



STATE OF OKLAHOMA

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES

CAPITAL ASSETS MANAGEMENT

FACILITIES MANAGEMENT ADMINISTRATIVE RULES

OAC 260:60

April 1, 2016

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**TITLE 260. OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
CHAPTER 60. FACILITIES MANAGEMENT**

SUBCHAPTER 1. GENERAL PROVISIONS

260:60-1-1. Purpose

This Chapter provides information and establishes procedures for the Director of the Office of Management and Enterprise Services to administer the operations of all buildings or property owned, used or occupied by or on behalf of the State and controlled by the Office of Management and Enterprise Services, including the Capitol, Capitol plazas, and the State Capitol Park.

260:60-1-2. Definitions

The following words or terms, when used in this chapter, shall have the following meaning unless the context clearly indicates otherwise:

"Art" means fine art of museum quality representing the highest quality of art objects available to include paintings, graphic arts, art photography and sculpture, aesthetically aligned with recognized values, created by the conscious use of skill and creative imagination.

"Art exhibit" means an exhibit composed primarily of art.

"Capitol" means the State Capitol Building.

"Capitol Complex" means the property and buildings of the State of Oklahoma bordered by 28th Street on the north, south bound Lincoln Boulevard on the west, 18th Street on the South, and north bound Lincoln Boulevard on the east, to the point of beginning on 28th Street.

"Capitol Conference Center" means Room 104 of the Capitol.

"Commercial activity" means selling or offering merchandise, food or services for the benefit of an individual or business entity organized for profit.

"Concourse Theater" means Room C50 located in the concourse between the Will Rogers Building and the Sequoyah Building.

"CPC" means the State Capitol Preservation Commission.

"Demonstration" means a gathering of persons which may include demonstrating, picketing, speech making, marching, holding of vigils and other like forms of conduct which involve the communication or expression of views engaged in by one or more persons, the conduct of which has the effect, intent or propensity, to draw a crowd or onlookers.

"Director" means the Director of the Office of Management and Enterprise Services or his designee.

"Event" means an assembly or gathering of people for a single purpose.

"Exhibit" means a display whether free standing or affixed to structures.

"Office" or "OMES" means the Office of Management and Enterprise Services.

"Plaza" means the outdoor area adjacent to the Capitol under the authority of the Office of Management and Enterprise Services.

"Private purpose" means an event or exhibit subject to special admission requirements.

"Public area" means those portions of the property for general visitation or use under the control of the Office of Management and Enterprise Services.

"Public purpose" means an event or exhibit for general visitation or use.

"Reservation" means an accommodation the Office approves and a sponsor secures in advance for an event, art exhibit, demonstration, exhibit or meeting.

"Sponsor" means an individual that requests use of a public area on behalf of an individual, group or state agency.

"State agency" means any state board, bureau, commission, department, authority, public trust, interstate commission, the Judiciary, the Legislature, or the Office of the Governor.

"State Capitol Park" or **"park"** means all portions of the State Capitol grounds and within such boundaries as are located in the State Capitol Complex, including the Governor's Mansion and all properties within the public right-of-way along Lincoln Boulevard north from the north boundary line of Northeast 13th Street to the south boundary line of Northeast 28th Street and along Business Route 66, known as Northeast 23rd Street, from the east edge of Santa Fe Street east to the west edge of Kelley Avenue in Oklahoma City, Oklahoma, as designated on the amended plat filed in the office of the Secretary of state as File Number 155 in the State Property Records. [74 O.S., §1811.4]

260:60-1-3. Waiver

The Director may waive any requirement of this chapter unless statutes mandate the requirement.

- (1) All requests for waivers shall be in writing and must include justification for the waiver request.
- (2) The Office shall respond in writing as to the approval, conditional approval, or denial of a waiver request.

