



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

**Concourse Theater  
Reservation 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@omes.ok.gov](mailto:capitol.reservation@omes.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 106, Attn: Brenda Johnson.

**A. PERMITTEE INFORMATION**

State Agency Name: \_\_\_\_\_ State Agency # \_\_\_\_\_

Responsible Associate Holding Meeting: \_\_\_\_\_ Agency Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street / P.O. Box: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**B. EVENT INFORMATION**

Purpose/Title of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: from \_\_\_\_\_ to \_\_\_\_\_ Number of Attendees (no more than 225): \_\_\_\_\_

Support Requested:

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> DVD /CD             | <input type="checkbox"/> VHS player      | <input type="checkbox"/> Teleconferencing         | <input type="checkbox"/> Document camera (connection only)                    |
| <input type="checkbox"/> Special lighting    | <input type="checkbox"/> Cassette player | <input type="checkbox"/> DSS (limited channels)   | <input type="checkbox"/> Special audio - mobile or additional microphones     |
| <input type="checkbox"/> Computer Projection | <input type="checkbox"/> Speaker cameras | <input type="checkbox"/> VHS recording of meeting | <input type="checkbox"/> Cassette recording of meeting (bring your own tapes) |

Basic lighting and the podium microphone are made ready by the DCAM Building Superintendent when the Theater is opened.

Designated A/V operator for this meeting will be (training is required prior the event): \_\_\_\_\_

**C. CONDITIONS OF USE AGREEMENT**

- Signing here acknowledges that I have read and agree to the terms and conditions of use on page 2 for the Concourse Theater and agree to pay for any damages or necessary cleanup resulting from said use.
- I understand that I am expected to vacate the room at the time indicated and restore the room to its orderly state for the next user.
- I understand an inspection of the facility and equipment will be made upon my departure and my organization will be held responsible for any damages or losses caused by its use.
- I understand that **no food or beverages** are to be served or brought into the Theater and agree to enforce this rule with attendees of this event.

\_\_\_\_\_  
Signature of the Responsible Associate Holding Meeting

\_\_\_\_\_  
Date

**D. DCAM OFFICIAL USE SECTION**

This reservation application is:

- ☐ Approved ☐ Disapproved

\_\_\_\_\_  
Date

# CONCOURSE THEATER RESERVATION TERMS AND CONDITIONS FOR USE

## TERMS AND CONDITIONS

- The Theater may be scheduled for use between 8 am and 4:30 pm, Monday through Friday, excluding State of Oklahoma holidays. Reservations are made in one hour increments on a first-come, first-served basis. Long term or frequent use may be limited by DCAM to allow access by other agencies.
- All users should expect to find the Theater clean and orderly upon arrival. Users must clear the Theater of all trash generated by a meeting. All waste must be deposited in an appropriate container. All equipment/paraphernalia brought to the Theater must be removed at the end of the meeting. DCAM will not be responsible for any property left behind. All of the Theater's equipment should be returned to its standard configuration. **Failure to comply with conditions may result in the user losing its privilege to use the Theater.** The Theater is inspected at the end of each use and Agencies will be billed for any major cleanup or damage caused by their usage.
- The Concourse Theater is authorized by the State Fire Marshal to seat maximum 225 spaces, which includes 12 ADA spaces.
- Twelve chairs and four tables are available for use on the stage.
- All program content is the responsibility and liability of the user.
- The speaker's podium in the lower left orchestra pit houses the room's lighting/sound/audio-visual controls. It features a 15-pin computer connection that will allow older laptops to be used but will not project in HD. To project in HD a laptop with HDMI capability must be used. Do not attempt to relocate the podium.
- The closest **visitor parking** can be found in the lot just north of the Sequoyah Building. Enter the Sequoyah First Floor Lobby on the east or west side of the building. Take the elevator to the basement level and follow signage to the Concourse Theater. Overflow parking can be found west of the M. C. Connors Office Building on the west side of Lincoln Boulevard with access to the theater from the Sequoyah or Will Rogers buildings.
- **NO FOOD OR BEVERAGES ARE ALLOWED IN THE THEATER.**
- **Agendas and posters** may be posted on the marquee in the hallway.
- The Concourse Theater is a designated **nonsmoking area**.
- Users are encouraged to bring their own flip charts/easels. **NO TAPE**, staples, tacks or other attachment devices are allowed on any of the room's surfaces.
- **Nothing is to be attached to the projection screen for any reason.**
- The theater is equipped with many **audio/visual devices**. Ask for training to use these devices prior to the date of your meeting.
- **Teleconferencing** can be arranged prior to the date of your meeting.

## AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

- The nearest handicapped parking can be found in the visitors' parking of the Sequoyah (2400 N. Lincoln Blvd) and Will Rogers (2401 N. Lincoln Blvd) Office Buildings. Handicapped access is best from the ramped main entrances of these buildings -- take elevators to Basement level and follow signs to the Concourse Theater.
- ADA compliant restrooms, sufficient for the capacity of the Theater, are located in the Concourse corridor just 30 feet east of the Theater entrance (Room C-50) in the direction of the Sequoyah Building.
- Two aisle-side seats feature breakaway side panels to accommodate those using ambulatory aids or wearing leg casts/splints **[Row B, seat 19 and Row C, seat 20]**. There are three areas designed for wheelchair/scooter parking -- **[Row A center and outer spaces; and Rows G through J on the audience side of both aisles]**.
- Twelve infrared headsets are available for hearing impaired persons -they automatically transmit any sounds carried by the room's audio systems [closeness to transmitter improves reception--it is mounted at ceiling height over the audience right (west) aisle]. Signage indicates the person holding the meeting is responsible to offer this feature.
- Handicapped presenters may request a portable microphone. An extended 15 pin or HDMI computer cable long enough to reach a table or transportation device to allow control of screen presentations must be provided by the end user.