

## **Part 5 Chapter 10: The Mississippi Governor's Mansion Historic Section and Grounds Guidelines for Public Use**

*(Approved by the Board of Trustees May 8, 1998)*

### *Introduction.*

#### **A. Primary Use:**

The Mississippi Governor's Mansion is a historic structure and the official residence of the governor, whose private living quarters adjoin the historic section. The Board of Trustees of the Mississippi Department of Archives and History has statutory authority and responsibility to establish guidelines for public access and organizational use of the historic section of the Governor's Mansion in order to protect and preserve its structural and architectural integrity.

#### **B. Public Access:**

1. The Governor's Mansion is normally open to the public free of charge for guided tours from 9:30 a.m. to 11:00 a.m., Tuesday through Friday.
2. The tour schedule may vary during the holidays.
3. Tours for groups of ten or more should be booked with the Mansion curator at 300 E. Capitol Street, Jackson, MS 39201, or at (601) 359-6421.
4. The Mansion and grounds will be closed on Monday and weekends.
5. The Mansion may be closed at other times to accommodate functions of state and other events hosted by the governor.
6. Visitors should enter the Mansion grounds from the west gate on N. West Street, where the Capitol Police Officer will request identification.
7. The Governor's Mansion is handicapped-accessible with some limitations.
8. No animals are allowed in the Governor's Mansion at any time, except those trained to aid the blind or handicapped.
9. The Governor's Mansion is a smoke-free facility.

*Rule 10.1 Organizational Use.* The historic section of the Governor's Mansion has been designated as an area for limited public use by educational, historical, and other non-profit organizations. The Mansion and grounds will not be available to private individuals acting on their own.

The Mansion and grounds may be scheduled for no more than one tea or reception per week, Tuesday through Friday, dependent on availability. No organization will be allowed to use the Governor's Mansion for entertaining more than once a year.

On occasion, it will be necessary to rearrange scheduling due to emergency use of the Mansion by the governor for official state functions or other important uses. The understanding and flexibility of the affected organization is requested in those infrequent instances of cancellation or postponement of a scheduled function.

Requests for use of the Mansion should be made in writing to the Mansion administrator, 300 E. Capitol Street, Jackson, MS 39201, at least six weeks prior to the scheduled date of a function. The request should provide as much information as possible on proposed plans and arrangements for an event, including the general purpose of the event and the anticipated number of guests. All arrangements must be approved in advance by the Mansion administrator.

**If the requested use is approved, the authorized representative of the organization will be expected to sign a Facility Use Contract and to pay a Mansion Use Fee based on the number of persons expected to attend the event (0 to 25 persons - \$100.00; 26 to 99 persons - \$200.00; 100 to 200 persons - \$400.00).**

The Use Fee is deposited in the Friends of the Mansion account and benefits the Governor's Mansion by providing funding for the conservation, preservation, and repair of furnishings in the historic section of the Mansion.

- A. The number of guests may not exceed two hundred (200) persons.
- B. The Mansion is not appropriate for auditorium-type events.
- C. The Mansion cannot accommodate commercial filming or television equipment.
- D. Functions are to begin and conclude at the scheduled time.
- E. Caterers should not arrive earlier than one hour prior to the designated event.
- F. Food, flowers, and beverages are the responsibility of the host organization. Caterers, florists, and other vendors must be selected from an approved list.
- G. Whenever food is served, plates furnished by the Governor's Mansion are to be used. In order to avoid potential damage to floor coverings, dips, chips, and nuts may not be served.
- H. Food is allowed only in the State Dining Room and the adjacent Parlor.
- I. No linens will be furnished by the Mansion.
- J. Service will be provided by the Mansion domestic staff, for which gratuities are customary.

- K. The organization may not collect dues nor charge fees at events held at the Mansion.
- L. Smoking is not permitted.
- M. Guests are requested to refrain from sitting on, leaning on, or placing objects on the historic furnishings.
- N. The host group is responsible for any breakage or damage to the Mansion, its furniture, furnishings, or grounds.
- O. The host organization should confer with the Mansion administrator twenty-four hours prior to the function to ensure that all of the above guidelines have been met.

Source: *Miss. Code* § 29-59-1 (1972, as amended).

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**If the requested use is approved, the authorized representative of the organization will be expected to sign a Facility Use Contract and to pay a Mansion Use Fee based on the number of persons expected to attend the event (0 to 25 persons - \$100.00; 26 to 99 persons - \$200.00; 100 to 200 persons - \$400.00).**

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- B. The Mansion is not appropriate for auditorium-type events.
- C. The Mansion cannot accommodate commercial filming or television equipment.
- D. Functions are to begin and conclude at the scheduled time.

- E. For security reasons, a complete list of all event attendees should be provided to the Mansion administrator twenty-four hours prior to the function.
- F. ~~Caterers should not arrive earlier than one hour prior to the designated event.~~ Caterers should confer with Mansion administrator on time of arrival and provide a list of all employees assisting with event.
- G. Caterers are responsible for returning the kitchen to its original condition at the conclusion of the event.
- H. Food, flowers, and beverages are the responsibility of the host organization. Caterers, florists, and other vendors must be ~~selected from an approved list approved by the Mansion administrator.~~ Floral arrangements must be from florist. No member of the host organization is permitted to arrange flowers on site.
- I. Whenever food is served, plates furnished by the Governor's Mansion are to be used. ~~In order to avoid potential damage to floor coverings, dips, chips, and nuts may not be served.~~ Menu is to be approved by Mansion administrator.
- J. Food is allowed only in the State Dining Room and the adjacent Parlor.
- K. ~~No linens will be furnished by the Mansion.~~ Linens may be requested from the Mansion administrator. Any linens provided by the host group must be approved by the administrator.
- L. Service will be paid for by the host organization and will be provided by the Governor's Mansion domestic staff, for which gratuities are customary.
- M. The organization may not collect dues nor charge fees at events held at the Mansion.
- N. Smoking is not permitted.
- O. Guests are requested to refrain from sitting on, leaning on, or placing objects on the historic furnishings.
- P. The host group is responsible for any breakage or damage and associated repair costs to the Mansion, its furniture, furnishings, or grounds. Estimates and repair supervision will be handled by Mansion staff.
- Q. For events held on the Mansion grounds, location and alternations are to be approved by Mansion administrator.
- R. Parking is limited; special requests for reserved parking must be submitted to the Mansion administrator seven working days prior to event.

S. The host organization should confer with the Mansion administrator twenty-four hours prior to the function to ensure that all of the above guidelines have been met.

Source: *Miss. Code* § 29-59-1 (1972, as amended).