SUBCHAPTER 3. USE OF PUBLIC AREAS OF CAPITOL AND PLAZAS

260:60-3-1. Purpose

The provisions of this Subchapter prescribe conditions and procedures for Capitol access and use of designated public areas of the Capitol or Plazas for exhibits, art exhibits and events to ensure the safety of persons visiting the Capitol, employees, the building and the building contents.

260:60-3-2. Capitol access, operating hours and access requirements

- (a) Capitol operating hours are from 6:00 a.m. to 7:00 p.m., Monday through Friday, excluding state holidays and 9:00 a.m. to 4:00 p.m., Saturdays, Sundays and state holidays.
- (b) During operating hours, the Capitol may be accessed by the public through the west entrance, the east entrance, the southeast entrance on the ground level, and the tunnel entrance on the southeast side of the Capitol.
- (c) Capitol entrances are open from 6:00 a.m. to 7:00 p.m. or until one hour following adjournment of legislative session, Monday through Friday.
- (d) All persons entering the Capitol shall submit to security screening requirements, including but not limited to magnetometer screening devices. Packages, briefcases, purses, and other container in the immediate possession of all persons shall be subject to inspection. For security purposes, persons may not wear masks or hoods which conceal the identity of the wearer while in the Capitol, with the exception of minor children celebrating Halloween.

(e) After 7:00 p.m. or one hour following adjournment of the legislative session, Monday through Friday, and on Saturdays, Sundays and state holidays, persons may enter the Capitol through the west entrance only.

(1) Persons entering the west entrance of the Capitol after 7:00 p.m., Monday through Friday, and on Saturdays, Sundays and state holidays shall check in with a Capitol Patrol Officer, produce a valid form of picture identification and state their intended destination inside the Capitol.

(2) Persons shall check out with a Capitol Patrol Officer at the west entrance when exiting the Capitol.

(f) All state agencies located in the Capitol shall compile and file a list of employees who are authorized by the chief administrative officer of the agency to access the building during time periods outside of the standard hours of operation established in this subchapter with the Capitol Patrol security personnel.

(1) The list shall state the name, established location of employment in the Capitol and office telephone number for each employee on the list; and, the name and telephone number of an administrative employee of the agency for emergency contact purposes outside of the Capitol.

(2) The list shall be filed and maintained by Capitol Patrol security personnel.

(3) Information provided on the list shall be reviewed regularly and revisions filed with Capitol Patrol security personnel immediately.

(g) Persons in the Capitol and on the Capitol Complex shall at all times comply with official signs of prohibitory, regulatory, or directory nature and with the lawful direction of law enforcement and other authorized individuals.

(h) Public entrances, operating hours and access requirements for the Capitol are subject to change to ensure the health and safety of visitors and employees in the event of an emergency, disaster or other circumstances as determined by the Director.

260:60-3-3. Use of public areas

(a) **Reservation requests.** All events, exhibits and art exhibits to be in the public areas of the Capitol or plazas, whether for a public or private purpose, require prior written approval of the Office.

(1) A sponsor shall submit an application for a reservation together with a check for any applicable fees (Reference 260:60-3-5) to the Office at least ten (10) working days but no more than six (6) months prior to the beginning date of the proposed event or exhibit. The application must be submitted during the Office's business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding state holidays.

(2) The application shall specify the desired date, time period, public use area, a description of the event or exhibit. The Office may request additional information as determined necessary to facilitate the reservation.

(3) The Office may impose conditions and time limitations pursuant to the rules of this subchapter and state law.

(4) If the Office denies a request for a reservation, the Office will issue written notice to the requesting sponsor indicating the reasons for denial. Reservation requests which indicate that the sponsor may allow or encourage conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others shall not be approved by the Office.

(b) **Prioritization of reservations.** Except as otherwise provided, the Office shall issue approved reservations on a first-come, first-served basis and may limit the number of reservations in the public areas or plazas.

(c) **Reservation limitations.** Reservations authorize events only in the public areas or plazas specified in the approved application. Event participants shall not block or inhibit passage through the Capitol public areas or plaza common areas, sidewalks, hallways, aisles or passageways.

