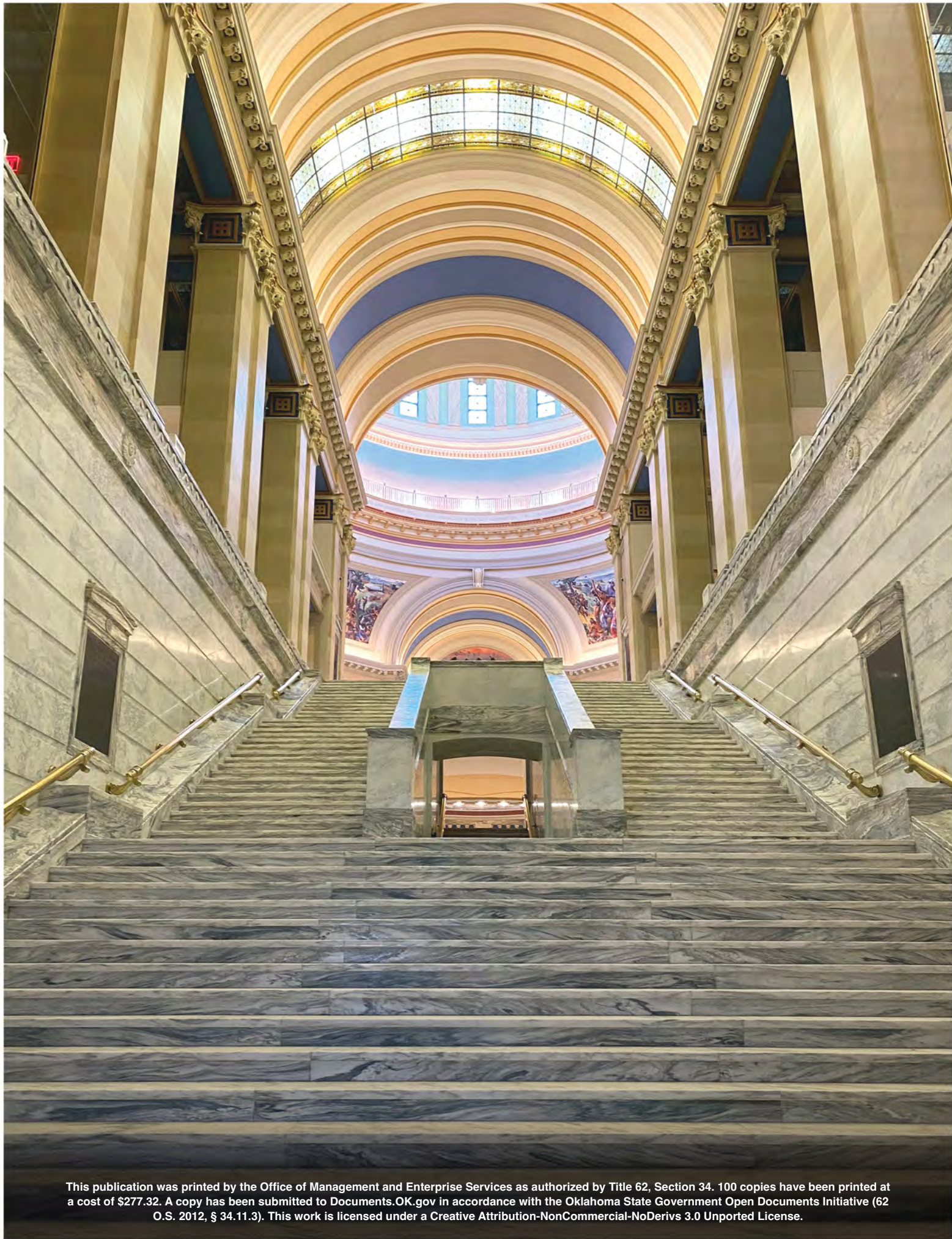




OKLAHOMA

# CAPITOL

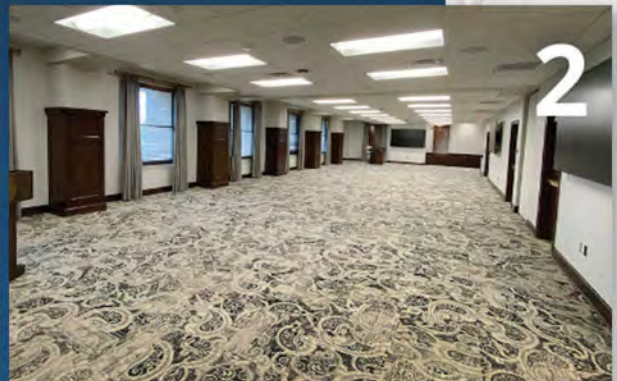
EVENT RESERVATIONS



This publication was printed by the Office of Management and Enterprise Services as authorized by Title 62, Section 34. 100 copies have been printed at a cost of \$277.32. A copy has been submitted to Documents.OK.gov in accordance with the Oklahoma State Government Open Documents Initiative (62 O.S. 2012, § 34.11.3). This work is licensed under a Creative Attribution-NonCommercial-NoDerivs 3.0 Unported License.

