



# Application For Use Of Arkansas State Capitol Facilities

Office of the Secretary State  
State Capitol  
Little Rock, Arkansas 72201-1094  
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Canceled

No Show

Availability is determined on a first come, first served basis. In order to allow sufficient time for planning and staff scheduling, this completed application shall be received by the Arkansas Secretary of State's Event Coordinator no later than 30 days prior to the date of the event. Signature of applicant attending event is required. Events are subject to cancellation by the Arkansas Secretary of State's Office based on required staffing. (The 30 day requirement may be waived if the person requesting the event is an Arkansas State Elected Official, tenant of the Arkansas State Capitol and/or designated Governor's Cabinet Secretary/Arkansas State Agency director unless time requested conflicts with another previously scheduled event. PLEASE NOTE: Signature is required by the Arkansas State Elected Official, tenant of the Arkansas State Capitol and/or designated Governor's Cabinet Secretary/Arkansas State agency director who must be in attendance for entire event.)

## APPLICATION INFORMATION

Name of Organization:		
Name of Contact Person:		
Mailing Address:		
City:	State:	ZIP:
Phone Number:	Fax Number:	E-Mail Address:

## EVENT INFORMATION (Please provide a tentative schedule of events)

Name of Event:		
Type of Event:		
<input type="checkbox"/> Musical Performance	<input type="checkbox"/> Rally	<input type="checkbox"/> News Conference
<input type="checkbox"/> Photo Shoot	<input type="checkbox"/> Parade (Include Route)	<input type="checkbox"/> Display
Brief Description of Event:		
Event Date:	Date Application is Submitted:	
Pre-Access Time: (NOT BEFORE 9:00 A.M.)	Event Start Time:	Event End Time:
Approximate Number Attending:		

## LOCATION

<input type="checkbox"/> First Floor	<input type="checkbox"/> Third Floor	<input type="checkbox"/> Front Steps	<input type="checkbox"/> Picnic Area	<input type="checkbox"/> Monuments
<input type="checkbox"/> Second Floor Rotunda	<input type="checkbox"/> Fourth Floor	<input type="checkbox"/> Other (Specify) _____		

