



Form must be filled out completely, printed, signed and faxed to 405.523.4224; or mailed to,
Office of the Governor, 2300 N. Lincoln Blvd, Room 212, Oklahoma City, OK 73105

A. PERMITTEE INFORMATION

Legal Name of Organization: _____ If State Agency, Agency # _____
Contact Person Name: _____ DL#: _____
Phone: _____ Fax: _____ E-mail: _____
Street / P.O. Box: _____ City: _____ State: _____ Zip Code: _____
Permittee preferred method of contact (check one only) Email Fax Mail

B. EVENT INFORMATION

Please be advised that because these are the only rooms for meetings called by the Governor, if he/she should need the use of either room on this date, your reservation may be pre-empted.

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: _____ Signs or Banners
Area Requested:
 Blue Room Governor's Large Conference Room Other (call 405-522-8848): _____
Unavailable 8:00 a.m. – 6:00 p.m.,
Monday through Friday

Items Requested (*not available for evening or week-end use):
 Chairs (max 90) #: _____ Large Sound System* Risers – 10 person (max 2) #: _____
 Tables – 6 ft long (max 10) #: _____ Small Sound System/Microphone* Trash Cans – 40 gal. (max 12) #: _____
 Tables – 60" diameter (max 8) #: _____ Other (call 405-521-2121): _____ #: _____

Comments / Setup special instructions (Please include diagram):

I, the undersigned applicant, being duly authorized to sign for the organization named herein, have read and understand the reservation terms and conditions which are defined on page 2 of this permit and the *Rules for Use of Public Areas of the Capitol Building and Plazas*, and have caused this application to be executed this _____ day of _____, _____.

Signature of Applicant

C. OFFICE OF THE GOVERNOR OFFICIAL USE SECTION
Date Application was received: _____ By: _____
This reservation application is:
 Approved Disapproved

Signature Date

BLUE ROOM AND THE GOVERNOR'S CONFERENCE ROOM INFORMATION AND REGULATIONS

1. No event may be scheduled on holidays.
2. Food or drink may be served in the Blue Room and in the Governor's Art Gallery, adjacent to the Blue Room.
3. No food or drink may be served in the Governor's Large Conference Room.
4. There should be a separate check for the equipment and one for the deposit. Check for deposit should be made out to the "Office of the Governor". Check for chairs and other equipment use should be made out to the "OMES/DCAM".
5. Persons reserving the Blue Room and the Governor's Large Conference Room for an event that is not sponsored by a government agency shall provide the Office of the Governor a refundable security deposit check in the amount of \$250.00 to confirm the reservation. This will be refunded after the event and after the Blue Room and Governor's Art Gallery have been inspected for damages. If damages are found, the security deposit will be forfeited. Any damage in excess of the amount will be billed to the responsible party.
6. Accommodations: The number of people shall conform to the occupancy limits set forth by the State Fire Marshall, 90 for the Blue Room and 75 for the Governor's Large Conference Room.
7. Unless advance arrangements have been made for Saturday and Sunday events, the maximum number of chairs in the Blue Room will be 40, as there is no staff available to move chairs on these days.
8. There is a charge of \$2.00 per chair for all chairs, which will be charged for events that are not sponsored by a government agency. If you are requesting extra chairs or other equipment for the Blue Room you must complete and submit this form no later than ten (10) days before the event. Please read the fee schedule located under section 580:10-5-5 of Division of Capital Assets Management, Facilities Management Department administrative rules.
9. Division of Capital Assets Management regulations for use of the Blue Room and the Governor's Large Conference Room note that events held in the Capitol for a private purpose are subject to being pre-empted by a public purpose event.
10. Persons attending events in the Blue Room and the Governor's Large Conference Room shall use the west entrance to the Capitol before 6:00 a.m. and after 7:00 p.m. on Monday through Friday and if attending events on Saturday, Sunday or holidays.
11. Persons entering the Capitol at the west entrance shall check with a Capitol Patrol Officer at that entrance, provide a valid form of picture identification and state their intended destination in the Capitol. They shall also check out with security when they leave the Capitol. In case of emergency after business hours, contact State Capitol Patrol at 521-2316.
12. Persons shall check out with Capitol Patrol when exiting the building if leaving events as scheduled above.
13. Persons reserving the Blue room and the Governor's Large Conference Room for a private event that begins before 6:00 a.m. or after 7:00 p.m. on Monday through Friday or is scheduled on Saturday, Sunday or a holiday shall provide the Office of the Governor a list of those who will be attending the event no later than one (1) week prior to the event.

Any other questions with regards to reservations can be directed to:

Office of the Governor at 405-522-8848