

# Title 260. Office of Management and Enterprise Services

## CHAPTER 60. FACILITIES MANAGEMENT

[Authority: 62 O.S., § 34.6

[Source: Codified 9-12-14]

### 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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

#### 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:

**"After hours event"** means any event occurring inside the State Capitol or on the State Capitol grounds on weekdays prior to 8:00am or after 5:00pm and anytime on Saturdays and Sundays.

**"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 Multipurpose Meeting Rooms"** means Room 100 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. The public areas of the Capitol available for reservations are: the second floor rotunda, fourth floor rotunda, and the plazas. Public corridors are not available for reservations due to safety reasons.

**"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]

**"State official sponsor"** means the Governor, Lieutenant Governor, a member of the House of Representatives, or a member of the Senate.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

### **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

## **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

### **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, except the governor, lieutenant governor, and elected members of the House of Representatives and the Senate, 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 or masks worn for health purposes.

(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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 32 Ok Reg 455, eff 12-17-14 (emergency); Amended at 32 Ok Reg 1771, eff 9-11-15; Amended at 38 Ok Reg 1864, eff 9-11-21]

### **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 payment for any applicable fees (Reference 260:60-3-5) to the Office at least ten (10) working days but no more than one (1) year 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.
- (5) Exhibits and art exhibits shall not exceed a period of ten (10) days and require a state official sponsor.
- (6) All events in the second floor rotunda and fourth floor rotunda require a state official sponsor.
- (7) No events or exhibits will be scheduled in the Ground floor rotunda, Ground floor dining room, and first floor rotunda.
- (8) Events and exhibits shall not:
- (A) obstruct entrances or exits;
  - (B) interrupt traffic flow throughout the building;
  - (C) obstruct public corridors;
  - (D) obstruct the view or access to fire-fighting equipment or fire alarm pull stations;
  - (E) obstruct stairways or elevators; or
  - (F) obstruct access to restrooms.
- (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.
- (d) **Reservation Fee.** In addition to any fees for equipment usage outlined in 260:60-3-5, the reservation fee schedule below applies (not applicable for After Hours Events):
- (1) \$75.00 for the second floor rotunda;
  - (2) \$150.00 for the fourth floor rotunda.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

#### **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 exceeding ten (10) days shall be approved by the CPC prior to the date of the art exhibit. Art exhibits for ten (10) days or less require a state official sponsor.
- (b) In addition to the approval requirements of 260:60-3-3, any art exhibit or exhibit which exceeds ten (10) working days shall be approved by CPC prior to the date of the exhibit.
- (c) All exhibits, displays, literature racks, decorations, furniture, or equipment placed in the public areas of the capitol for a period exceeding ten (10) days requires CPC approval.
- (d) The Office provides information to a sponsor to seek CPC approval for exhibits and art exhibits upon request.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

#### **260:60-3-5. Conditions for use**

- (a) Events, art exhibits, exhibits and meetings inside the Capitol or on a plaza are subject to the conditions in this subsection, whether they be for private purpose or public purpose.
- (b) A private purpose event, exhibit or art exhibit is subject to being preempted by a public purpose event, exhibit, or art exhibit, 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 (not applicable for After Hours Events):

- (1) Tabletop Lectern/Microphone - \$20.00
- (2) Large Sound System - \$100.00
- (3) Floor Model Lectern - \$15.00
- (4) Stage - \$200.00
- (5) Easel - \$10.00
- (6) Risers - \$100.00
- (7) Table and Chairs Set-up - \$50.00

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

### **260:60-3-6. Provisions for events, exhibits and art exhibits**

(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 will be dispensed or consumed on state property.
- (3) Use of cooking or heating elements of any kind is prohibited. Crock pots are allowable with prior permission.
- (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. The Office may remove and dispose of, or cause to be removed and disposed of, the materials without notice.
- (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. Use of handheld signs is allowed in the Capitol. Signs mounted on sticks or rods are not allowed.
- (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. No event or activity shall exceed 90 decibels.
- (11) The Office may order or seek to cause cessation of an event, activity, 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.
- (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, activities, 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, activities, exhibits and art exhibits to the purpose of the event specified in the reservation. Security personnel is authorized to intervene and take appropriate action upon detection of unauthorized events or activities.
- [Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

### **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.
- (d) Food and drinks are prohibited in the Blue Room.
- [Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

### **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

### **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

### **260:60-3-10. After Hours Events**

- (a) The following rules shall apply to after hours events inside the State Capitol: All rules in sections 260:60-1-1 through 260:60-3-3 apply to After Hours Events.
- (b) Additionally, the following rules apply:
- (1) Only the second floor rotunda, fourth floor rotunda, and plazas will be available. The rotundas are available for reservation on Friday evenings and on Saturday. Sunday reservations

are not permitted in the rotundas. After hours events in the rotundas do not require a state official sponsor.

(2) Events must be concluded and the premises vacated by 11:00 p.m.

