



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, E.T. Woolfolk State Office Building, Mississippi State Capitol Building, Robert E. Lee Building, Sun-N-Sand Conference Center, Walter Sillers Building, and the War Memorial Building.

To make a reservation at Sun-N-Sand for events Monday through Friday, 8:00 AM – 5:00 PM, 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.

To make a reservation at Sun-N-Sand for private events outside of the hours listed above, please do so at www.henandeggjxn.com or email info@henandeggjxn.com.

Instructions for DFA 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.



Information on Indoor Spaces In Sun-N-Sand Conference Center

Large Meeting Room

- Seats 104 people
- Three Layout Options
 - Meeting Layout (See Layout)**
 - 72 chairs
 - 4 Tables
 - 12 conference chairs
 - 1 meeting room lectern
 - Facilitator desk
 - Classroom Layout (See Layout)**
 - Up to 104 chairs
 - 1 meeting room lectern
 - Banquet Layout (See Layout)**
 - Up to 104 chairs
 - 13 60" round tables
- Newline Smartboard (display duplicated on television)
 - Laptop connection possible via HDMI or casting
 - Web camera on Newline for online meetings
 - Rear wall mounted PTZ camera
- Wi-Fi network
- Integrated overhead speakers and video source input controls via the Extron control panel
- Conference phone
- Food and drinks are permitted

Breakout Conference Room (See Layout)

- Seats 14 people
- No Food or Drinks
- Newline Smartboard
 - Laptop connection possible via HDMI or casting
 - Web camera for online meetings
- Wi-Fi network
- Integrated overhead speakers and video source input controls via the Extron control panel
- Conference phone
- Power and HDMI connections for laptops