

## CAPITOL CONFERENCE CENTER RESERVATION TERMS AND CONDITIONS

(Use DCAM-FORM-FS-013 Capitol Conference Center Reservation Application to reserve this facility)

- The Division of Capital Assets Management offers **free** use of the Capitol Conference Center to entities of Oklahoma state government.
- The Center may be booked for use between 8 am and 5 pm Monday through Friday excluding State of Oklahoma holidays. Reservations are made during the same office hours. The Center is reserved in one hour increments on a first come, first served basis upon receipt of this form. Needs of the executive branch and legislative committees during session may supersede other users.
- Room 104 has a standard seating configuration which should be retained and restored. It currently seats 86 (12 at the conference table).
- A speaker's podium is available upon request (submit DCAM-FORM-FS-002 requesting equipment).
- A mobile stand, appropriate for meeting agendas or signs, is available to users.
- **NO TAPE** is allowed on any surfaces other than the dry erase board on the north wall. Postings may be push pinned to the framed panels flanking the dry board - no nails may be used, these panels cover glass panes. Users are encouraged to bring their own flip charts/easels.
- Users must provide all audio/video equipment needed.
- **NO FOOD OR DRINK** is to be served or brought into the room. (There is a snack bar on the fourth floor and another snack bar with vending machines in the basement directly below the Conference Center).
- All users should expect to find the Conference Center clean and orderly upon arrival. Users must clear the Center of all trash generated by a meeting. All waste must be deposited in an appropriate container. All equipment/paraphernalia brought to the Center must be removed at the end of the meeting. DCAM will not be responsible for any property left behind. Tables and chairs must be returned to their original configuration. **Failure to comply with conditions may result in the user losing its privilege to use the Conference Center.** The Center is inspected at the end of each use and Agencies will be billed for any major cleanup or damage caused by their usage.
- NO consumables or supplies provided.
- Water and sink facilities can be accessed in the nearest restrooms a few feet away off the Rotunda floor.
- The closest public parking can be found in the lot south of the State Capitol. Handicapped parking is directly in front of the south entrance. Handicapped access is best from the ramp on the east side of the south entrance or via the west/basement entrance.