



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

Capitol Conference Center
Reservation Application

Effective June 1, 2015, Room 104 in the State Capitol will no longer be available for reservations.

INSTRUCTIONS: Form must be filled out completely, printed, signed and submitted by: Fax to (405) 521-6873; or, Email scanned copy or electronic with a digital signature in PDF to capitol.reservation@omes.ok.gov ; or, mail to Facilities Annex, Attn: OFM Admin. Receptionist (Capitol), 2222 N. Walnut, Oklahoma City, OK 73105; or, hand-deliver to State Capitol Building, 2300 N. Lincoln, Room 106, Attn: Brenda Johnson.

A. PERMITTEE INFORMATION

State Agency Name: _____ State Agency # _____
Responsible Associate Holding Meeting: _____ Agency Director: _____
Phone: _____ Fax: _____ E-mail: _____
Street / P.O. Box: _____ City: _____ Zip Code: _____

B. EVENT INFORMATION

Purpose/Title of Event: _____
Event Date: _____ Event Time: from _____ to _____ Number of Attending (no more than 86): _____

C. TERMS AND CONDITIONS OF USE AGREEMENT

- 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.

The undersigned hereby acknowledges that I have read and agree to the above terms and conditions of use for the Capitol Conference Center and agree to pay for any damages or necessary cleanup resulting from said use. I understand that I am expected to vacate the room at the time indicated and restore the room to its orderly state for the next user immediately prior to vacating.

Signature of Associate Responsible for Holding Meeting

Date

D. DCAM OFFICIAL USE SECTION

This reservation application is:

☐ Approved ☐ Disapproved

Date