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**State Capitol Park Use Permit Application**

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| **INSTRUCTIONS:** Form must be filled out completely, printed, signed and faxed to 405-521-6873; or emailed, either scanned or electronic, with a digital signature in PDF to [capitol.reservation@omes.ok.gov](mailto:capitol.reservation@omes.ok.gov); or  mailed to Facilities Annex, Attn: OFM Admin. Receptionist (Capitol), 2222 N. Walnut, Oklahoma City, OK 73105; or hand delivered to State Capitol Building, 2300 N. Lincoln Blvd., Room 101, Attn: OMES Receptionist. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A. PERMITTEE INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Legal Name of Organization: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | if State Agency, Agency # | | | | | | | | | | | | |  | | |
|  | Contact Person Name: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Phone: | |  | | | | | | | | | | Fax: | |  | | | | | | E-mail: | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | Street/P.O. Box: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | City: |  | | | | | | | | | | | | | | | | | | | | | | | State: | | | |  | | | | | | | Zip Code: | | | |  | | | | | |
|  | Permittee preferred method of official contact (check one only): | | | | | | | | | | | | | | | | | | | E-mail | | | | | | Fax | | | | | | | | | | | | | Mail | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. EVENT INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Event Type: | | | | | | | | Private (Non-profit only) | | | | | | | | | | Public (Non-profit only) | | | | | | | | | | | | | | | | State Agency | | | | | | | | | | |
|  | Purpose/Title of Event: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Event Date: | | |  | | | | | | | | | | | | | Event Time: from | | | | | |  | | | | to | | | | |  | | | | | |  | | | | | | | |
|  | Number of participants: | | | | | | |  | | | | Number of buses involved: | | | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | | | | |
|  | Will added security or traffic control be necessary? | | | | | | | | | | | | | | | | | Yes | | | | No | | | | | | | | | | | | | | | | | | | | | | | |
|  | Area/Location Requested: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Setup special instructions/conditions: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| I, the undersigned applicant, being duly authorized to sign for the organization named herein, have read and understand the permit terms and conditions which are defined on page 2 of this permit and the *Rules for Use of State* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Capitol Park (260:60-5)*, and have caused this application to be executed this | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | day of | | |  | | | | , |  | | | . |
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|  | | | | | | | | | | | | | | Signature of Applicant | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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| C. CAM OFFICIAL USE SECTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This reservation application is: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | |  | | | | | | | |  | |
| □ Approved | | | | | □ Disapproved | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | |  | | | | | | | |  | |
|  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | Date | | | | | | | |  | |

# STATE CAPITOL PARK USE PERMIT TERMS AND CONDITIONS

* + 1. A sponsor shall submit an application for a reservation together with a check for any applicable fees to the department at least 10 working days prior to the beginning date of the proposed demonstration or event. The application must be submitted during the department’s business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding state holidays.
    2. Permits for casual, intermittent personal use, as defined by Capital Assets Management (CAM), require no advance notice.
    3. Permits for demonstrations or use of the State Capitol Park must be received by CAM 48 hours prior to the commencement of the demonstration. In case of emergency, after business hours contact State Capitol Patrol at 521-2316.
    4. Permits for special events which are open and/or advertised to the public must be received by CAM 14 calendar days prior to the requested date(s) of use.
    5. Permittee agrees to comply with State Capitol Park rules and regulations and applicable State and Federal laws. Failure to comply may result in the termination of the use permit and discontinuance of the event or activity. Rules include, but are not limited to: all signs shall be hand carried; no intoxicating beverage or low-point beer will be dispensed or consumed on state property; 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 forbidden; use of audio devices and musical instruments may be restricted or altered to a decibel level which does not disturb other persons; and, digging, which includes driving stakes into the ground, is prohibited. Please review *Rules for Use of Public Areas of the Capitol Building & Plazas (260:60-3)* carefully.
    6. The permitted site will be fully and promptly restored to pre-use conditions by the permittee. A damage deposit, which will not exceed $500.00, may be requested by CAM for certain permits. Twenty-four hours will be allowed for the purpose of restoring the site, beginning at the conclusion of the event.
    7. No discrimination will be made against any person because of race, creed, sex, age, color, disability, religion, place of residency or national origin pursuant to any activity relating to this permit.
    8. Liability insurance may be required for any event open to the public. CAM shall define limits based upon risk, spectator attendance and past loss histories from similar events. Such insurance shall be provided by a reputable and solvent insurance or surety company duly licensed to do business in the State of Oklahoma. Such policy shall name the permittee and the Oklahoma Office of Management and Enterprise Services, Capital Assets Management, State Capitol Park as insured or additional insured to an existing policy. Such policy shall be provided to CAM five days prior to the commencement of the event.
    9. Representatives of the Capital Assets Management or State Capitol Patrol officers reserve the right to enter and inspect the premises used by permittee at any reasonable time.
    10. Use permits for events may not be approved due to potential health and safety risks or at any other certain time when overcrowding of the park is anticipated. Such determination shall be at the discretion of CAM.
    11. The permittee agrees to indemnify and hold harmless the Oklahoma Office of Management and Enterprise Services, Capital Assets Management and staff from any and all claims, actions, lawsuits, liability, damage, injury, penalty, fine, loss, sustained directly or indirectly, by any person, authority or entity for injuries or damages of any kind or character, whether through negligence, tort fraud, accident, intentional, or otherwise based upon the use or occupation of the facilities herein described or by reason of any acts or omissions of the permittee, its officers, agents employees, guest, patrons, invitees or any other party whomsoever.