(3) Sponsor shall hire a state trooper from the Department of Public Safety to be present at the event for security.

(4) A staff member from the Office shall be present at the event to ensure compliance with the rules. The sponsor will be charged \$25.00/hour for the staff member's time.

(5) The reservation fees are as follows:

(A) \$200.00 for the second floor rotunda;

(B) \$400.00 for the fourth floor rotunda.

(6) Equipment is subject to the following fee schedule:

(A) Tabletop Lectern/Microphone - \$40.00;

(B) Large sound system - \$100.00;

(C) Floor model lectern - \$30.00

(D) Stage - \$400.00

(E) Easel - \$20.00

(F) Risers - \$200.00

(G) Table and Chairs Set Up - \$100.00

[Source: Added at 38 Ok Reg 1864, eff 9-11-21]

### **260:60-3-12. Damages**

Charges may be assessed to the sponsor for any damage caused to State Capitol property or equipment. An itemized list of damages will be presented to the sponsor upon request.

[Source: Added at 38 Ok Reg 1864, eff 9-11-21]

## **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

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

(a) **Reservation requests.** All demonstrations, protests 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, protests and events only in the public area and during the time period specified in the approved application.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

### **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, protests, activities 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, stairways or entrances and exits to buildings is prohibited.

(8) Any possessions or items related to a demonstration, protest, activity or event shall not obstruct sidewalks, walkways, stairways or entrances and exits to the building.

(9) For safety purposes, any possessions or items related to a demonstration, protest, or event shall not be left unattended. All unattended items will be confiscated and are subject to be discarded.

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

(11) All persons are prohibited from engaging in any activities which may endanger their safety or the safety of others without written permission from the Office.

(12) 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.

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

(14) 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.

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

(16) No intoxicating beverage will be dispensed or consumed on state property.

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

(18) If the sponsor anticipates more than 250 people for a demonstration, protest, event or activity, appropriate portable toilet facilities must be arranged at the expense of the sponsor. The



sponsor should coordinate with the Office for placement of the portable toilet facilities within the Park.

(19) 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, personal items, 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, demonstrations, protests, exhibits and art exhibits to the purpose of the event specified in the reservation. Security personnel will be notified upon detection of unauthorized events, demonstrations, protests, exhibits, art exhibits or activities. Persons conducting unauthorized events, demonstrations, protests, exhibits, art exhibits or activities are subject to removal from State Capitol Park by security personnel.

(d) **Park hours.** State Capitol Park is closed to all persons, except employees, elected officials and contractors of the State of Oklahoma, from 11:00 p.m. each night to 6:00 a.m. the following morning. Unauthorized persons in the Park are subject to removal by security personnel.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

#### **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

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

#### **PART 1. USE OF THE CAPITOL MULTIPURPOSE MEETING ROOMS AND THE CONCOURSE THEATER**

##### **260:60-7-1. Purpose**

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

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

### **260:60-7-2. Reservation of Capitol multipurpose meeting rooms**

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

(1) A sponsor shall submit an application online for a reservation together with payment for any applicable fees to the Office at least ten (10) working days but no more than one (1) year 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 and meeting rooms 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. When a reservation request or previous experience indicates that the sponsor may allow or encourage conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others, the Office shall not approve the reservation.

(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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

### **260:60-7-3. Use of Capitol multipurpose 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 and drinks in meeting rooms is permitted; however, the sponsor will be charged for any damage to the room.

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

(4) 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.

(5) 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) **Meeting supplies.** The reserving sponsor 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 sponsor 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 sponsor reserving the meeting room for damage occurring to the room, furniture, fixtures or equipment during the reserved period of time. An itemized list of damages will be made available to the sponsor upon request.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14; Amended at 38 Ok Reg 1864, eff 9-11-21]

#### **260:60-7-4. Fees for Use of Capitol Multipurpose Meeting Rooms**

(a) **Reservation Fees.** In addition to any fees for equipment usage outlined in 260:60-3-5, there shall be a reservation fee in the amount of:

- (1) \$25 for Multipurpose Room A;
- (2) \$45 for Multipurpose Room B;
- (3) \$35 for Multipurpose Room C;
- (4) \$25 for Multipurpose Room D;
- (5) \$65 for Multipurpose Room A&B combined.

(b) **Audio/Visual Set-Up Fee.** A \$25 set-up fee will be charged for sponsors using the audio/visual equipment in the Capitol Multipurpose Rooms.

[Source: Added at 38 Ok Reg 1864, eff 9-11-21]

#### **260:60-7-5. Use of Concourse Theater**

The Concourse Theater is available for use by state agencies during regular business hours. State agencies may use the Concourse Theater free of charge for official state business.

[Source: Added at 38 Ok Reg 1864, eff 9-11-21]

### **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

#### **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

## **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

### **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

### **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]

#### **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.

[Source: Added at 31 Ok Reg 1416, eff 9-12-14]