

OLD CAPITOL MUSEUM

Mississippi Department of Archives and History

FACILITY USE POLICIES

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 organizations. 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 during regular operating hours must be open to the general public.

Application

An organization must complete an application (and may be asked to supply 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 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. 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. 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 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 cannot 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.

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.

Proposed Facility Use Policies approved by Board of Trustees, July 25, 2008.

Revised Facility Use Policies approved by Board of Trustees, October 16, 2009.