve a public purpose as defined in Section II (L) of this policy.
- C. Events/Exhibits shall be approved and scheduled by the DFA.
- D. Event/Exhibits may not interfere with regular state business conducted in the state buildings or on the grounds thereof.
- E. Handheld signs and placards on sticks are not allowed in the interior of buildings for security and safety.
- F. Exhibits will be restricted to the locations listed on the reservation application.
- G. Events may be held in the following areas:
 - 1. Interior
 - a. Locations listed on the reservation application
 - b. Common areas – must be approved
 - c. Hallways – must be approved

2. Exterior

- a. Locations listed on the reservation application
- b. Porches – must be approved
- c. Street level entrances – must be approved

H. Events/Exhibits will not be approved if they:

1. Have no obvious public purpose as defined in Section II (L);
2. Promote a commercial enterprise and/or involve the exchange of money;
3. Involve fund-raising on the premises which is prohibited by state law;
4. Obstruct entrances or interrupt vehicle or interior or exterior pedestrian traffic flow;
5. Have the potential to cause damage to state property (including but not limited to, the exterior walls, interior walls, doors, windows, woodwork, floors, walkways, sidewalks, and grounds);
6. Involve the use of materials or clothing that are vulgar, licentious, lewd or obscene;
7. Involve the use of materials that detract from the aesthetics of the building and/or its grounds;
8. Are determined by the DFA to be inappropriate for the historical setting of any building and/or grounds;
9. Disturb the public peace;
10. Obstruct the view of, or access to, firefighting equipment, fire alarm pull stations, security cameras, or fire hydrants;
11. Involve the use of flammable, hazardous, or odorous chemicals or materials, torches, candles, or other open-flame illuminating devices or fires, or are determined to be a hazard by the State Fire Marshall;
12. Involve the use of signs or placards attached to objects that might cause damage to the buildings or grounds;
13. Exceed the maximum occupancy as determined by the State Fire Marshall;
14. **Include shouting, chanting, or any disruption of state business;**
 - a. Should this occur one warning will be given. If the behavior continues, the permit will be revoked and attendees shall be required to leave.
 - b. Rallies and/or protests are not allowed to occur inside or on the grounds outside of any building governed by this policy. Rallies and protests can be held on the grounds of the State Capitol Building according to those policies and procedures.**
15. Interfere with regular state business conducted in any building or its grounds.

A permit granted under this policy may be revoked for just cause at any time by the DFA.

V. RESPONSIBILITIES OF EVENT/EXHIBIT HOLDER

A. The State of Mississippi, including, but limited to, any of its agencies, agents, officers, officials, or employees shall not be liable for any injury or damage, which may occur to a person or property prior to the start of events, during events, or following events in any state building or on the grounds thereof. Event/Exhibit Holders may be required to obtain liability and property insurance to cover any loss incurred as a result of the event/exhibit.

- 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 adhesive tape or any type will be allowed on **any** surface of any building.
- C. The Event/Exhibit Holder is responsible for cleaning up the area immediately after the event. The DFA 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.
- D. The Event/Exhibit Holder will be responsible for any costs incurred by the State of Mississippi and the DFA related to damages resulting from the event and/or exhibit.
- E. The Event/Exhibit Holder is responsible for providing any audio/visual, electrical, computer, and communications equipment needed for events and/or exhibits.
- F. Food may not be prepared inside or on the grounds of any state building without prior authorization from the DFA. Warming devices utilizing electricity are acceptable.
- G. Open flames may **not** be utilized to warm food.
- H. Cancellations must be made via email to reservations@dfa.ms.gov.
- I. All buildings are **smoke-free buildings**; therefore, no smoking is permitted in the interior of the buildings. There are designated smoking areas visibly marked on the exterior of the building.

VI. RESPONSIBILITIES OF DFA

- A. Chairs, podiums, or other equipment ordinarily required for ceremonies, presentations, or performances may be used only with prior approval by the DFA and shall be furnished by the requesting party.
- B. The DFA has a limited supply of equipment that may be utilized for indoor use only upon request.
- C. The applicant will be given access to a power source for the event/display, but *extension cords are **not** provided by DFA.*

VII. SECURITY

- A. Security requirements shall be provided by Capitol Police. All requests for additional police presence must be made at least three (3) weeks prior to the event directly to Capitol Police at 601-359-3125. The Event/Exhibit Holder may be responsible for costs associated with additional police presence.

VIII. INDEMNIFICATION

- A. The Event/Exhibit Holder agrees to defend, indemnify and hold harmless the DFA, the State of Mississippi, and all of its officials, officers, agencies, 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/Exhibit Holder's presence, equipment, or use of buildings and grounds.
- B. The Event/Exhibit Holder agrees that the DFA, the State of Mississippi, and all of its officials, officers, agencies, employees, and agents are hereafter relieved of any and all responsibility and liability for any and all injury, loss, or damage the Event/Exhibit Holder, its agents, and invitees or their property may incur as a result of or during the Event/Exhibit Holder's use of the state buildings and/or grounds. Therefore, Event/Exhibit Holder on its own behalf and on the behalf of its agents and invitees hereby agrees to hold harmless, indemnify and defend the DFA, the State of Mississippi, and all of its officials, officers, agencies, 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/Exhibit Holder further covenants and agrees to indemnify and to fully pay and reimburse the DFA and the State of Mississippi for any and all costs of repair or replacement of damaged property; and for the restoration and repair of the state buildings and/or grounds which in any way is damaged, destroyed, or otherwise defaced or harmed as a result of use by the Event/Exhibit Holder, its agents or invitees.

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