

Old Capitol Museum Event Rental Policy

(Adopted by the Board of Trustees on June 20, 2006; Amended July 25, 2008, October 16, 2009, January 18, 2013, July 15, 2016, July 20, 2018, January 22, 2021)

Rule 2.1 Event 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/businesses. 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.

A. Application:

An organization must complete an application (and may be asked to supply bylaws and/or constitution) to rent space in the Old Capitol Museum. The Event Rental Committee—consisting of the museum director, Museum Division events manager, and MDAH sites administrator—must review and approve all requests. Applications should be submitted electronically using the webform on the MDAH website a minimum of sixty (60) calendar days prior to the event. Requests for a shorter timeframe may be denied.

B. Contract /Security Deposit:

Event reservations are confirmed once the signed contract and the security deposit have been received by the Museum Division events manager. The security deposit will be refunded after the event and the rented area is returned to its original state. Contracts are valid for fifteen (15) days after issue date.

C. Rental Fees:

The fee schedule listed on the application has been approved by the MDAH Board of Trustees. Sales tax does apply to all fees. If an organization is exempt from paying sales tax, a copy of the Letter Ruling from the Mississippi Department of Revenue must be submitted with payment (*Miss. Code* §§ 27-65-111). Other state agencies or organizations that are prohibited by state law from paying fees to MDAH are limited to using the facility only during regular weekday operating hours.

Rental fees are invoiced at the time the contract is issued and are due in full thirty (30) calendar days prior to the event. A purchase order is acceptable. **The event reservation will be cancelled if payment is not received by the due date. The User will be notified of the cancellation and the security deposit will not be refunded.**

If the security deposit is paid by credit card, the same card must be used for the rental fee. If the security deposit is paid by check, a credit card may be used for the rental fee. A purchase order is an acceptable form of payment.

D. Cancellation:

If the User sends written notice of cancellation and it is received by the Old Capitol Museum more than thirty (30) calendar days prior to the scheduled event, the User will receive a refund of 75% of the total. **Cancellations fewer than 30 working days prior to the event will result in the forfeit of all fees paid.**

The Old Capitol Museum reserves the right to cancel an event if the facility is rendered unsuitable due to unforeseen circumstances, and the User will receive a full refund.

E. Public Access:

- The Old Capitol Museum is open to the public free of charge.
- Daytime events may be held during regular operating hours: 9 a.m. to 4 p.m., Tuesday through Friday.
- The Old Capitol Museum is CLOSED on Mondays.
- After hour events may be held Tuesday – Friday, 5 – 9 p.m. and on Saturday 9 a.m. – 9 p.m.
- The Old Capitol Museum is closed on most state holidays.
- The Old Capitol Museum is handicapped accessible.

Source: *Miss. Code* §§ 25-659-1, 39-5-1 (1972, as amended).

Rule 2.2 Event Arrangements.

A. Room Selection:

The User may indicate room preference in the application. The room selection will be stated on the contract. Once the contract is signed and returned, the room selection cannot be changed. User shall not exceed maximum occupancy per fire code. Refer to application for maximum occupancy per area. The Old Capitol Museum reserves the right to remove event participants and/or cancel an event at any time if maximum capacity for the selected room exceeds fire code.

B. Approved Vendors:

All rentals, floral arrangements, decorations, music, and contracted services must be approved by the Old Capitol Museum Event Rental Committee. The User must supply a copy of the vendor's articles of incorporation and business permit to the Museum Division events manager prior to the event.

C. Catering:

Food and beverages are allowed for receptions in the Chancery Court and must be prepared by a professional caterer or restaurant. Only with the approval of the Event Rental Committee 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 to the Museum Division events manager and approved at least ten (10) working days prior to event. User must supply any/all necessary utensils, dinnerware, table decorations, service equipment, food, and beverages. The Caterer or User must provide all labor for the event. The designated area must be returned to its original condition after the event, with all trash removed offsite by the end time designated on the application.

D. Alcohol:

Anytime alcohol is served, whether sold or distributed freely, a proper permit from the Division of Revenue’s Alcohol Beverage Control (ABC) Division must be acquired. The User is responsible for obtaining alcohol permit and a copy to the Museum Division events manager prior to the event. Beer and low-alcohol content wines require one type of permit while wines and liquors require a separate permit. Permits can be for a one-time use or for a longer period of time. The permit holder then is responsible for distributing the alcohol and must take on the responsibilities of being insured and checking identification. (*Miss. Code §§ 63-3-15, 67-3-25*)

E. Decorations:

Set up and decoration plans must be submitted in writing and approved by the Event Rental Committee before an event rental contract will be issued to the User.

The Event Rental Committee or a designee must be present during the event set up.

