

Capitol Complex Conference Room Reservations

Reservations can be entered by first visiting <http://www.dfa.ms.gov/reservations/>

1. To Reserve a Capitol Complex Conference Room:
 - Click on the Request New State Facility/Conference Room Reservation
 - Links to create requests are also located under each building name.

2. To submit a reservation request:
 - a. Fill out the form (see page 2-3 for a list of required fields)
 - b. Please indicate below the requested date of your event, as well as the time for when you need initial access for setup, when the event is expected to start, and when the event is expected to end. If submitting a multi-day request, the setup time, start time and end time will be the same each day. If the desire is to have different hours on sequential days, then please submit a separate request for each day.
 - c. Review your entry.

3. When the reservation form has been completely filled out, go to the top of the page and click the “Submit Request” button in the top right hand corner of the window to submit your reservation.

4. Unfortunately, there is currently no way for you to print a copy of your reservation request or make any changes after it has been submitted. **ALL** changes or cancellations must be submitted in detail via email to Reservations@dfa.ms.gov

5. Once your request has been approved, you will receive a confirmation email with a printable PDF of your confirmed application. Requests are reviewed in the order in which they are received. **This process can take up to 5 business days** but is usually much faster.

Note: A copy feature for existing reservations is now available from the WEB schedules for each building. A new reservation date will need to be entered.

If you have any questions or difficulty utilizing the online reservations system, please do not hesitate to call 601-359-3402.

The following fields are required on the Request Details Form (* required fields)

- Event Title
- Primary Event Type
- Event Purpose

ORGANIZATION DETAIL BLOCK

- Organization Name
- Organization Phone #
- Organization Address
- Organization City
- Organization State
- Organization Zip

CONTACT DETAIL BLOCK

In the Primary Contact Section

Same address as above? If Yes is selected, then the following fields will be required:

- Primary Contact
- Primary Phone #
- Primary Email

If No is selected, then the following fields will be required:

- Primary Contact
- Primary Address
- Primary City
- Primary State
- Primary Zip
- Primary Phone #
- Primary Email

In the Alternate Contact Section

Same address as above? If Yes is selected, then the following fields will be required:

- Alternate Contact
- Alternate Phone #
- Alternate Email

If No is selected, then the following fields will be required:

- Alternate Contact
- Alternate Address
- Alternate City
- Alternate State
- Alternate Zip
- Alternate Phone #
- Alternate Email

REQUESTED LOCATION BLOCK

- Facility (Select a building)
- Location (Select a room or location?)

REQUESTED SCHEDULE BLOCK

- Event Start Date
- Event End Date
- Access Time for Setup

- Event Start Time
- Event End Time
- Expected Attendance

RESERVATIONS POLICIES AND PROCEDURES BLOCK

- Requestor ID
- I agree

If Other Contact is selected, then the following fields will be required:

- Other Contact Name
- Other Phone #
- Other Email

COMMENTS BLOCK

- None required

Information on Indoor Conference Spaces

Woolfolk Building

- **Room 117**
 - Large room has 20 executive chairs around a large conference table.
 - Upon request, up to 10 additional small chairs can be placed along the walls.
 - Has two small “breakout” rooms that each have small conference tables with 5 executive chairs
 - Has a large screen but No projector
 - No wireless internet
 - Has a phone line and an internet outlet (phone is not provided, internet cable is not provided)
 - Has access to a full kitchen.
- **Room 138**
 - Has a large conference table with 20 executive chairs around it.
 - Upon request, up to 10 additional small chairs can be placed along the walls.
 - No projector
 - Has a large screen
 - Analog phone line available
 - No internet capabilities (no wireless internet)
- **Room 145**
 - Can hold up to 80 people and is able to be set up in multiple arrangements
 - 17 - executive chairs
 - 6 – 8’ tables
 - 65 – small chairs
 - 1 – 3’ tables
 - Has 3 projectors and screens
 - Has a desktop computer with internet (No wireless internet)
 - Has small wireless microphones
 - Has teleconferencing capabilities
 - Has a small kitchenette with an ice machine

Woolfolk Annex Building

- **Room 204**
 - Has a large conference table with 20 executive chairs around it.
 - Has a large credenza in the back and a small table in the room.
 - Upon request, up to 10 additional small chairs can be placed along the walls.
 - Has a projector and screen (projector cable is not provided)
 - Has a phone line and an internet outlet (phone is not provided, internet cable is not provided)
 - No wireless internet
 - Has access to a full kitchen.
- **Room 207**
 - Has a large conference table with 20 executive chairs around it.
 - Upon request, up to 10 additional small chairs can be placed along the walls.
 - Has a projector and screen (projector cable is not provided)
 - Has a phone line and an internet outlet (phone is not provided, internet cable is not provided)
 - No wireless internet
 - Has access to a full kitchen.

Robert E. Lee Building

- **2nd floor Classroom A – wooden walls**
 - 15 – chairs
 - 6 – 18”x84” tables
 - No phone line
 - No Internet
- **2nd floor Classroom B**
 - 15 – chairs
 - 6 – 18”x84” tables
 - No phone line
 - No Internet
- **2nd floor Classroom C**
 - 20 – chairs
 - 8 – 18”x84” tables
 - No phone line
 - No Internet
- **12th floor Conference Room A**
 - 70 chairs
 - 14 round 60” tables
 - Tile floors
 - No phone line
 - No Internet
- **12th floor Conference Room B**
 - 10 chairs around a small conference table
 - No phone line
 - No Internet
- **12th floor Conference Room C**
 - 114 chairs
 - 57 – 24”x72” tables
 - Carpet Floors
 - No food or drink allowed
 - No phone line
 - No Internet

Central High School Building

- **Auditorium**
 - 250 seats
 - Projector screen (no projector)
 - Microphones
 - No internet
 - No phone line

War Memorial Building

- **Auditorium**
 - 374 seats
 - No projector or projector screen
 - No internet
 - No phone line
 - Microphone and sound system available