260:60-3-4. Provisions for exhibits and art exhibits

(a) In addition to the approval requirements of 260:60-3-3, all art exhibits shall be approved by CPC prior to the date of the art exhibit.

(b) In addition to the approval requirements of 260:60-3-3, any exhibit which exceeds ten (10) working days shall be approved by CPC prior to the date of the exhibit.

(c) The Office provides information to a sponsor to seek CPC approval for exhibits and art exhibits upon request.

(d) Exhibits and art exhibits shall not block or inhibit passage through hallways, aisles or passageways.

260:60-3-5. Private purpose; conditions for use

(a) The Office shall determine whether an event, exhibit or art exhibit in the Capitol or a plaza for a private purpose pertains primarily to a private purpose. Private purpose events are subject to the conditions in this subsection.

(b) The event, exhibit or art exhibit is subject to being preempted by a public purpose event, even if the private event was scheduled earlier.

(c) Equipment may be available for use during an event, exhibit or art exhibit and shall be subject to the fee schedule below:

- (1) Tabletop Lectern/Microphone - \$12.00
- (2) Large Sound System - \$50.00
- (3) Floor Model Lectern - \$15.00
- (4) Stage - \$40.00
- (5) Easel - \$3.00
- (6) Risers - \$40.00

(a) The following provisions apply to all events, exhibits or art exhibits:

(1) Sponsors shall confine events, exhibits and art exhibits to the public areas specified in the reservation and shall not relocate to, install, or erect additional paraphernalia in other areas of the Capitol or plazas unless the Office grants prior approval.

(2) No intoxicating beverage or low-point beer will be dispensed or consumed on state property.

(3) Use of cooking or heating elements of any kind is prohibited.

(4) Placement of materials of any kind on structures, fixtures or vehicles in a state parking lot in conjunction with an event, exhibit or art exhibit is prohibited.

(5) Unless authorized in the reservation application, affixing banners, signs, or materials in any manner on or in the Capitol or plazas, or to an appurtenance of the Capitol or plaza is

prohibited. The Office may remove and dispose of, or cause to be removed and disposed of, the signs or banners without notice.

(A) Plaza. Use of handheld signs and signs on hand sticks are allowed.

(B) Capitol. Unless authorized in a reservation, signs or banners of any kind are prohibited in the Capitol.

(6) No individual or group may restrict access to, from or within the Capitol or a plaza.

(7) No individual or group shall cause unreasonable risk to works of art, public property or persons within the Capitol or plaza.

(8) The Office prohibits commercial activity, collection of fees, solicitation of money, or fund raising events which solicit or collect money, in the Capitol or on a plaza. State agencies and non-profit organizations that sell goods to benefit or promote the function of the agency or non-profit organization may request an exemption from the Director.

(9) Events, exhibits or art exhibits for the purpose of promoting a profit making organization or individual are prohibited except as otherwise provided by law. Display of business cards or other means the Office considers promotional are prohibited.

(10) Use of audio devices may be restricted or altered to a decibel level which does not disturb or disrupt other persons in the Capitol or on a plaza.

(11) The Office may order or seek to cause cessation of an event, exhibit or art exhibit which may pose a hazard, as determined by the Office, to an individual, group, building, contents of the building, or building fixtures and appurtenances.

(12) A sponsor shall place electrical cords and cables used for events, exhibits or art exhibits so that the cords and cables limit potential hazard to persons in the area. Electrical cords and cables must be placed out of walkways unless secured to the floor.

(13) Compressed gas cylinders are prohibited for use in conjunction with an event, exhibit or art exhibit, unless specifically identified and approved in the reservation.

(14) Waste accumulation of any kind in any area or manner so as to create a potential hazard to health, safety or property is prohibited.

(15) Open flames (including candles), confetti, balloons, rice, birdseed or other similar substances in conjunction with events, exhibits or art exhibits are prohibited.

