

## MISSISSIPPI HISTORICAL MUSEUM

### Policies

1. The scope of the State Historical Museum shall be the field of Mississippi history, from the earliest times to the present.
2. The purpose of the State Historical Museum shall be education in Mississippi history.
3. The Museum shall accept only items directly related to events, eras or persons in Mississippi history.
4. The Museum shall accept nothing with the stipulation that it must be displayed at any given time or at all times.
5. The Museum may acquire items by gift, loan (only for temporary exhibition), or purchase (very limited).
6. A donation of a museum specimen should be a legal transaction in the sense that no question regarding ownership shall remain. This involves instruments which (a) state the donor's offer without restrictions; (b) accept the offer on behalf of the Mississippi State Historical Museum; and (c) acknowledge receipt of the object. These accession records must be permanently preserved, in addition to an accession book entry system and a three-way card filing system, by donor, subject, and accession number.
7. The Museum shall accept loans for temporary exhibit only. All other accessions shall be gifts or purchases, and should be so certified in the accession records.
8. Items which are not related to Mississippi history may be referred to other specialized state museums or national museums.

-Adopted by the Board of Trustees of the Department of Archives and History at its Regular Quarterly Meeting, December 6, 1957.

STATE HISTORICAL MUSEUM

Regulations

1. The museum will be open from 8:00 a.m. until 5:00 p.m., Monday through Friday; 9:30 a.m. until 4:30 p.m., Saturday; and 12:30 p.m. through 4:30 p.m., Sunday. The museum will be closed on New Year's Day, Easter, July Fourth, Labor Day, Thanksgiving, and Christmas.
2. School tours and organized groups are requested to visit the museum Tuesday through Friday, by appointment with the museum registrar. All arrangements for tours and meetings in the museum should be made with the museum registrar, State Historical Museum, P. O. Box 571, Jackson, Mississippi 39205, telephone (601) 354-6222.
3. The auditorium in the House of Representatives is available for meetings of civic and patriotic groups, without charge, provided the meetings are held within the regular hours of the museum. The House of Representatives will not be available for meetings on Saturdays, Sundays or holidays.
4. No refreshments of any kind, except those available at the concession stand on the first floor, will be served in the museum, as there are no facilities for such service in the building.
5. There will be no smoking in the museum, except in the area provided for concessions and cold drinks.
6. No one will be admitted to the museum in the Old Capitol after regular hours without prior written permission of the Director of the Department of Archives and History.

Adopted at the Regular Quarterly Meeting of the Board of Trustees, January 13, 1961.

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Secretary of State  
Heber Ladner Building, 401 Mississippi Street  
P.O. Box 136, Jackson, MS 39205

**ADMINISTRATIVE PROCEDURES FILING NOTICE**

Agency Department of Archives & History Person to Contact Bruce Bryant  
Address P. O. Box 571 Address P. O. Box 571  
Jackson, Mississippi 39205 Jackson, MS 39205  
Phone (601) 359-6850 Transmittal Date November 29, 1995

Copy Attached: Yes  No

Name or Number of Rule(s) State Historical Museum/Old Capitol Restoration Operating Policies and Facility Use Conditions  
Terms or Substance of the Actions or Description of the Subject and Issues:  
Operating policies and facility use conditions of the Old Capitol Museum, located in Jackson, Mississippi.

Printed Name and Title of Person Authorized to File Rules: Elbert R. Hilliard Director  
Name Title  
*Elbert R. Hilliard*  
Signature

EMERGENCY RULES	PROPOSED ACTION ON RULES	FINAL ACTION ON RULES
<input type="checkbox"/> Original Filing <input type="checkbox"/> Renewal of Effectiveness To Be In Effect _____ Days Effective Date: <input type="checkbox"/> Immediately on <input type="checkbox"/> Other (Specify): _____	Action Proposed: <input checked="" type="checkbox"/> New Rule(s) <input type="checkbox"/> Amendment to Existing Rule(s) <input type="checkbox"/> Repeal of Existing Rule(s) <input type="checkbox"/> Adoption by Reference Proposed Date of Adoption: <input type="checkbox"/> 30 Days after Filing <input checked="" type="checkbox"/> Other (Specify): <u>Adopted by Board of Trustees on 7/22/94</u>	Action Taken: <input checked="" type="checkbox"/> Adopted with No Changes in Text <input type="checkbox"/> Adopted with Changes <input type="checkbox"/> Adopted by Reference <input type="checkbox"/> Withdrawn Date Action Taken <u>January 3, 1996</u> Effective Date <input type="checkbox"/> 30 Days After Filing <input checked="" type="checkbox"/> Other (Specify): <u>7/22/94</u>

