

OLD CAPITOL MUSEUM
Mississippi Department of Archives and History

OPERATING POLICIES AND FACILITY USE CONDITIONS

PRIMARY USE

The Old Capitol Museum is administered as an historic structure and state history museum. Its resources are used for education in Mississippi history.

PUBLIC ACCESS

The Old Capitol Museum is open to the public free of charge. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday; 9:30 a.m. to 4:30 p.m. Saturday; 12:30 p.m. to 4:30 p.m. Sunday. The Museum is closed on New Year's Day, Memorial Day, Easter, Fourth of July, Labor Day, Thanksgiving, and Christmas. The Museum may be closed at other times at the discretion of the Director of the Mississippi Department of Archives and History (M.D.A.H.).

The Museum is handicapped accessible with some limitations. No animals are allowed in the Museum at any time, except those trained to aid the blind or handicapped.

ORGANIZATIONAL USE

The House of Representatives, Senate Chamber, and High Court have been designated as areas for public events and also for use by educational, historical, and other non-profit organizations. These areas are available for an established use fee to such organizations only during regular hours of operation as noted in "Public Access" above. The Old Capitol will not be available to private individuals acting on their own. No use of the building may be made by political candidates or political parties in support of a candidate or slate of candidates except presidential and vice-presidential nominees of nationally recognized parties.

All reservations, proposed plans, and arrangements for an event must be submitted on the Facility Use Application form and must be approved by the Facility Use Coordinator, Director's Office, Old Capitol Museum. The Old Capitol Museum may request that an organization supply proof of non-profit status and its by-laws and/or constitution before approving an application. Following approval of the Application, a Facility Use Contract must be signed and appropriate fees paid.

A Facility Use Review Committee, composed of the Director, the Facility Use Coordinator, the Curator of Education and Public Programs, and the Curator of Collections, will review special or unusual requests and applications that normally would not be approved but that could further the purposes of the Old Capitol Museum or the Mississippi Department of Archives and History (M.D.A.H.). Denial of use by this Committee is final. Approval of use by this Committee requires the additional approval by the Board of Trustees of the M.D.A.H., which meets quarterly in January, April, July, and October.

Operating Policies and Facility Use Conditions
Old Capitol Museum - 2

USE FEE(S)

A basic use fee has been established for use of each public area of the Old Capitol Museum during regular hours of operation; additionally, one-time minimal charges (per set-up) have been set for use of specified equipment. Special or unusual requests that require approval of the Board of Trustees of the Mississippi Department of Archives and History will incur higher use fees as established by the Board. Both the basic use fee and special use fees are subject to change. The use fee may be waived for current statewide-elected officials. All use fees collected are deposited in the Museum Trust Fund. This fund benefits the Museum in providing funds for the acquisition of important historical artifacts and in meeting emergency needs of the Museum for which no other funding is readily available.

Payment to the Old Capitol Museum is due in advance when the applicant/user completes and returns the signed Facility Use Contract. If the event must be postponed, the payment will apply to the later date. If the event is canceled, written notification must be received by the Museum at least 10 working days prior to the scheduled date in order for the User to receive a refund of 80% of the total payment. If the event is canceled less than 10 working days prior to the scheduled date, the User forfeits all payment. Postponement and/or cancellation must be in writing and signed by the Authorized Contact Person for the User.

Use of the Museum is encouraged. All Mississippians as taxpayers have access to the Old Capitol Museum. The philosophy behind the use fee is that those organizations and groups using the Museum for specific events and programs are requesting additional, labor-intensive services that are not provided to all Mississippi taxpayers. The use fee is an attempt at cost recovery for some of the expense incurred by the Old Capitol Museum in allowing special use of Museum facilities. It is the intent of the Legislature that the Mississippi Department of Archives and History shall charge the maximum amount allowable for services rendered, consistent with the cost of providing such services.

CO-SPONSORSHIP

Organizations or events whose purpose complements or enhances the goals of the Old Capitol Museum or the Mississippi Department of Archives and History may request the Museum or the Department co-sponsor an event. Requests for co-sponsorship of an event should be submitted in writing to the Museum Director. The decision of the Museum Director, or the Department Director, will be final. If co-sponsorship is approved, the use fee may be waived. Other costs may be shared equally or borne by either the user or the appropriate division of M.D.A.H. as determined by prior agreement. Any publicity generated by the User will recognize the Old Capitol Museum, Mississippi Department of Archives and History, as a co-sponsor.