(16) All reptiles, animals and fowl, with the exception of assistance dogs and law enforcement canines, are prohibited in the Capitol or on a plaza.

(b) **Requirements at end of event, exhibit or art exhibit.** A sponsor shall remove all materials used in conjunction with or created by an event, exhibit or art exhibit immediately following the conclusion of the event, exhibit or art exhibit.

(c) **Unauthorized events or activities.** Sponsors shall confine events, exhibits and art exhibits to the purpose of the event specified in the reservation. Security personnel will be notified upon detection of unauthorized events or activities.

260:60-3-7. Governor's Art Gallery and Blue Room

(a) A sponsor that desires to use the Blue Room and the Governor's Art Gallery shall contact the Office of the Governor. The Governor's Office may approve or disapprove an event, exhibit or art exhibit.

(b) A sponsor shall state the number of persons the sponsor anticipates to attend the event on the reservation application. The Governor's Office shall limit the number of participants in the Blue

Room and Governor's Art Gallery to conform with the occupancy limits set by the State Fire Marshal.

(c) Upon approval of an event, exhibit or art exhibit by the Governor's Office, the sponsor shall pay a security deposit of Two Hundred Fifty Dollars (\$250.00) to the Governor's Office prior to the event, exhibit or art exhibit. If, upon inspection following the event, inspectors find no damages the Governor's Office will return the security deposit to the sponsor. If inspectors find damages, the sponsor shall forfeit the security deposit or a portion of the security deposit. The sponsor is responsible and shall be billed for any damages that exceed the security deposit amount.

260:60-3-8. Vehicles on plaza

Parking or driving vehicles on a plaza is strictly prohibited unless for a specific state purpose. Prior written authorization must be issued by the Director for the purpose.

260:60-3-9. Access to the Capitol Dome

The Capitol Dome shall not be considered a designated public area of the Capitol. All access shall be strictly controlled by the Director.

SUBCHAPTER 5. USE OF STATE CAPITOL PARK

260:60-5-1. Purpose

The provisions of this Section prescribe conditions and procedures for the use of the public areas of the State Capitol Park for noncommercial demonstrations and events to ensure the safety of persons visiting the Park, employees, and preservation of the Park. For the purposes of this subchapter, the areas within the perimeter fence of the Governor's Mansion are not considered public areas.

260:60-5-2. Use of State Capitol Park

(a) **Reservation requests.** All demonstrations and events to be on the State Capitol Park, whether for a public or private purpose, require prior written approval of the Office.

(1) A sponsor shall submit an application for a reservation together with a check for any applicable fees to the Office at least ten (10) working days prior to the beginning date of the proposed demonstration or event. The application must be submitted during the Office's business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding state holidays.

(2) The application shall specify the desired date, time period, public use area, a description of the demonstration or event. The Office may request additional information as determined necessary to facilitate the reservation.

(3) The Office may impose conditions and time limitations pursuant to the rules of this subchapter and state law.

(4) Reservations for use of the Park are also subject to the provisions of 260:60-3-6.

(5) If the Office denies a request for a reservation, the Office will issue written notice to the requesting sponsor indicating the reasons for denial. Reservation requests which indicate that the sponsor may allow or encourage conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others shall not be approved by the Office.

(b) **Prioritization of reservations.** Except as otherwise provided, the Office shall issue approved reservations on a first-come, first-served basis and may limit the number of reservations in the public use areas of the park.

(c) **Reservation limitations.** Reservations authorize demonstrations and events only in the public area and during the time period specified in the approved application.

260:60-5-3. Park use information

(a) **Conditions.** The provisions of this section shall apply to the use of the State Capitol Park, which includes all demonstrations or events approved by the Director pursuant to this Subchapter.

(1) Individuals may carry handheld signs, placards and banners. Affixing or securing signs, placards or banners to a building, fixture, tree or any other fixed structure is prohibited.

(2) Use of audio devices and musical instruments may be restricted or altered to a decibel level which does not disturb other persons.