# TABLE OF CONTENTS

HOW TO RESERVE A SPACE AT THE CAPITOL .....	1
RESERVE EQUIPMENT .....	1
MULTIPURPOSE ROOMS .....	2
SECOND-FLOOR ROTUNDA .....	3
FOURTH-FLOOR ROTUNDA .....	4



# 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. **There is no charge to reserve space for legislative events that are hosted and attended by members during business hours. Fees apply to events held after hours or on Saturday.**

- **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 these two forms, available by scanning the QR codes with your smartphone camera.

State Capitol and Plaza  
Reservation Terms and  
Conditions

Facilities  
Management  
Rules



### APPLY FOR A RESERVATION:

Visit the Capitol Event Reservations webpage by scanning this QR code and complete the online form 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 \*

ITEMS AVAILABLE TO RESERVE	RESERVATION FEE	AFTER-HOURS RESERVATION FEE
Floor model lectern	\$15	\$30
Large sound system	\$100	\$100
Stage	\$200	\$400
Easel	\$10	\$20
Risers	\$100	\$200
Table and chairs setup	\$50	\$100

*\*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 maintain 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

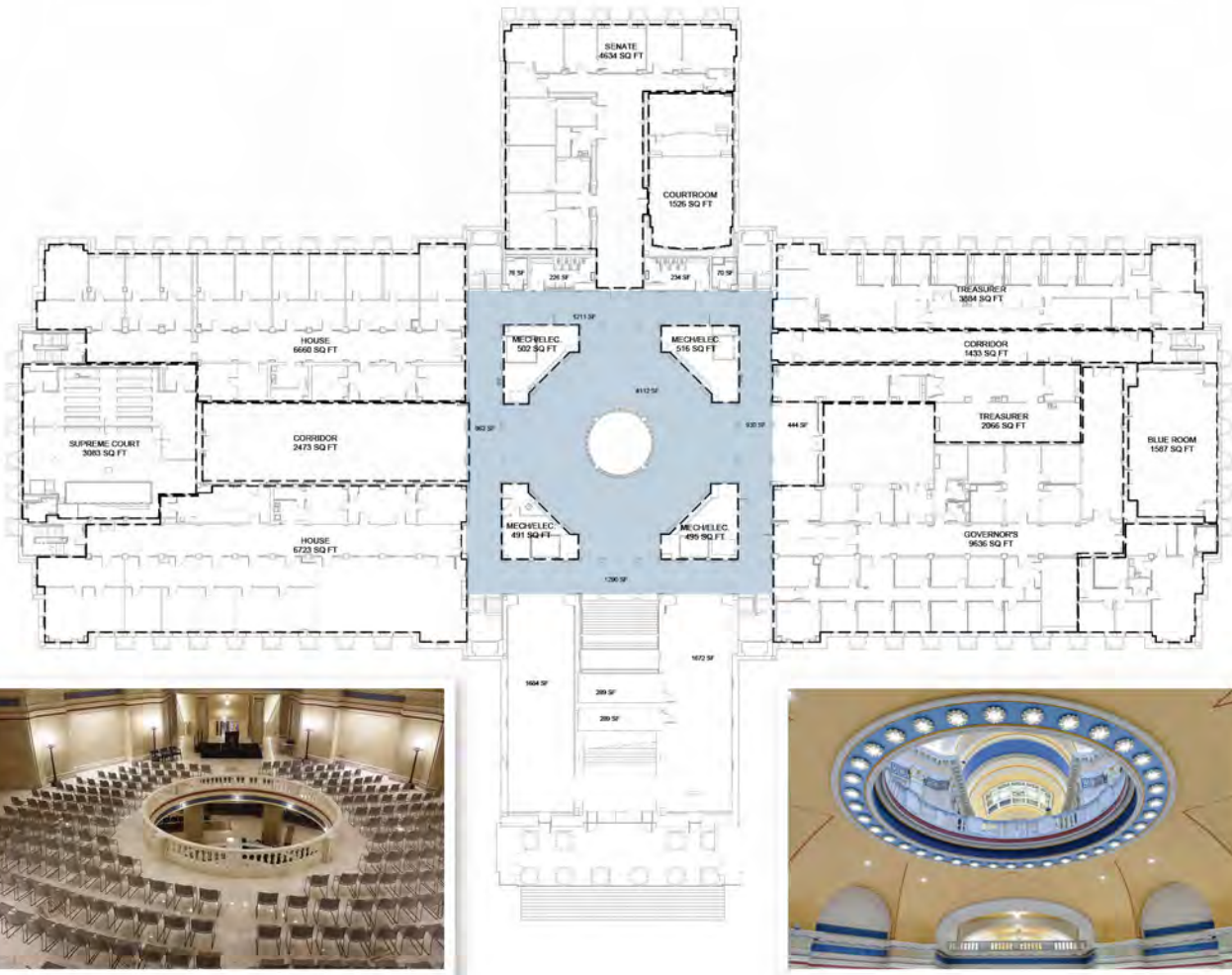
**Table capacity:** 36

## 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 during regular business hours.**



# 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

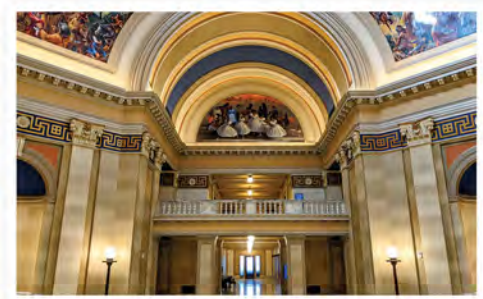
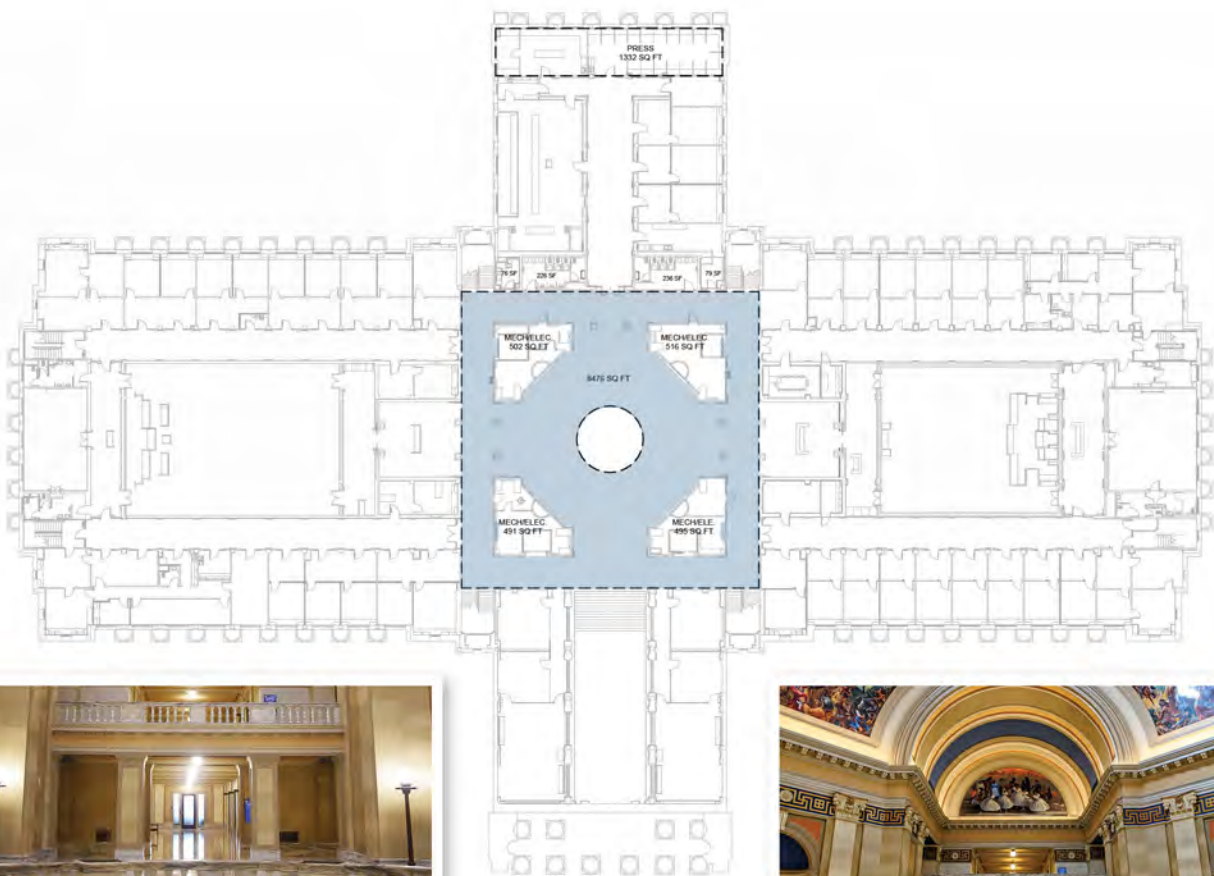
**Table capacity:** 36