FIRE REGULATIONS

The Old Capitol Museum is a smoke-free facility. Smoking is prohibited in all areas throughout the Museum. Open flames including, but not limited to, candles, torches, and oil lamps shall not be used in the Museum.

EVENT ARRANGEMENTS

Reservations, proposed plans and arrangements for an event must be submitted on the Facility Use Application and must be approved by the Facility Use Coordinator, Director's Office, Old Capitol Museum, who is responsible for ensuring that all policies and conditions have been fulfilled and for

Operating Policies and Facility Use Conditions
Old Capitol Museum - 3

making staff arrangements. Following approval of the Application, a Facility Use Contract must be signed and appropriate fees paid. Only after payment of fees may the Old Capitol Museum be publicized as the site for an event.

Any use of the building, such as for rehearsals or set-up, prior to the designated meeting time must be cleared and approved through the Facility Use Coordinator and could incur additional charges.

Basic clean up is the responsibility of the User and involves removal of all organizational materials, decorations, and any trash generated as a result of the event.

When reserved seating is necessary for an event, User must notify in advance all guests, dignitaries, and participants on the reserved seat list that a seat is being reserved. User must inform ushers, staff, and volunteers about the reserved seating list in order to assist those guests to the appropriate seats. The Old Capitol Museum needs this same guest list two working days in advance

Any equipment, material, or decorations brought into the Museum must be approved by the Facility Use Coordinator. This includes, but is not limited to, signage, decorations, banners, cameras, etc. No materials of any kind may be attached to the walls of the Museum.

The installation and removal of approved decorations is the responsibility of the User and should be accomplished on the same day as the scheduled event; some exceptions may be approved. Flowers, live plants, and similar natural decorations may be used only in the designated public areas and must come from a professional florist or floral supply house. Decorations must not be placed in such a manner as to impede the flow of traffic or to obstruct access to stairs or fire exits.

No alterations, such as moving, opening, or closing, may be made to the Museum's furnishings (blinds, curtains, furniture, exhibit cases) without approval from the Facility Use Coordinator. If approved, alterations will be handled by the Museum staff only.

SECURITY

Security is provided by State Capitol Police. Special requirements concerning security will be handled through the Director's Office, Old Capitol Museum.

FUND RAISING

There shall be no solicitation of funds inside or on the grounds of the Old Capitol Museum by any organization other than the Old Capitol Museum. Materials for free distribution may be set up outside either chamber if directly related to an approved event.

PARKING

Free parking for visitors is located on two levels behind the Old Capitol Museum. Handicapped parking is available on the north end, upper level.

Any special parking requirements, including limited reserved parking, will be handled through the Director's Office, Old Capitol Museum. User must supply a list with names for reserved parking to the Old Capitol Museum at least two working days before the event. It is the responsibility of the User to notify each guest for whom a parking space will be reserved.

*Operating Policies and Facilities Use Conditions
Old Capitol Museum - 4*

EQUIPMENT AND SERVICES PROVIDED BY THE MUSEUM

The following equipment is available for a fee: floor lectern, table-top podium, portable public address system, 8-foot and 6-foot tables, white chairs, and folding chairs.

The following additional equipment is available in the House of Representatives Chamber: public address system, 7' x 7' projection screen on stand. A table located outside the House Chamber may be used as a registration table.

Trash receptacles are available on request for use inside the Museum only.

Any equipment needs not available at the Old Capitol Museum must be rented at User's expense, and set up, by the User or by specified professional vendors with prior approval of the Old Capitol Museum. Delivery and pick-up times of additional equipment must be cleared through the Facility Use Coordinator.

The request for supplemental electrical equipment, including, but not limited to, additional microphones, speakers, lighting, sound equipment, etc., must be approved in advance by the Facility Use Coordinator. All utilization of electrical or mechanical systems must be supervised by qualified Museum or department personnel.

A public telephone is available off the south hallway on first floor. Staff telephones or paging service will not be available except in case of an emergency.

All office equipment such as copiers, computers, printers, etc., is property of the State of Mississippi and is NOT available for use by organizations outside the MDAH staff.

Staff services include the Facility Use Coordinator and other designated staff who assist in making arrangements and in managing events. Any Museum equipment requested by User will be set up, operated by (if applicable), and taken down by Museum staff only.