(3) Digging, which includes driving stakes into the ground, is prohibited.

(4) Injuring, removing, molesting, burning or vandalizing botanical, paleontological, archaeological or historical features and structures is prohibited.

(5) Contained fires may be authorized based upon intended use and climatological conditions.

(6) Discharging or setting off fireworks is prohibited. The Office may authorize the use of fireworks during holidays and events based upon intended use and climatological conditions.

(7) Assembling, congregating or acting individually in such a way as to obstruct sidewalks, walkways, or entrances and exits to buildings is prohibited.

(8) Possession of firearms, explosives, clubs, missiles, chemicals, incendiary devices, or other like devices is prohibited.

(9) The placement, setting up or erection of tents, sleeping bags, bed rolls, or bedding of any kind for the purpose of camping or remaining overnight is prohibited.

(10) Throwing stones, bottles or other objects with the intent to injure another person or damage property is prohibited.

(11) Use of a motorized vehicle on sidewalks or grounds shall be restricted to emergency, maintenance, construction, development, or authorized building access purposes as determined by the Office.

(12) Burial of human or animal remains is prohibited.

(13) No intoxicating beverage or low-point beer will be dispensed or consumed on state property.

(14) Waste accumulation of any kind in any area or manner so as to create a potential hazard to health, safety or property is prohibited.

(15) Events, exhibits or art exhibits for the purpose of promoting a profit making organization or individual are prohibited, except as otherwise provided by law. Display of business cards or other means the Office considers promotional are prohibited.

(b) **Requirements at end of demonstration or event.** A sponsor shall remove all facilities, equipment, temporary structures and materials used in conjunction with or created by a demonstration or event immediately following the conclusion of the demonstration or event.

(c) **Unauthorized demonstrations and events.** Sponsors shall confine events, exhibits and art exhibits to the purpose of the event specified in the reservation. Security personnel will be notified upon detection of unauthorized demonstrations or activities.

260:60-5-4. Banners on light poles along Lincoln Renaissance

- (a) **Purpose.** The purpose of the banner arms on the light poles along the Lincoln Renaissance area (Lincoln Boulevard from NE 28th to NE 38th Streets) is for the State of Oklahoma to communicate with its citizenry and promote state agencies, state programs, and state-sponsored events. The banner arms are reserved for the sole and exclusive use of the State Oklahoma, acting through the Office. The provisions of this Section prescribe procedures and conditions for the display of banners on such light poles.
- (b) **Request to display banners.** No banners may be displayed without written authorization from the Director. Requests to display banners shall be:
- (1) submitted to the Director in writing;
 - (2) be signed by the appointing authority of a state agency; and,
 - (3) specify what state agency, program or event the banners will promote.
- (c) **Approval of request to display banner.** After the request is reviewed, the Director will notify the state agency in writing of the approval or denial of the request.
- (d) **Prohibited displays of banners.** Banners promoting private organizations, individuals, or privately sponsored events may not be displayed from the light poles along the Lincoln Renaissance area at any time. Any banners displayed without the express written authorization of the Director will be taken down immediately at the owner's expense.

SUBCHAPTER 7. OPERATION OF BUILDINGS OWNED, USED OR OCCUPIED BY OR ON BEHALF OF THE STATE

PART 1. USE OF CAPITOL CONFERENCE CENTER AND THE CONCOURSE THEATER [NEW]

260:60-7-1. Purpose

The provisions of this Part prescribe procedures and conditions for the use of the Capitol Conference Center and the Concourse Theater, designated by the Director as meeting rooms for public purposes.

260:60-7-2. Reservation of meeting rooms

- (a) **Reservation.** Use of a meeting room by a state agency requires prior written approval of the Office.
- (1) A state agency shall submit an application for a reservation to the Office.
 - (2) The application shall specify the desired date, time period and meeting room requested. The Office may request additional information determined necessary to facilitate the reservation.
 - (A) Use of audio visual devices, teleconferencing, voice or data outlets must be specified in a reservation request.
 - (B) Training to use audio visual devices or teleconferencing arrangements must be scheduled at least five (5) days prior to the approved reservation date.

