



STATE OF MISSISSIPPI
GOVERNOR TATE REEVES

DEPARTMENT OF FINANCE AND ADMINISTRATION

INSTRUCTIONS FOR CAPITOL FACILITY ROOM RESERVATIONS

To access the reservation page go to www.dfa.ms.gov/reservations

Organizations may reserve space for events, meetings, and exhibits in rooms located in buildings maintained by Capitol Facilities staff. Events may be held in Central High School, Robert E. Lee Building, Sun-N-Sand Building, Walter Sillers Building, War Memorial Building, and the E.T. Woolfolk State Office Building. To make a reservation, please fill out the form found on the Mississippi Department of Finance and Administration (DFA) website. This form may be submitted online, by emailing reservations@dfa.ms.gov, or by calling DFA at 601-359-3402.

Instructions for Reservation Form:

- Select the drop down arrow by the building you would like to request
- Select "Make a Reservation"
- Fill in all requested information
- Review your entry
- Click "Submit Request" at the top right-hand corner of the page
- Once approved you will receive a confirmation email with a printable PDF of your application. Requests are reviewed in the order they are received.

NOTE: This process can take 5-7 business days for approval.

Additional Notes:

- The software will not allow you to print a copy of your reservation after you submit the application.
- Please check the online calendar for availability.
- Once you submit your request, please email any changes to the request to reservations@dfa.ms.gov
- Additional questions may be emailed to reservations@dfa.ms.gov or by calling 601-359-3402.