BUILDING ACCESS

The Old Capitol Museum is to be entered and exited through the front entrance on State Street. The two back doors are emergency exits only, with alarms, and remain locked. With notification and approval of the Facility Use Coordinator, for a limited and specific period of time, a back door may be used for delivery and pick-up of materials and equipment.

*Operating Policies and Facility Use Conditions
Old Capitol Museum - 5*

REFRESHMENTS

On rare occasions food and/or beverages may be allowed in the Museum. These special occasions must be at public events sponsored or co-sponsored by the Mississippi Department of Archives and History or at ceremonial affairs of state when requested by the Governor.

EVENTS WHERE REFRESHMENTS ARE SERVED

The Old Capitol Museum discourages the serving of food and/or drink due to the lack of adequate equipment and space. Only at events sponsored or co-sponsored by the Mississippi Department of Archives and History are refreshments permitted. Food and drink is limited to the High Court, Hall of Flags, and/or the rotunda; under no circumstances are food and drink permitted in the chambers, exhibit galleries, or in the Old Capitol Shop.

The caterer, or the User, must supply all necessary tablecloths, utensils, dinnerware, glassware, table decorations, service equipment, food and beverage(s).

At the conclusion of an event at which food and/or drink of any type are served, all trash receptacles must be emptied and the trash removed to the garbage cans behind the building.

VIDEOTAPING/FILMING/PHOTOGRAPHY

Videotaping, filming, and/or photography without lights or flash is allowed for visitors to the Old Capitol Museum for the visitor's private use.

Any commercial or professional videotaping, filming, and/or photography requires approval and the execution of the Department's Commercial Filming Agreement, which could require a negotiated fee. Negotiation of fees involves the following issues: intended use of the resulting product, commercial or non-profit status of producer, direct benefit to the Old Capitol Museum and its mission, or demonstrated benefit to the public. A complimentary copy of footage, video, or print must be supplied to the Old Capitol Museum.

All approved televising, videotaping, and photography must contain the approved credit line.

CREDIT LINE

Any publicity or printed material should include the following credit line: "(name of group) gratefully acknowledges the use of the Old Capitol Museum, a division of the Mississippi Department of Archives and History." In the case of co-sponsorship of an event, the Old Capitol Museum, Mississippi Department of Archives and History, shall be named as co-sponsor.

- Adopted by the Board of Trustees of the Mississippi Department of Archives and History at its regular quarterly meeting, July 22, 1994, and updated January 20, 1995, and April 25, 1997.

a:ocmadm\facuse.policy.oppo1\fb12\16\98

Date of Event: _____

**OLD CAPITOL MUSEUM
Mississippi Department of Archives and History
P.O. Box 571**

Telephone 601-359-6920 Jackson, MS 39205-0571 Facsimile 601-359-6981

FACILITY USE APPLICATION-SPECIAL USE

PLEASE READ OPERATING POLICIES AND FACILITY USE CONDITIONS BEFORE
COMPLETING

Name of Organization: _____

Name of Co-Sponsor, if applicable: _____

Name and Description of Event: _____

_____ Anticipated Attendance: _____

Speaker(s)/Participant(s): _____

Date of Event: _____ Time Event is to Begin: _____ Time Event is to End: _____

Access to area needed for set-up/rehearsal: Date: ____ From (time): ____ To (time): ____

**APPLICANT SHOULD COMPLETE THIS APPLICATION IN FULL, RETAIN COPY,
AND RETURN TO THE FACILITY USE COORDINATOR AT THE ADDRESS ABOVE.
THIS IS ONLY AN APPLICATION; IF THE APPLICATION IS APPROVED, A
FACILITY USE CONTRACT WILL BE MAILED TO THE "AUTHORIZED CONTACT
PERSON" NAMED BELOW.**

Authorized Contact Person: _____

Address: _____ Business Telephone: _____ Facsimile: _____

_____ Home Telephone: _____

For OCM Use Only

Facility Use Application Approved/Denied _____ Application Approved for Co-Sponsorship _____

Cleared on Programs Calendar _____ Cleared on Master Calendar _____

Facility Use Contract Mailed _____ Amount of Fees Outstanding _____

SPECIAL USE FEE(S)

Any equipment not requested in this application CANNOT be provided the day of the scheduled event. Do not send money with this application. Following Museum approval of your application, a Facility Use Contract will be mailed to you; payment of any use fee(s) should be returned with the Facility Use Contract.