(3) The Office may impose conditions and time limitations pursuant to the rules of this Part and state law.

(4) If the Office denies a request for a reservation, the Office will issue written notice to the requesting state agency indicating the reasons for denial.

(b) **Prioritization of meeting room reservations.** Except as otherwise provided, the Office shall issue approved reservations on a first-come, first-served basis and may limit the number of reservations for a meeting room.

(c) **Reservation limitations.** Reservations authorize meetings only in the specified meeting room during the specified time period.

(d) **Unauthorized meetings.** The Office may notify security personnel upon detection of unauthorized meetings.

260:60-7-3. Use of meeting rooms

(a) **Conditions.** The following conditions shall apply to the use of all meeting rooms reserved pursuant to this Part:

(1) The number of attendees shall not exceed the maximum room occupancy.

(2) Possession and consumption of food in meeting rooms is prohibited.

(3) Possession and consumption of beverages in meeting rooms may be limited or prohibited.

(4) Affixing, by any means, materials to walls or appurtenances in a meeting room is prohibited except as provided by specific meeting room information.

(b) **Meeting supplies.** The reserving agency is responsible for providing all materials or supplies for use with equipment or devices in meeting rooms.

(c) **Requirements at end of meeting.** Immediately following the conclusion of the meeting, the reserving state agency shall:

(1) Remove all materials used in conjunction with or created by the meeting;

(2) Deposit all waste in an appropriate container; and,

(3) Return tables and chairs to the standard configuration.

(d) **Damages.** The Office shall bill the state agency reserving the meeting room for damage occurring to the room, furniture, fixtures or equipment during the reserved period of time.

PART 3. ACCESS TO THE J. HOWARD EDMONDSON AND ROBERT S. KERR OFFICE BUILDINGS

260:60-7-10. Purpose

The provisions of this Part prescribe procedures and conditions for access to the J. Howard Edmondson and Robert S. Kerr Office Buildings.

260:60-7-11. Access to the J. Howard Edmondson and Robert S. Kerr Office Buildings, operating hours and access requirements

(a) The Kerr and Edmondson Buildings operating hours are from 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding state holidays.

(b) During operating hours, the Kerr and Edmondson Buildings may be accessed by the public through the North entrance of the Edmondson building only.

(c) All persons entering the buildings shall submit to security screening requirements, including but not limited to magnetometer screening devices. Packages, briefcases, purses, and other container in the immediate possession of all persons shall be subject to inspection.

(d) All state agencies located in the buildings shall compile and file a list of employees who are authorized by the chief administrative officer of the agency to access the building during time periods outside of the standard hours of operation established in this subchapter with the Department of Public Safety security personnel.

(1) The list shall state the name, established location of employment in the buildings and office telephone number for each employee on the list; and, the name and telephone number of an administrative employee of the agency for emergency contact purposes outside of the buildings.

(2) The list shall be filed and maintained by Department of Public Safety security personnel.

(3) Information provided on the list shall be reviewed regularly and revisions filed with Department of Public Safety security personnel immediately.

(e) Persons in the buildings and on the grounds immediately surrounding the buildings shall at all times comply with official signs of prohibitory, regulatory, or directory nature and with the lawful direction of law enforcement and other authorized individuals.

(f) Public entrances, operating hours and access requirements for the buildings are subject to change to ensure the health and safety of visitors and employees in the event of an emergency, disaster or other circumstances as determined by the Director.

PART 5. GENERAL OPERATIONS OF PUBLIC BUILDINGS MANAGED BY THE OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES

260:60-7-21. Purpose

The provisions of this Part provide minimum standards and criteria for the operation of public buildings managed or controlled by the Office of Management and Enterprise Services in order to provide a clean, safe and comfortable working environment for employees and the public of the State of Oklahoma. As used in this Part, the term "public buildings" does not apply to buildings and property covered by rules in Subchapter 3 and Subchapter 5 of this Chapter. A list of buildings managed by OMES is maintained and accessible on the Office of Management and Enterprise Services website.

