



4050 Esplanade Way
Tallahassee, FL 32399-0950
850-488-2786

Ron DeSantis, Governor
Pedro Allende, Secretary

Capitol Complex Space Use Application

In accordance with Rule 60H-6.007, Florida Administrative Code, an Agency may request to reserve Capitol Complex Space by submitting a completed application to the Department. An incomplete application may cause delays in processing. A separate application is required for each event location (e.g., if you require three event locations you will need to complete three applications.) For questions or assistance, please contact (850) 488-5636 or Reservations@dms.fl.gov.

1. Agency Type:

- | | |
|---|--|
| <input type="checkbox"/> Department of State | <input type="checkbox"/> Department of Environmental Protection |
| <input type="checkbox"/> Department of Legal Affairs | <input type="checkbox"/> Department of Citrus |
| <input type="checkbox"/> Department of Financial Services | <input type="checkbox"/> Department of Corrections |
| <input type="checkbox"/> Department of Agriculture and Consumer Services | <input type="checkbox"/> Department of Juvenile Justice |
| <input type="checkbox"/> Department of Education | <input type="checkbox"/> Department of the Lottery |
| <input type="checkbox"/> Board of Governors of the State University System | <input type="checkbox"/> Department of Veterans' Affairs |
| <input type="checkbox"/> Department of Business and Professional Regulation | <input type="checkbox"/> Department of Elderly Affairs |
| <input type="checkbox"/> Department of Children and Families | <input type="checkbox"/> Agency for Health Care Administration |
| <input type="checkbox"/> Agency for Persons with Disabilities | <input type="checkbox"/> Department of Health |
| <input type="checkbox"/> Department of Law Enforcement | <input type="checkbox"/> Department of Economic Opportunity |
| <input type="checkbox"/> Department of Revenue | <input type="checkbox"/> Executive Office of the Governor |
| <input type="checkbox"/> Department of Management Services | <input type="checkbox"/> Fish and Wildlife Conservation Commission |
| <input type="checkbox"/> Department of Transportation | <input type="checkbox"/> Florida Commission on Offender Review |
| <input type="checkbox"/> Department of Highway Safety and Motor Vehicles | <input type="checkbox"/> State Board of Administration |
| | <input type="checkbox"/> Department of Military Affairs |
| | <input type="checkbox"/> Legislative Branch |
| | <input type="checkbox"/> Judicial Branch |

2. Names of any third-party organizations that will participate:

3. Requestor's Information:

Name: _____ Position: _____

Email Address: _____

Cell Phone: _____ Business Phone: _____

Business Address: _____

Note: If you are not the head of the Agency, by submitting this request, you certify that you have been delegated authority by the head of the Agency to submit this request, as required by Rule 60H-6.007, F.A.C.

4. On-Site Coordinator's Information:

Name: _____ Position: _____

Email Address: _____

Cell Phone: _____ Business Phone: _____

5. Event Location (select one – see *Use of Capitol Complex Guidelines* for descriptions):

Indoor:

___ Capitol Building - 22nd Floor

___ Plaza Level Rotunda (circle one: North, South, or Both)

Outdoor:

___ Historic Capitol Front Steps

___ Old Capitol Steps

___ Capitol Courtyard

___ North Plaza

___ South Plaza

___ Vietnam War Memorial

___ Waller Park

___ Large Vehicle Area

6. Set Up Date, Start Time and End Time:

(setup and breakdown before or after hours may require payment for after-hours security services from Capitol Police – see *Use of Capitol Complex Guidelines*)

7. Event Date, Start Time and End Time:

(this should include clean-up time)

8. Alternate Dates: _____

9. Will you need this space for multiple days: ___ Yes ___ No

(occupied events are limited to five days in duration; unoccupied events are limited to seven (7) days in duration – see *Use of Capitol Complex Guidelines*)

10. Describe Intended Activity in Detail:

11. Explain how the requested use is consistent with the Agency’s official purposes:

12. Provide a brief highlight of your event/display to be published on the Department’s Public Calendar of Events: (250-character limit)

13. **Estimated Number of Attendees:** _____

14. **Will you be bringing any physical objects or equipment on property?**

___ No

___ Yes (select from following list and provide details):

___ Exhibits: _____

___ Displays (Posters/Signs): _____

___ Podium: _____

___ Sound: _____

___ Stage: _____

___ Tables: _____

___ Chairs: _____

___ Tents (number and dimensions): _____

___ Flags: _____

___ Plants: _____

___ Other Props: _____

___ Mobile Units: _____

___ Vehicle Displays: _____

___ Other: _____

15. **Will food or beverages be served?**

___ No

___ Yes (provide the following information):

- Food/Beverage Stations: _____

- Catered Food **or** Store Bought Food
- On-site cooking? Yes **or** No
- If cooking on-site, please select the fuel type to be used:
 Wood Charcoal Propane Gas

16. Requestor Plan for Janitorial Service: (22nd Floor only)

17. General Comments:

CANCELLATIONS

The Department reserves the right to request that you postpone, relocate, or reduce in size and scope an approved reservation if necessary to accommodate additional reservation requests.

The Department may also cancel, postpone, or relocate an approved reservation if:

1. the space requested: i) becomes unavailable due to a valid emergency, ii) becomes uninhabitable, or iii) becomes unavailable because construction work to be done renders the space inaccessible;
or
2. you violate the terms and conditions of the *Use of Capitol Complex Guidelines*.

If you decide to cancel the reservation, you must promptly notify the Department so that the space can be made available to another Agency. Failure to provide prompt notice of a cancellation may result in the denial of future requests.