Check areas requested for use and designate any equipment need(s) available in those areas.

Sunday through Thursday, 5:00–9:00 p.m., the Use Fee is \$150.00, with an overtime charge of \$40.00 per hour or any part of an hour. Friday and Saturday, 6:00–10:00 p.m., the Use Fee is \$200.00, with an overtime charge of \$50.00 per hour or any part of an hour.

House of Representatives Chamber, Capacity: 256 main floor (156 permanent theatre seats plus 100 folding chairs)

Capacity: 100 balcony (folding chairs)

Use Fee \$ _____
Overtime Fee \$ _____

Optional Equipment Available

- Floor lectern \$10.00
- Table-top podium \$5.00
- Public address system \$10.00
- Table(s), 8' long; _____ (quantity) @ \$5.00 \$ _____
- Table(s), 6' long; _____ (quantity) @ \$5.00 \$ _____
- Chairs; _____ (quantity) @ \$.50 \$ _____
- Projection screen \$10.00
- Piano (cannot be moved) N.C. (user responsible for tuning)
- Table (located outside Chamber) N.C.

Subtotal Use Fees \$ _____ **House**

Senate Chamber, Capacity: 125 (seated)

Use Fee \$ _____
Overtime Fee \$ _____

Optional Equipment Available

- Portable public address system \$10.00

- Table(s), 8' long; ___ (quantity) @ \$5.00 \$_____
- Table(s), 6' long; ___ (quantity) @ \$5.00 \$_____
- Chairs; ___ (quantity) @ \$.50 \$_____

Subtotal Use Fees \$_____ **Senate**

High Court, Capacity: 50 (seated)

Use Fee \$_____

Overtime Fee \$_____

Optional Equipment Available

- Table(s), 8' long; ___ (quantity) @ \$5.00 \$_____
- Table(s), 6' long; ___ (quantity) @ \$5.00 \$_____
- Chair(s); ___ (quantity) @ \$.50 \$_____

Subtotal Use Fees \$_____ **High Court**

Total Use Fees \$_____ **All Areas**

Any additional equipment must be approved by the Museum and must be rented at the User's expense and set up and operated by the User or by professional vendors who have been approved by the Museum. Delivery and pick-up times for additional equipment must be cleared through the Facility Use Coordinator at the time approval is requested for the selected vendor. Please attach a separate sheet listing any additional equipment needed and by whom it is to be supplied.

Title and Signature of Person Completing this Form

Date

Date of Event: _____

**OLD CAPITOL MUSEUM
Mississippi Department of Archives and History**

Telephone 601-576-6920

P.O. Box 571
Jackson, MS 39205-0571

Facsimile 601-576-6981

FACILITY USE APPLICATION-BASIC USE

PLEASE READ OPERATING POLICIES AND FACILITY USE CONDITIONS BEFORE COMPLETING

Name of Organization: _____

Name of Co-Sponsor, if applicable: _____

Name and Description of Event: _____

_____ Anticipated Attendance: _____

Speaker(s)/Participant(s): _____

Date of Event: _____ Time Event is to Begin: _____ Time Event is to End: _____

Access to area needed for set-up/rehearsal: Date: _____ From (time): _____ To (time): _____

APPLICANT SHOULD COMPLETE THIS APPLICATION IN FULL, RETAIN COPY, AND RETURN TO THE FACILITY USE COORDINATOR AT THE ADDRESS ABOVE. THIS IS ONLY AN APPLICATION; IF THE APPLICATION IS APPROVED, A FACILITY USE CONTRACT WILL BE MAILED TO THE "AUTHORIZED CONTACT PERSON" NAMED BELOW.

Authorized Contact Person: _____

Address: _____ Business Telephone: _____ Facsimile: _____

_____ Home Telephone: _____

For OCM Use Only

Facility Use Application Approved/Denied _____ Application Approved for Co-Sponsorship _____
 Cleared on Programs Calendar _____ Cleared on Master Calendar _____
 Facility Use Contract Mailed _____ Amount of Fees Outstanding _____

BASIC USE FEE(S)

Any equipment not requested in this application CANNOT be provided the day of the scheduled event. Do not send money with this application. Following Museum approval of your application, a Facility Use Contract will be mailed to you; payment of any use fee(s) should be returned with the Facility Use Contract.