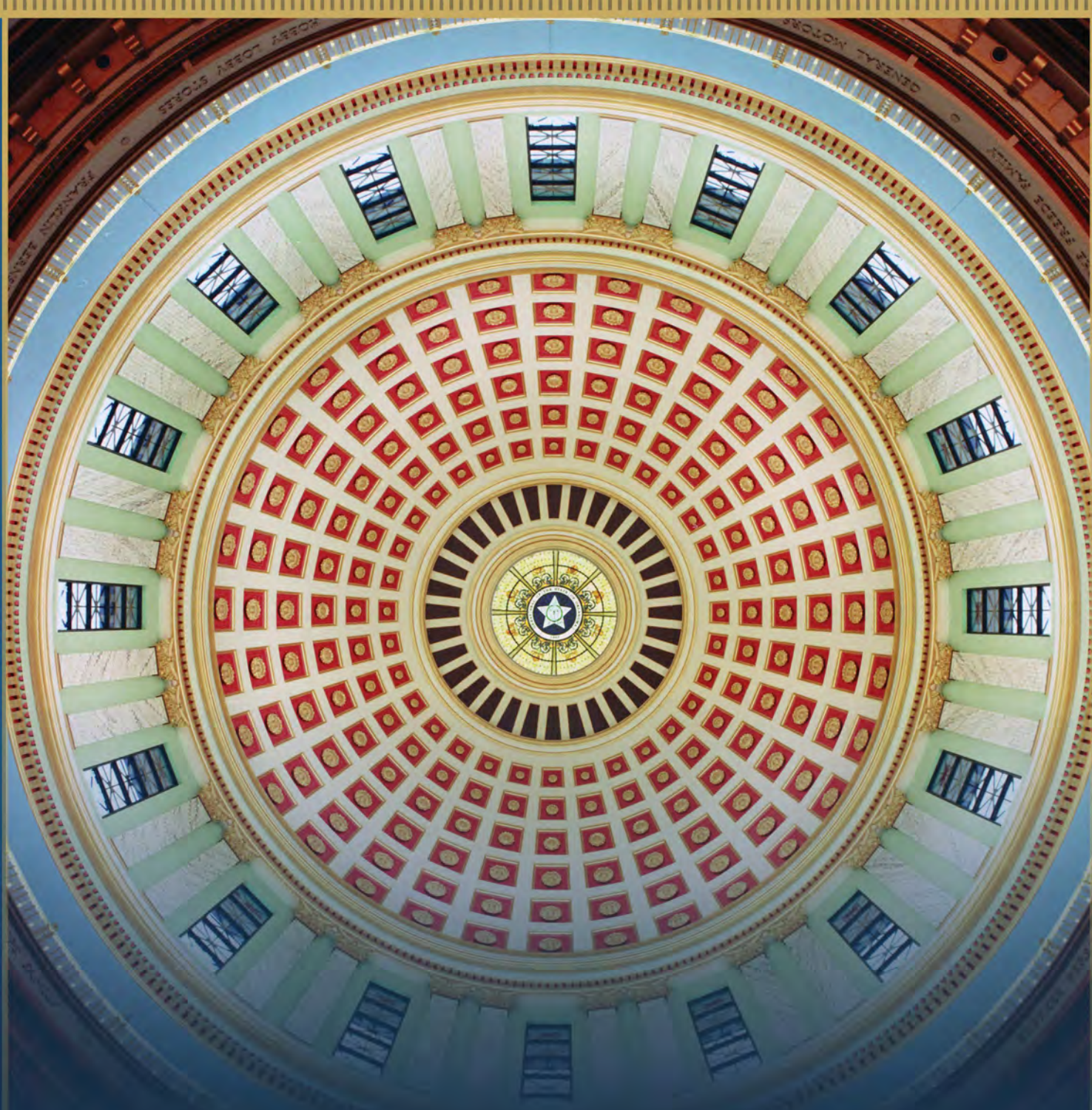
## WHO CAN RESERVE?

- **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 during regular business hours.**





To discuss your options, ask questions  
or brainstorm event ideas, please  
email our reservation coordinator at  
**[capitol.reservation@omes.ok.gov](mailto:capitol.reservation@omes.ok.gov)**.



[https://oklahoma.gov/omes/divisions/  
capital-assets-management/  
facilities-management/events/  
reservation-process.html](https://oklahoma.gov/omes/divisions/capital-assets-management/facilities-management/events/reservation-process.html)

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