State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Facilities Services Department

Evening and Weekend Private Events General Information

Public Areas and Reservations:

- Requested date(s) for evening and weekend private events, which include weddings and receptions, must be approved by the Division of Capital Assets Management. A private event reservation does not limit public access to the State Capitol, which is always open to visitors on weekends from 9:00 A.M. – 4:00 P.M.
- Only one private event can be scheduled per day. Evening events scheduled during the week cannot be scheduled during the months of February through May due to conflict with the legislative session.
- Evening events must be concluded and area cleaned by 10:00 P.M. (waste bins are located North from the West entrance).
- The Second (capacity 200) and Fourth Floor Rotundas (capacity 225) are available for private events.
- Applicants are free to visit the Capitol when it is open to the public (Monday - Friday 6:00 A.M. -7:00 P.M. and Saturday - Sunday 9:00 A.M. – 4:00 P.M.) to see the areas that are available for use.

Fees:

- There is no charge for the use of the Capitol but there is a charge for tables and chairs. (Fees are located in Facilities Management rules (OAC 580:10-5-5) Private purpose; conditions for use)

Capitol Access:

- The guest list(s) for all evening and weekend private events must be submitted to the Highway Patrol office, 405-702-0911, two (2) days prior to the event. You may send this list to DCAM and they will fax it to Highway Patrol.
- All guests will have their photo identifications checked entering and leaving the State Capitol by Highway Patrol. Access to the State Capitol is available only through the west entrance. If you have any questions concerning entry to the State Capitol, please contact Highway Patrol at 405-521-6040 or 521-2316.

Additional Conditions for Use:

- No changing rooms are available. Public restrooms may be used for changing clothes.
- Public areas of the State Capitol building do not have heating or air conditioning.
- Intoxicating beverages or low-point beer; dancing; open flames of any sort, including candles; rice; birdseed; balloons; confetti; bubbles or other similar substances; are prohibited.
- Music is permissible. (See Facilities Management rules OAC 580:10-5-6. (10) Provisions for events, exhibits and art exhibits.)
- Caterers and flowers are permitted; however, nothing may be attached to the Capitol.
- All decorations and equipment brought in by applicant must be set up and removed on the day of the event. Waste bins are located North from the West entrance.
- Ropes and stanchions are placed in public areas of the State Capitol for safety reasons and shall not be moved to accommodate an event.

Bridal Portrait Reservations:

- A bridal portrait reservation request must be submitted to DCAM and approved prior to the event. The available hours for bridal portraits during the legislative session (February – May) are from 5:00 P.M. – 7:00 P. M., Monday – Friday. Reservations for June – January, Monday – Friday, are from 6:00 A.M until 7:00 P.M., and weekend hours are from 9:00 A.M. – 4:00 P.M.