



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, Old Capitol Museum, Robert E. Lee 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.



Information on Indoor Conference Spaces

NOTE: Unless otherwise stated, these spaces do not have phone or internet access.

Central High School

Auditorium:

- 250 Seats
- Large screen but not projector
- Microphones
- For all AV inquiries, please contact Ken Stamps at the Mississippi Department of Education at 601-359-3459

Sillers Building

Lobby:

- 100 people
- Chairs and tables available to accommodate requests
- AV is not available

Basement:

- 49 chairs (24 for tables + 25 extra)
- Six 4-foot round tables
- AV is not available

War Memorial Building

Auditorium:

- 374 seats
- Microphone (handheld or wireless), screen, sound system, and projector available by request
- No food or drink in the auditorium. Only in the lobby
- For assistance with set up or AV, contact Capitol Facilities at 601-359-3630

Robert E. Lee Building

2nd Floor Classroom A – wood paneled walls

- 15 chairs
- 6-18 " x 84" tables
- Smartboard
- WiFi Available

2nd Floor Classroom B

- 15 chairs
- 6 – 18" x 84" tables
- Smartboard
- WiFi Available

12th Floor Ballroom

- 100 chairs (90 floor, 10 podium)
- 37 – 24" x 72" tables
- Carpet floors
- No food or drink allowed
- WiFi Available

12th Floor Conference Room

- Conference table with 10 chairs
- No AV or Wifi

12th Floor Garden Room

- 70 chairs
- 14 round 60" tables
- Access to kitchen
- No AV
- WiFi Available

Woolfolk Building

Room 117

- Conference table with 20 executive chairs
- 10 additional small chairs can be placed along the wall upon request
- 2 small "breakout" rooms that each have conference tables with 5 executive chairs
- Large screen but no projector
- Phone line and internet outlet (Phone and cables not provided)
- Access to a full kitchen

Room 138

- Conference table with 20 executive chairs
- 10 additional small chairs can be placed along the walls upon request
- Large screen but not projector
- Analog phone line