

Part 5 Chapter 4: Hall of Governors Portrait Guidelines

(Adopted by the Board of Trustees on October 16, 2009)

Rule 4.1 Hall of Governors Portrait Guidelines.

A. Since these portraits are accessioned into the collections of the Museum of Mississippi History, the Board of Trustees of the Mississippi Department of Archives and History reserves the right to approve the quality of artwork in portraits for the Hall of Governors.

B. The Department director, the Museum Division director, and the Museum Division director of collections will invite the artist to visit the State Capitol to view the portraits that presently hang there. The artist may be requested to present examples of portraits that he or she has painted. A copy of the artist's portfolio is required for placement on file for reference and research purposes.

C. The artist who is selected to paint a Hall of Governors portrait should confer with the Department director, the Museum Division director, and the Museum Division director of collections prior to beginning work on the portrait. The Department director, the Museum Division director, and the Museum Division director of collections will approve a preliminary sketch or concept as necessary.

D. Only oil portraits on oil primed linen canvas will be accepted for inclusion in the Hall of Governors.

E. The dimensions of the portrait and frame should not exceed 45" x 34". The size specifications are directly related to the wall space available.

F. Additional specifications address the following:

1. Stretcher support—The painting should always be on a stretcher capable of being keyed out, not a rigid strainer. Paintings larger than three feet should have a cross bar for additional support.
2. Tacking and stapling—The canvas should be well tacked to the stretcher. If staples are used, the staples should be heavy duty and placed at frequent intervals, no greater than an inch apart.
3. Future conservation—There should be an inch of canvas extending past the edge of the stretcher. This will enable the painting to be tightened on the stretcher if it should be necessary.
4. Framing—Since future damage to the paint film can be caused by accidental blows to the reverse of the canvas, the painting should be backed with at least a piece of "foamcore" board.
5. Varnishing—After an appropriate drying period, the painting should be varnished.

G. The artist will be responsible for selecting a frame for the portrait that will be compatible with the portrait and the frames for other portraits in the Hall of Governors. The artist will be responsible for affixing to the frame a brass plate with concave corners secured with two brass screws (one at each end of the plate). The brass plate should be no larger than 5" x 1" and no smaller than 3" x 5/8". The plate shall contain two lines, the name of the governor (in black capitol lettering) and the dates the governor served in office. The plate is to be affixed at the bottom center of the frame. The artist should discuss the selection of the frame with the Department director, the Museum Division director, and the Museum Division director of collections.

H. Once the portrait is completed, it should be presented to the Department director, the Museum Division director, and the Museum Division director of collections for review and approval. After approval, the donor will be given a *Deed of Gift* form to transfer the portrait to the collection of the Museum of Mississippi History.

I. The Department of Archives and History will be responsible for arranging a ceremony for the presentation of the portrait. This ceremony is customarily held in the State Capitol. In planning the ceremony, the Department will confer with the governor whose portrait is being presented and/or the sponsors of the portrait.

J. The family or other private sponsors may wish to host a reception following the presentation ceremony. The cost of the reception is underwritten by the host and will vary depending on the number of guests expected and the elaborateness of the event.

K. The Department of Archives and History will be responsible for selecting the site where the portrait will hang in the State Capitol and reserves the right to change the location of portraits in the future if space needs warrant such changes.

Source: *Miss. Code* §§ 25-59-1, 39-5-1 (1972, as amended).

Part 5 Chapter 7: Manship House Museum Facility Use Policies

(Approved by the Board of Trustees on July 9, 1982; Amended October 19, 1990, October 16, 2009)

Introduction.

A. Primary Use:

The Manship House Museum is a historic structure operated as a historic house museum. Its resources are used for educational purposes to interpret family life in Jackson in the late nineteenth century.

B. Hours of Operations/Public Access:

1. 1 The Manship House Museum is open to the public free of charge.

2. Hours of visitation are 9:00 a.m. until 4:00 p.m., Tuesday through Friday; 10:00 a.m. to 4:00 p.m. Saturday.
3. Office hours at the Visitors Center are 8:00 a.m. until 5:00 p.m., Monday through Friday.
4. The Museum is closed on most state holidays.
5. The Manship House Museum and Visitors Center are handicapped accessible with some limitations.
6. No animals are allowed in the Museum or the Visitors Center at any time, except those trained to aid the blind or handicapped.