260:60-7-22. General use

(a) Use shall be restricted to the conduct of state business and to other activities whose principal purpose is to improve the efficiency of a state agency in achieving its objectives or is to promote the health, safety, welfare, morale, education or training of state employees.

(b) Such activities may include, but are not limited to: the usual business of state government, agency staff meetings, governmental task force meetings, safety meetings, employee education classes, seminars and training sessions sponsored by state institutions for the benefit of the public, employee-of-the-month recognitions, ceremonies to recognize retiring state employees, holiday luncheons for state employees, Oklahoma State Employees Charitable Campaign meetings, employee wellness programs, and the like.

(c) The Office may impose conditions and time limitations pursuant to the rules of this Part and state law.

260:60-7-23. General operating procedures

(a) The chief administrative officer of each occupying agency shall be responsible for the building space assigned to the agency and his/her agency's compliance with rules of this Part.

(b) The Office of Management and Enterprise Services will provide building tenants with a written Tenant Manual to ensure public dissemination of building operation information and regulations.

(c) The following requirements shall be performed pursuant to applicable state and federal laws and regulations:

(1) **Parking.** Parking should only be allowed in paved parking areas with adherence to all applicable restrictions.

(2) **Weapons.** No person entering or while on-property shall carry or possess firearms or other dangerous or deadly weapons, unless authorized to do so by state or federal laws.

(3) **Intoxicating beverages, low-point beer and controlled substances.** No intoxicating beverages, low-point beer, or controlled, non-prescribed substances are allowed inside the building or on property grounds.

(4) **Disturbances.** No conduct shall be allowed which creates a loud or unusual noise or nuisance; or which obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways or parking lots or which otherwise impede or prohibits the official duties of building occupants or impedes the safe evacuation for the building occupants or access for emergency response personnel in an emergency.

(5) **Posting and/or distribution of printed materials.** No notices, bulletins, circulars or other type information may be placed on any common area wall or door (common area is described herein as hall, lobby, elevator, restroom, break room or conference room). This includes all adjoining doors and door frames.

(A) This paragraph does not apply to meeting agendas posted in accordance with the Oklahoma Open Meeting Act unless alternate posting methods for public viewing become available.

(B) A bulletin board may be installed at elevator lobby for agency, building or event notices. Contact your Facilities Manager for this service. These bulletin boards are for official use only. Personal solicitations or announcements of any kind are prohibited and will be removed by OMES.

260:60-7-24. Use of public areas

(a) **Reservation.** Use of a meeting room by a state agency requires prior written approval of the Office.

(1) A state agency shall submit an application for a reservation to the Office.

(2) The application shall specify the desired date, time period and meeting room requested. The Office may request additional information determined necessary to facilitate the reservation.

(A) Use of audio visual devices, teleconferencing, voice or data outlets must be specified in a reservation request.

- (B) Training to use audio visual devices or teleconferencing arrangements must be scheduled at least five (5) days prior to the approved reservation date.
- (3) The Office may impose conditions and time limitations pursuant to the rules of this Part and state law.
- (4) If the Office denies a request for a reservation, the Office will issue written notice to the requesting state agency indicating the reasons for denial.
- (b) **Prioritization of meeting room reservations.** Except as otherwise provided, the Office shall issue approved reservations on a first-come, first-served basis and may limit the number of reservations for a meeting room.
- (c) **Reservation limitations.** Reservations authorize meetings only in the specified meeting room during the specified time period.
- (d) **Unauthorized meetings.** The Office may notify security personnel upon detection of unauthorized meetings.
- (e) **Provisions for events, exhibits and art exhibits.** The provisions of section 260:60-3-6 shall apply to all events, exhibits, or art exhibits approved by the Office to be held in public areas of the property.