



**STATE OF MISSISSIPPI**  
GOVERNOR TATE REEVES

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

**INSTRUCTIONS FOR RESERVING SPACE AT THE  
MISSISSIPPI STATE CAPITOL BUILDING AND GROUNDS**

To access the State Capitol Reservation page go to [www.dfa.ms.gov/reservations](http://www.dfa.ms.gov/reservations)

Organizations may make a reservation for events, rallies, exhibits, and press conferences on the grounds of the Mississippi State Capitol. Events may be held on the South Grounds of the Capitol, South Capitol Steps, or in the Capitol Green Space between the Carroll Gartin Justice Building and the Walter Sillers State Office Building. Exhibits may be set up in one of the four (4) Exhibit Stations on the first floor of the State Capitol. To make a reservation, please submit 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](mailto:reservations@dfa.ms.gov), or by calling DFA at 601-359-3402.

**Instructions for Reservation Form:**

- Select the drop down arrow by "State Capitol"
- Select "Make a Reservation at the Mississippi State Capitol Building and Grounds"
- 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 7-10 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](mailto:reservations@dfa.ms.gov)
- Additional questions may be emailed to [reservations@dfa.ms.gov](mailto:reservations@dfa.ms.gov) or by calling 601-359-3402.