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HOW TO RESERVE A SPACE AT THE CAPITOL

The Oklahoma Capitol Building first-floor multipurpose rooms and second- and fourth-floor rotunda are available for private reservations through the Office of Management and Enterprise Services. Multipurpose rooms may be reserved during business hours only. Rotunda spaces may be reserved after hours in addition to business hours. Reservations are approved on a first-come, first-serve basis. *Spaces can be reserved at no charge for legislative events that are hosted and attended by members.*

- **Business hours:** Monday-Friday, 8 a.m.-5 p.m.
- **After hours:** Weekdays prior to 8 a.m. or after 5 p.m. and anytime on Saturdays.

WHO CAN RESERVE?

- **Sponsor:** An individual who requests use of a public area on behalf of an individual, group or state agency.
- **State official sponsor:** The governor, lieutenant governor, a member of the House of Representatives or a member of the Senate.

READY TO RESERVE?

All applicants are required to read the State Capitol and Plaza Reservation Terms and Conditions at [https://go.usa.gov/xu4wd](https://go.usa.gov/xu4wd) as well as the Facilities Management Rules that regulate reservation conditions at [https://go.usa.gov/xu4wG](https://go.usa.gov/xu4wG).

APPLY FOR A RESERVATION:

Complete the online form at [https://forms.office.com/g/Nshzg7RA9x](https://forms.office.com/g/Nshzg7RA9x) to submit your request.

AWAIT APPLICATION APPROVAL:

If your request is approved, OMES will contact you with confirmation via the preferred method you indicated in the online form.

RESERVE EQUIPMENT*

<table>
<thead>
<tr>
<th>ITEMS AVAILABLE TO RESERVE</th>
<th>RESERVATION FEE</th>
<th>AFTER-HOURS RESERVATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor model lectern</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>Large sound system</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Stage</td>
<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>Easel</td>
<td>$10</td>
<td>$20</td>
</tr>
<tr>
<td>Risers</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Table and chairs setup</td>
<td>$50</td>
<td>$100</td>
</tr>
</tbody>
</table>

*Reservation fees do not apply to legislative events hosted and attended by members.
MULTIPURPOSE ROOMS

Host your next luncheon or deliver an impactful presentation in one of our multipurpose rooms. Located on the first floor of the Capitol, these spaces are the epitome of modern professional. These rooms are equipped with flatscreen TVs and audio capabilities and feature windows that offer natural light and views of the north Capitol Campus.

RESERVATIONS AVAILABLE DURING BUSINESS HOURS ONLY.

<table>
<thead>
<tr>
<th>RESERVATION FEES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multipurpose Room A</td>
</tr>
<tr>
<td>Multipurpose Room B</td>
</tr>
<tr>
<td>Multipurpose Room C</td>
</tr>
<tr>
<td>Multipurpose Rooms A and B</td>
</tr>
<tr>
<td>Audio/video setup</td>
</tr>
</tbody>
</table>

*Reservation fees do not apply to legislative events hosted and attended by members.
SECOND-FLOOR ROTUNDA

The second-floor rotunda is an elegant space to host events. Its white marble floors and muted color palette maintains focus on the present while offering glimpses of Oklahoma history through the floor and ceiling, where guests can view the new bronze state seal below and admire the vibrant fourth-floor rotunda above.

Max occupancy: 225  
Table capacity: 34-40

WHO CAN RESERVE?

- **Business hours:** Requires state official sponsor.
- **After hours:** Anyone.

RESERVATIONS AVAILABLE MONDAY THROUGH SATURDAY:

- **Reservation fee:** $75  
- **After-hours reservation fee:** $200  
- Reservation fees do not apply to legislative events hosted and attended by members.
FOURTH-FLOOR ROTUNDA

The fourth-floor rotunda is the crown jewel of the Capitol. Resting just below the Capitol dome, this level features vibrant murals, restored stained glass and Greco-Roman designs that combine Oklahoma culture with grandeur sure to take your breath away.

**Max occupancy:** 225

**Table capacity:** 34-40

**WHO CAN RESERVE?**

- **Business hours:** Requires state official sponsor.
- **After hours:** Anyone.

**RESERVATIONS AVAILABLE MONDAY THROUGH SATURDAY:**

- **Reservation fee:** $150
- **After-hours reservation fee:** $400
- **Reservations unavailable February through May for legislative session.**
- **Reservation fees do not apply to legislative events hosted and attended by members.**
To discuss your options, ask questions or brainstorm event ideas, please email our reservation coordinator at capitol.reservation@omes.ok.gov.

Scan with your smartphone camera to access the Capitol Event Reservations webpage.