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, the Event Rental Committee will make the requested adjustment.

Floral arrangements brought into the museum must come from a professional florist or nursery and must be approved by the Event Rental Committee ten (10) days prior to the event. These floral arrangements must be completely arranged and ready for placement. No member of the host organization is permitted to arrange flowers on site.

Open flames (candles, torches, oil lamps, sparklers, etc.) are not permitted. Battery operated candles are allowed. Glitter is prohibited in any form. Confetti, rose petals, and dry rice are prohibited. Bubbles, dry ice, and smoke machines may be used outdoors only.

Free-standing signs may be placed in the museum with prior approval of content and location. No decorations or signs may be adhered to walls, doors, exhibits, windows, or any part of the building. Any power cords must be thoroughly taped down with “gaffer” tape provided by the Museum Division events manager.

All decorations must be removed at the conclusion of the event by the end time stated on the contract. Any items left behind shall be disposed of at the discretion of the Old Capitol Museum Event Rental Committee.

F. Equipment:

The Old Capitol Museum charges a rental fee for black tablecloths, 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. Last minute requests for additional equipment cannot be guaranteed. Additional charges may apply.

Outside rental equipment is permitted. An outside rental fee may be applied. User may bring in other equipment with approval ten working days prior to event by Museum. The Old Capitol Museum is not responsible for any damages to equipment rented from an outside vendor. The User is responsible for all damages to equipment rented from the Old Capitol Museum.

G. Music / Other Entertainment:

Music or other entertainment must be approved by the Old Capitol Museum Event Rental Committee at least ten (10) working days prior to event. The request must be submitted in writing.

H. Parking:

Free parking 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 to the Museum Division events manager at least ten (10) working days before the event.

I. Security:

After hours events must have security. No outside security is permitted without written approval from Capitol Police. Capitol Police will be on duty during regular operational hours of the Old Capitol Museum. For any events, held before or after hours, it is the responsibility of the User to pay for security.

When an Old Capitol Museum contract for an after hours event is issued, Capitol Police will be copied on the contract. Capitol Police are responsible for invoicing the User and payment will be made directly to the Office of the Capitol Police. **MDAH is prohibited by law to transfer funds to Capitol Police.**

J. Setup & Removal

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 unless other arrangements have been made in advance and approved by the Old Capitol Event Rental Committee. Events starting prior to 9:00 a.m. must be set up the day before, between 4 and 5 p.m. Any use of the building prior to the designated meeting time must be approved. The User and vendors should use the rear North entrance, unless permission is given to use the front entrance.

K. Damage/Liability Coverage:

User is responsible for any breakage or damage and associated repair costs to the Old Capitol Museum, its furnishings, or grounds. Old Capitol Museum staff will obtain estimates and supervise all repairs.

Since the Old Capitol Museum is administered by the Mississippi Department of Archives and History, a state agency, the User has liability coverage pursuant to *Miss. Code* §§ 11-46-1 et seq.

L. Videotaping/ Filming/ Photography:

Videotaping, filming, and/or photography may be made for personal use only.

Any commercial or professional videotaping, filming, and/or photography requires approval by the Museum Division director or the MDAH director. If approved, a Commercial Filming/Photography Contract will be issued to the User and applicable fees will be charged. A complimentary copy of the media or print must be provided to the Old Capitol Museum. Any type of commercial recording of the Old Capitol Museum exhibits, artifacts, and collections is strictly prohibited without a signed Commercial Filming/Photography Contract.

M. Restrictions:

1. The Old Capitol Museum is a smoke-free facility (*Miss. Code* §§ 29-5-161 (1972, as amended)). No smoking is permitted.
2. No weapons are allowed in the building.
3. Only service animals are allowed in the building.
4. User shall conduct the event in an orderly manner and in full compliance with all applicable laws, rules, and regulations. The Old Capitol Museum reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by the User or the User's guests as determined by the Old Capitol Museum staff.
5. In order to prevent the appearance of the Old Capitol Museum endorsing a particular cause or event, Users may be asked to include the disclaimer on all forms of advertising starting, "The Old Capitol Museum does not sponsor or endorse this event."
6. As a state agency (established by *Miss. Code Ann.* § 37-33-153) MDAH is not allowed by law to charge for services (per *Miss. Code Ann.* § 27-104-203) to other state agencies during regular operating hours (per Old Capitol Event Rental Policy 2.1.E). A state agency may hold an event at the museum one (1) time per quarter with a total of four (4) events per agency per year. State agencies using the facility free of charge are limited to one (1) of the following spaces: the classroom or House Chamber. Rooms must stay in original setup.

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 29-5-161 (1972, as amended).