



1. Reservations for casual, intermittent personal use, as defined by Capital Assets Management, require no advance notice.
2. A sponsor shall submit an application for a reservation to the department at least 10 working days but no more than 12 months prior to the beginning date of the proposed event or exhibit. The application must be submitted during the department's business hours of 8 a.m. and 5 p.m., Monday through Friday, excluding state holidays.
3. In case of emergency after business hours, contact State Capitol Patrol at 405-521-2316.
4. Permittee must bring a copy of the reservation application, approved by Capital Assets Management, to the event.
5. Permittee agrees to comply with rules regarding the use of public areas of the State Capitol and Plazas and applicable state and federal laws. Failure to comply may result in the termination of the reservation and discontinuance of the event or activity. Rules include, but are not limited to: Audio devices used at a decibel level that is disturbing or disruptive to the ongoing work of employees in the State Capitol will be adjusted accordingly; any electrical cords used for events or exhibits must be placed out of the flow of traffic or covered with a cord protector; public areas of the State Capitol will not be used for events or exhibits requiring the use of cooking or heating elements of any kind; no confetti, balloons, rice, birdseed or other similar substances or candles may be used inside the State Capitol; signs and banners of any kind are prohibited inside the State Capitol unless authorized in a reservation; use of handheld signs and signs on hand sticks are allowed in the plazas. Ropes and stanchions are placed in public areas of the State Capitol for safety reasons and shall not be moved to accommodate an event. Please review *Rules for Use of Public Areas of the Capitol Building & Plazas (260:60-3)* carefully.
6. 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 reservation.
7. 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 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.
8. Representatives of Capital Assets Management or State Capitol Patrol officers reserve the right to visit and inspect the premises used by permittee at any reasonable time.
9. Reservations for events may not be permitted due to potential health and safety risks or at any other certain time when overcrowding of the State Capitol is anticipated. Such determination shall be at the discretion of CAM.
10. 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, guests, patrons, invitees, or any other party whomsoever.
11. 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.
12. The permittee agrees that all exhibits and exhibitors present in the permitted site shall be relative to the purpose of the event stated by the permittee in the reservation application.
13. The contact name and telephone number along with the event description provided in this reservation form will be published on the Capital Assets Management website calendar for public access, with the exception of private functions such as weddings.