OFFICIAL FILING STAMP

DO NOT WRITE BELOW THIS LINE

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**FILED**  
NOV 29 1995  
Dick Molpus  
SECRETARY  
OF STATE

OFFICIAL FILING STAMP

**FILED**  
JAN 2 1996  
Dick Molpus  
SECRETARY  
OF STATE

Accepted for filing by \_\_\_\_\_

Accepted for filing by *M. Todd*

Accepted for filing by *M. Todd*

# STATE HISTORICAL MUSEUM OLD CAPITOL RESTORATION

## Operating Policies and Facility Use Conditions

### Primary Use

The State Historical Museum is operated as an historic structure and state history museum. Its resources are used for education in Mississippi history.

### Public Access

The Old Capitol is open to the public free of charge. Hours of visitation are 8:00 a.m. to 5:00 p.m. Monday through Friday; 9:30 a.m. to 4:30 p.m. Saturday; 12:30 p.m. to 4:30 p.m. Sunday. The Museum is closed on New Year's Day, Easter, Fourth of July, Labor Day, Thanksgiving, and Christmas. The Museum may be closed at other times at the discretion of the Director of the Mississippi Department of Archives and History.

The Museum is handicapped accessible with some limitations. No animals are allowed in the Museum at any time, except those trained to aid the blind or handicapped.

### Parking

Free parking for visitors is located on two levels behind the State Historical Museum. Handicapped parking is available on the north end, upper level. Any special parking requirements will be handled through the Director's Office, State Historical Museum.

### Building Access

The State Historical Museum is to be entered and exited through the front entrance on State Street. On weekdays additional exits are available on the north and south ends of the first floor hallway.

The two back doors are emergency exits only, with alarms, and remain locked. With notification and approval of the Facilities Coordinator, for a limited and specific period of time, a back door may be used for delivery and pick-up of materials and equipment.

### Security

Capitol Police are provided by the Office of General Services. Special requirements concerning security will be handled through the Director's Office, State Historical Museum.

### Fire Regulations

The State Historical Museum is a smoke-free facility. Smoking is prohibited in all areas throughout the Museum. Open flames including, but not limited to, candles, torches, and oil lamps shall not be used in the Museum.

## Operating Policies and Facility Use Conditions

### State Historical Museum - 2

#### Refreshments

On rare occasions food and/or beverages may be allowed in the Museum. These special occasions must be at public events sponsored or co-sponsored by the Mississippi Department of Archives and History or at ceremonial affairs of state when requested by the Governor.

#### Fund Raising

There shall be no solicitation of funds inside or on the grounds of the State Historical Museum by any organization other than the State Historical Museum. Materials for free distribution may be set up outside either chamber if directly related to an approved event.

#### Organizational Use

The House of Representatives, Senate Chamber, and High Court have been designated as areas for public events and also for use by educational, historical, and other non-profit organizations. These areas are available for an established use fee to such organizations only during the official visitation hours.

The chambers will not be available to private individuals acting on their own. 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.

All reservations, proposed plans, and arrangements for an event must be submitted on the Facility Use Application form and must be approved in advance through the Facilities Coordinator, Director's Office, State Historical Museum. The State Historical Museum may request that an organization supply proof of non-profit status and its by-laws and/or constitution before approving an application. Following approval, a Facility Use Contract must be signed and appropriate fees paid.

A Facility Use Review Committee, composed of the Director, the Facilities Coordinator, the Curator of Education and Public Programs, and the Curator of Collections will review special or unusual requests and applications that normally would not be approved but that could further the purposes of the State Historical Museum or the Mississippi Department of Archives and History. Denial of use by this Committee is final. Approval of use by this Committee would result in a recommendation for approval of the Facility Use Application by the Board of Trustees of the Mississippi Department of Archives and History.

## Operating Policies and Facility Use Conditions State Historical Museum - 3

### Co-Sponsorship

Organizations or events whose purpose complements or enhances the goals of the State Historical Museum or the Mississippi Department of Archives and History may request the Museum or the Department co-sponsor an event. Requests for co-sponsorship of an event should be submitted in writing to the Museum Director. The decision of the Museum Director, or the Department Director, will be final. If co-sponsorship is approved, the use fee will be waived. Any publicity generated by the User will recognize the State Historical Museum, Mississippi Department of Archives and History, as a co-sponsor.