Rule 7.1 Facility Rental.

A. The grounds of the Manship House Museum and a small meeting room in the Visitors Center have been designated as areas for public events and for limited use by an organization. These areas are available for an established use fee to such organizations **only during official visitation hours.**

The following uses will **not** be permitted:

1. private individuals acting on their own
2. political candidates, political parties, or political events intended to promote the election of specific candidates
3. weddings, wedding receptions, debutante balls, and similar events other than those benefiting Museum

B. Application:

An organization must complete an application (and may be asked to supply bylaws and/or constitution) to use space at the Manship House Museum. The Facility Use Review Committee (composed of the Branch Director, the Education Coordinator, and the Collections Manager) must approve all requests.

C. Contract/Reservations:

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

D. Use Fees:

A security deposit will be required. The deposit will be refunded when the event is complete and the area is returned to its original state. Use fees and security deposit 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.

E. Cancellation:

Cancellations **fewer than ten working days prior to the event will result in the forfeit of all use fees paid.** If written notification is received by the Museum at least ten working days prior to the scheduled event, the User will receive a refund of 75% of the total amount paid. If the event is canceled, written notification must be received by the Manship House **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 payment. Postponement and/or cancellation must be in writing and signed by the Authorized Contact Person for the User.

Source: *Miss. Code* § 25-59-1 (1972, as amended).

Rule 7.2 Event Arrangements.

A. Events Where Food or Drink is Served:

The Visitors Center discourages the serving of food and/or drink due to the absence of adequate equipment and space. Only at events sponsored by the Museum are refreshments permitted in the Visitors Center. Food and drink are limited to the grounds; under no circumstances are food and drink permitted in the Manship House Museum.

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

B. Decorations:

Set up and decoration plans must be submitted in writing and approved at least ten working days prior to the event. Floral arrangements brought into the Visitors Center must come from a professional florist or nursery and must be approved by the Museum 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 Visitors Center or on the grounds with prior approval of content and location. No materials of any kind may be attached to the interior or exterior walls of the Manship House Museum.

C. Equipment:

The Museum charges a rental fee for tables and chairs. Electronic equipment is not available. Trash receptacles are available on request for use inside the Visitors Center only. There will be no equipment available for use on the grounds.

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

D. Music/Other Entertainment:

Music or other entertainment must be approved by the Museum at least ten working days prior to the event.

E. Setup and Removal:

Facility Users 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 Visitors Center or grounds prior to the designated meeting time must be approved, and could incur additional charges.

F. Parking:

Limited, free parking for visitors is available in the parking area adjacent to the Visitors Center. Any special parking requests must be submitted at least ten working days before the event.

G. Security:

State Capitol Police provides security during regular hours of operation. The Manship House Museum cannot guarantee that a State Capitol Police officer will be on-site during events on Museum grounds; and therefore, security is the responsibility of the User. A security plan must be submitted and approved at least ten working days prior to the event.

H. Restroom Facilities:

Restrooms are located in the Visitors Center. Restroom facilities are not adequate for large groups. Portable toilet rental is required for groups of 50 or more requesting grounds use. Arrangements and all costs for rental of portable toilets must be made by the User.

I. Fire/Safety Regulations:

Smoking is prohibited in all areas of the Manship House Museum, the Visitors Center, and the Manship House grounds. No weapons are allowed in the buildings or on the grounds.

J. Videotaping/Filming/Photography:

Videotaping, filming, and/or photography are not allowed inside the Manship House Museum. Videotaping, filming, photography in the Visitors Center exhibition areas, without lights or flash, and Manship House Museum grounds for private use only are permitted during regular hours of public visitation unless otherwise posted. 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 Museum.

K. Credit Line:

All approved televising, videotaping, photography, publicity, or printed material must include the following credit line: "(name of group) gratefully acknowledges the use of the Manship House Museum, administered by the Mississippi Department of Archives and History." In the case of sponsorship of an event, the Manship House Museum, administered by the Mississippi Department of Archives and History, shall be named as sponsor.

Source: *Miss. Code* § 25-59-1 (1972, as amended).