



State of Oklahoma  
Office of the Governor

Room Reservation

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 official contact (check one only):  E-mail  Fax  Mail

B. EVENT INFORMATION

Please be advised that because these are the only rooms for meetings called by the Governor, if he 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  Other (call 405-522-8846): \_\_\_\_\_  
 Items Requested (\*not available for evening or week-end use):  
 Chairs (max 90) #: \_\_\_\_\_  Large Sound System\*  Risers - 10 person (max 2) #: \_\_\_\_\_  
 Tables - 6Ft 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 & 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:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
_____	_____
Signature	Date

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

1. No events may be scheduled on holidays.
2. Food or drink may be served in the Governor's Conference Room.
3. No food or drink may be served in the Blue 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 "Department of Central Services".
5. Persons reserving the Blue Room and the Governor's 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 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 Marshal, 90 for the Blue Room and 75 for the Governor's 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 Department of Central Services, Facilities Management Division administrative rules.
9. Department of Central Services regulations for use of the Blue Room and the Governor's 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 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.
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 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 405-522-8806.**

522-8848