

Date of Event: _____

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 APPLICATION

Daytime (Basic) Use –the user fee applies to four (4) hour periods only: 8:00 a.m. – 12:00 p.m. and 1:00 p.m.-5:00 p.m. on weekdays and within regular hours of operation on Saturday and Sunday. An overtime charge of \$60.00 per hour applies for each additional hour or any part of an hour.

Evening (Special) Use – the user fee applies to three (3) hour periods only: Thursday and Friday, 5:30 p.m. – 8:30 p.m. An overtime charge of \$100.00 per hour applies for each additional hour or any part of an hour.

The security deposit of \$200.00 should be paid by check once your application is approved. All payments must be received four (4) weeks prior to the event. The security deposit will be returned to you once the area has been returned to its original condition.

PLEASE READ FACILITY USE POLICIES BEFORE COMPLETING

Name of Organization: _____

Name and Description of Event: _____

Date of Event: _____ Anticipated Attendance: _____ Time Event to Begin: _____ Time to End: _____

Room Requesting: ___House of Representatives ___Chancery Court ___William Nichols (meeting) Room

Speaker(s)/Participant(s): _____

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: _____ City: _____ State: _____ Zip: _____

Business Telephone: _____ Facsimile: _____ Cell: _____

Email: _____ Organization Web site (optional): _____

For OCM USE ONLY

Facility Use Application APPROVED/DENIED Director's Signature: _____ Date: _____	Amount of Fees Outstanding
Cleared on Master Calendar By: _____ Date: _____	Facility Use Contract Mailed By: _____ Date: _____

Daytime
Facility Use Rental

House of Representatives Chamber

Capacity: 156 main floor
(156 permanent theatre seats)
Capacity: 100 balcony (folding chairs)

4-Hour Use Fee **\$200.00**

Overtime Fee @ \$60.00/hour \$ _____

Optional Equipment Available

- Floor lectern \$ 5.00
- Table-top podium \$ 5.00
- Public address system \$10.00
- Table(s), 8' long; ___(qty) @ \$5.00 \$ _____
- Table(s), 6' long; ___(qty) @ \$5.00 \$ _____
- Chairs; ___(qty) @ \$.50 \$ _____
- Projection screen (only)

Subtotal Use Fees \$ _____

Chancery Court (Reception Only)

Capacity: 125-150 Standing Room Only

4-Hour Use Fee **\$150.00**

Overtime Fee @ \$60.00/hour \$ _____

Optional Equipment Available

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

Subtotal Use Fees \$ _____

William Nichols Room (Meeting)

Capacity: 40 (seated)

4-Hour Use Fee **\$100.00**

Overtime Fee @ \$60.00/hour \$ _____

___ Auditorium setup 40 chairs

___ Meeting Room ___ tables ___ chairs

Optional Equipment Available

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

Subtotal Use Fees \$ _____

Total Use Fees \$ _____

Evening (Thursdays & Fridays ONLY)
Facility Use Rental

House of Representatives Chamber

Capacity: 156 main floor
(156 permanent theatre seats)
Capacity: 100 balcony (folding chairs)

3-Hour Use Fee **\$800.00**

Overtime Fee @ \$100.00/hour \$ _____

Optional Equipment Available

- Floor lectern \$ 5.00
- Table-top podium \$ 5.00
- Public address system \$10.00
- Table(s), 8' long; ___(qty) @ \$5.00 \$ _____
- Table(s), 6' long; ___(qty) @ \$5.00 \$ _____
- Chairs; ___(qty) @ \$.50 \$ _____
- Projection screen (only)

Subtotal Use Fees \$ _____

Chancery Court (Reception Only)

Capacity: 125-150 Standing Room Only

3-Hour Use Fee **\$600.00**

Overtime Fee @ \$100.00/hour \$ _____

Optional Equipment Available

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

Subtotal Use Fees \$ _____

William Nichols Room (Meeting)

Capacity: 40 (seated)

3-Hour Use Fee **\$400.00**

Overtime Fee @ \$100.00/hour \$ _____

___ Auditorium setup 40 chairs

___ Meeting Room ___ tables ___ chairs

Optional Equipment Available

- Podium \$10.00
- Table(s), 8' long; ___(qty) @ \$5.00 \$ _____
- Table(s), 6' long; ___(qty) @ \$5.00 \$ _____
- Chairs; ___(qty) @ \$.50 \$ _____
- Screen

Subtotal Use Fees \$ _____

Total Use Fees \$ _____

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