OLD CAPITOL MUSEUM

Mississippi Department of Archives and History

FACILITY USE POLICIES

Approved by the Board of Trustees July 25, 2008

Facility Rental

The House of Representatives, Chancery Court (receptions only), and William Nichols (meeting) Room in the Old Capitol Museum are available for rental by educational, historical, and other non-profit organizations for public events. The Old Capitol Museum will not be available to individuals acting on their own. Since the Chancery Court is a public area, receptions that occur there must be open to the general public.

Application

An organization must complete an application (and may be asked to supply proof of non-profit status and bylaws and/or constitution) to use space in the Old Capitol Museum. The Facility Use Committee (the museum director, facility use coordinator, and director's designee) must approve all requests.

Contract / Reservations

Once the Museum has approved the application, the applicant must sign a contract and pay necessary fees before the reservation is confirmed.

Use Fees

A security deposit is due upon approval of application. The deposit will be refunded when the event is complete and the area is returned to its original state. Use fees are due four weeks prior to the event. The fee schedule is listed on the application. The event will be canceled if payment is not received on or before the due date. The use fee schedule is approved by the Board of Trustees of the Mississippi Department of Archives and History.

Cancellation

Cancellations **fewer than ten working days prior to the event will result in the forfeit of all fees paid**. If written notification is received by the museum at least ten working days prior to the scheduled event, the renter will receive a refund of 75% of the total amount paid. Authorized officials of the museum reserve the right to cancel an event if the facilities are rendered unsuitable due to unforeseen circumstances, and the user will receive a full refund.

Hours of Operations / Public Access

The Old Capitol Museum is open to the public free of charge. Hours of operation are 9:00 a.m. - 5:00 p.m. Tuesday – Saturday and 1:00 – 5:00 p.m. on Sunday. The Old Capitol Museum is CLOSED on Mondays. Evening events may be held on Thursdays and Fridays only, 5:30 – 8:30 p.m. The Old Capitol Museum is closed on most state holidays.

The Old Capitol Museum is handicapped accessible.

Event Arrangements

Catering

Food and beverages are allowed for receptions in the Chancery Court. Only on special occasions are food and beverages allowed elsewhere on the first floor of the museum. No food and beverages are allowed in any of the exhibit areas. No fees may be charged for food or beverages. Menus must be submitted and approved at least ten working days prior to event.

Caterer or renter must supply all necessary tablecloths, utensils, dinnerware, table decorations, service equipment, food and beverages. After the event, the designated area must be returned to its original condition.

Decorations
No changes, such as the movement of exhibits, the opening of blinds and curtains, etc., may be made to the Old Capitol Museum without approval. If approved, changes will be handled by Old Capitol Museum staff. Setup and decoration plans must be submitted and approved at least ten working days prior to event.

Floral arrangements brought into the museum must come from a professional florist or nursery and must be approved by the facility use coordinator prior to the event.

Open flames (candles, torches, oil lamps, etc.) are not permitted. Battery operated candles are allowed.

Free-standing signs may be placed in the museum with prior approval of content and location; no signs are permitted on the exterior.

Equipment
The Old Capitol Museum charges a rental fee for tables, chairs, and a public address system in the House Chamber. Electronic equipment is not available. Trash receptacles are available on request for use inside the museum only.

Renter may bring in other equipment with approval ten working days prior to event by Museum.

Music / Other Entertainment
Music or other entertainment must be approved by the Old Capitol Museum at least ten working days prior to event.

Parking
Free parking for visitors is located behind the Old Capitol Museum. Handicapped parking is available on the south end, upper level. Any special parking requests, including reserved parking, must be submitted at least ten working days before the event.

Security
A State Capitol police officer will be on duty during regular business hour events. The Old Capitol Museum can not guarantee that a State Capitol police officer will be on-site during evening events; and therefore, security is the responsibility of the user. A security plan must be submitted and approved at least ten working days prior to event.

Setup & Removal
Facility renters may set up one hour before the scheduled event and must return the designated area to its original state within one hour after the event. Any use of the building prior to the designated meeting time must be approved.

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

Any commercial or professional videotaping requires prior approval, the execution of the department's commercial filming agreement, and payment of applicable fees. A complimentary copy of the final video or print must be supplied to the Old Capitol Museum.

Restrictions

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 eligible for federal funding.

There shall be no solicitation of funds inside or on the grounds of the Old Capitol Museum by any organization other than the Mississippi Department of Archives and History.

The Old Capitol Museum is a smoke-free facility (Mississippi Code 1972 *Annotated* section 29-5-161). No smoking is permitted.

No weapons are allowed in the building.

No animals are allowed in the museum at any time, except those trained to aid the blind or handicapped.

Facility Use Fees

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Regular Use

House of Representatives (4 hours)	$200.00
Chancery Court (4 hours)	$150.00
Meeting Room (4 hours)	$100.00

Overtime Fee ($60 per hour)

Tables	$5 each
Chairs	$.50 each
Public Address System	$10
Podium	$5
Floor lectern	$5

Evening Use(Thursday & Friday nights only)

House of Representatives (3 hours)	$800.00
Chancery Court (3 hours)	$600.00
Meeting Room (3 hours)	$400.00

Overtime Fee ($100 per hour)

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Date of Event:_____

Name of Event:_____

Anticipated Attendance:_____

OLD CAPITOL MUSEUM

Mississippi Department of Archives and History

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

Telephone 601-576-6920 **Facsimile 601-576-6981**

FACILITY USE CONTRACT

Please review this contract carefully; sign and return it with a Security Deposit of $200.00. All other payments are due four (4) weeks prior to the event. 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:_____

Authorized Contact Person:_____

Address:_____

City:_____State:_____Zip:_____

Business Telephone: _____Fax: _____ Cell:_____

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

Access Needed 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:_____

Contact Number:_____

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.

The User agrees to pay the total use fee of ($_____) by the signing of this contract. Checks should be made payable to the Old Capitol Museum. 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 75% of the total payment. If the event is canceled less than 10 working days prior to the scheduled date, the User forfeits all payments. Postponement and/or cancellation must be in writing and signed by the Authorized Contact Person for the User.

I certify that I have read, understand, and accept the conditions set forth in the Operating Policies and Facility Use Conditions, and that I agree to the stipulations listed above.

_____ _____

Authorized Contact Person for the User Date

_____ _____

Authorized Representative for the Museum Date

Attached is a copy of the area(s) and equipment requested in the Facility Use Application submitted for your event and resulted in the Total Use Fee indicated in this contract. Please review carefully, since additional equipment cannot be provided the date of your event.