



State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Facilities Services Department

State Capitol Park
Use Permit Application

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@osf.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 B-22, Attn: Brenda Johnson.

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 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: _____

Setup special instructions/conditions:

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 (580:10-7)*, and have caused this application to be executed this _____ day of _____, _____.

Signature of Applicant

C. DCAM OFFICIAL USE SECTION

This reservation application is:

☐ Approved ☐ Disapproved

Date

STATE CAPITOL PARK USE PERMIT TERMS AND CONDITIONS

1. Permits for casual, intermittent personal use, as defined by the Division of Capital Assets Management (DCAM), require no advance notice.
2. Permits for demonstrations or use of the State Capitol Park must be received by DCAM forty-eight (48) hours prior to the commencement of the demonstration. In case of emergency, after business hours contact State Capitol Patrol at 521-2316.
3. Permits for special events which are open and/or advertised to the public must be received by DCAM fourteen (14) calendar days prior to the requested date(s) of use.
4. 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 (580:10-7)* carefully.
5. The permitted site will be fully and promptly restored to pre-use conditions by the permittee. A damage deposit, which will not exceed five hundred dollars (\$500.00), may be requested by DCAM for certain permits. Twenty four (24) hours will be allowed for the purpose of restoring the site, beginning at the conclusion of the event.
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 permit.
7. Liability insurance may be required for any event open to the public. DCAM 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, Division of Capital Assets Management, State Capitol Park as insured or additional insured to an existing policy. Such policy shall be provided to DCAM five (5) days prior to the commencement of the event.
8. Representatives of the Division of Capital Assets Management or State Capitol Patrol officers reserve the right to enter and inspect the premises used by permittee at any reasonable time.
9. 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 DCAM.
10. The permittee agrees to indemnify and hold harmless the Oklahoma Office of Management and Enterprise Services, Division of 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.