Check areas requested for use and designate any equipment need(s) available in those areas.

Please note that the use fee applies to each area for a four (4) hour period only: 8 a.m.–12 p.m. and 1 p.m.–5 p.m. on week days and within regular hours of operation on Saturday and Sunday. An overtime charge of \$20.00 per hour applies for each additional hour or any part of an hour.

House of Representatives Chamber, Capacity: 256 main floor (156 permanent theatre seats plus 100 folding chairs)
 Capacity: 100 balcony (folding chairs)

4-Hour Use Fee **\$75.00**
 Overtime Fee @ \$20.00/hour \$_____

Optional Equipment Available

- Floor lectern \$10.00
- Table-top podium \$ 5.00
- Public address system \$10.00
- Table(s), 8' long; _____ (quantity) @ \$5.00 \$_____
- Table(s), 6' long; _____ (quantity) @ \$5.00 \$_____
- Chairs; _____ (quantity) @ \$.50 \$_____
- Projection screen \$10.00
- Table (located outside Chamber) N.C.

Subtotal Use Fees \$_____ **House**

Senate Chamber, Capacity: 125 (seated)

4-Hour Use Fee **\$75.00**
 Overtime Fee @ \$20.00/hour \$_____

Optional Equipment Available

- Portable public address system \$10.00
- Table(s), 8' long; _____ (quantity) @ \$5.00 \$_____
- Table(s), 6' long; _____ (quantity) @ \$5.00 \$_____
- Chairs; _____ (quantity) @ \$.50 \$_____

Subtotal Use Fees \$_____ **Senate**

High Court, Capacity: 50 (seated)

4-Hour Use Fee **\$75.00**
 Overtime Fee @ \$20.00/hour \$_____

Optional Equipment Available

- Table(s), 8' long; _____ (quantity) @ \$5.00 \$_____

Table(s), 6' long: _____ (quantity) @ \$5.00 \$ _____
 Chair(s); _____ (quantity) @ \$.50 \$ _____

Subtotal Use Fees \$ _____ **High Court**

Total Use Fees \$ _____ **All Areas**

Any additional equipment must be approved by the Museum and must be rented at the User's expense and set up and operated by the User or by professional vendors who have been approved by the Museum. Delivery and pick-up times for additional equipment must also be cleared through the Facility Use Coordinator. Please attach a separate sheet listing any additional equipment needed and by whom it is to be supplied.

Title and Signature of Person Completing this Form

Date of Event: _____

Anticipated Attendance: _____

OLD CAPITOL MUSEUM
Mississippi Department of Archives and History
P.O. Box 571

Telephone 601-576-6920

Jackson, MS 39205-0571

Facsimile 601-576-6981

FACILITY USE CONTRACT

Please review this contract carefully; sign and return it with the appropriate fee to the Facility Use Coordinator.

By this agreement, User does contract with the Old Capitol Museum, hereafter referred to as the Museum, to use Museum facilities/services on the above date.

Name of Organization/User: _____

Name of Co-Sponsor, if applicable: _____

Authorized Contact Person: _____

Address: _____ Business Telephone: _____ Facsimile: _____
_____ Home Telephone: _____

Name of Event: _____

Date of Event: _____ Time Event is to Begin: _____ Time Event is to End: _____

Access to area needed for set-up/rehearsal: Date: ____ From (time): ____ To (time): ____

Cleanup to be completed by (time): _____

The User agrees to abide by the Operating Policies and Facility Use Conditions, which are attached hereto and made part of this contract, and to inform its members/guests of said Policies and Conditions. The User assumes responsibility for the behavior of its members and for the consequences of that behavior while on Museum premises.

The User agrees to designate one person to be in charge while at the Museum. The person in charge must be present while the event is being set up and must remain with the group until all its members and others connected to the event have left the Museum. This person should also be responsible for cleanup. If different from Authorized Contact Person completing this form, include name of:

Person Responsible for Cleanup: _____

Address: _____ Business Telephone: _____ Facsimile: _____
_____ Home Telephone: _____

The User assumes liability for loss or damage to Museum property that results from its use of the facility, and agrees to hold the Museum harmless for loss or damage to the persons or property of its members or guests while at the Museum. The User assumes responsibility and liability for illness resulting from the serving of food and drink at the Museum, and agrees to hold the Museum harmless.