### Use Fee(s)

Use of the Museum is encouraged. All Mississippians as taxpayers have access to the State Historical Museum. The philosophy behind the use fee is that those organizations and groups using the Museum for specific events and programs are requesting additional, labor-intensive services that are not provided to all Mississippi taxpayers. The use fee is an attempt at cost recovery for some of the expense incurred by the State Historical Museum in allowing special use of Museum facilities. House Bill 1749, Section 5, Laws of Mississippi, 1994, reads as follows: "It is the intent of the Legislature that the Mississippi Department of Archives and History shall charge the maximum amount allowable for services rendered, consistent with the cost of providing such services."

A basic use fee of \$25.00 has been established for the public areas of the State Historical Museum; additional, minimal charges have been set for use of specified equipment. Payment to the MDAH-Museum Gift Fund is due in advance with the signed Facility Use Contract. If the event is cancelled, less than 10 working days prior to the scheduled date, the User forfeits all payment. If the event is cancelled within 10 working days of the scheduled date, the User will receive a refund of 80% of the total payment. Postponement and/or cancellation must be in writing and signed by the Authorized Contact Person for the User.

All use fees collected are tax deductible and are deposited in the MDAH-Museum Gift Fund. This fund benefits the Museum in providing funds for the acquisition of important historical artifacts and in meeting emergency needs of the Museum for which no other funding is readily available.

The use fee may be waived for sitting state-elected officials.

### Equipment and Services Provided by the Museum

The following equipment is available in all areas of the Museum designated for public events: floor lectern, table-top podium, 8-foot tables, white chairs, and folding chairs.

Operating Policies and Facility Use Conditions  
State Historical Museum - 4

The following additional equipment is available in the House of Representatives Chamber: microphone and public address system, piano, 7' x 7' projection screen on stand. A table located outside the House Chamber may serve as a registration table.

Trash receptacles are available on request for use on Museum premises only.

A public telephone is available off the south hallway on first floor. Staff telephones or paging service will not be available except in case of an emergency.

All office equipment such as copiers, computers, printers, etc., is property of the State of Mississippi and is NOT available for use by organizations outside the MDAH staff.

Staff services include the person in charge who assists in making arrangements and in managing events. Any Museum equipment requested by User will be set up, operated by (if applicable), and taken down by Museum staff only.

Event Arrangements

Reservations, proposed plans, and arrangements for an event must be submitted on the Facility Use Application and must be approved in advance by the Facilities Coordinator, Director's Office, State Historical Museum, who is responsible for ensuring that all policies and conditions have been correctly executed and for making staff arrangements. Following approval, a Facility Use Contract must be signed and appropriate fees paid.

Any use of the building, such as for rehearsals or set-up, prior to the designated meeting time must be cleared and approved through the Facilities Coordinator and could incur additional charges.

Any equipment needs not provided by the State Historical Museum must be rented, and set up, by the requesting group from specified professional vendors with prior approval of the State Historical Museum. Delivery and pick-up times of additional equipment must be cleared through the Facilities Coordinator.

The request for supplemental electrical equipment, including, but not limited to, additional microphones, speakers, lighting, sound equipment, etc., must be approved in advance by the Facilities Coordinator.

Any other equipment, material or decorations brought into the Museum must be approved by the Facilities Coordinator. This includes, but is not limited to, signage, decorations, banners, cameras, etc. No materials of any kind may be attached to the walls of the Museum.

Basic clean up involves removal of all organizational materials, decorations, and any trash generated as a result of the event and is the responsibility of the User.

The installation and removal of decorations is the responsibility of the User and should be accomplished on the same day as the scheduled event; some exceptions may be approved.

## Operating Policies and Facility Use Conditions

### State Historical Museum - 5

Flowers, live plants, and similar natural decorations may be used only in the designated public areas, plus the foyer and the rotunda. Decorations must not be placed in such a manner as to impede the flow of traffic or to obstruct access to stairs or fire exits.

No alterations, such as moving, opening, or closing, may be made to the Museum's furnishings (blinds, curtains, furniture, exhibit cases) without approval from the Facilities Coordinator. If approved, alterations will be conducted by the Museum staff only.

The piano is located in the House of Representatives for use by groups and cannot be moved. If tuning of the piano is desired, it is the responsibility of the User to arrange with a professional and to pay for the service. If a piano is needed in another location, the User bears the responsibility and cost of renting from an approved vendor.

#### Receptions, Coffee Breaks, and Other Events Where Food or Drink is Served

The State Historical Museum discourages the serving of food and/or drink due to the absence of a kitchen, hot water, or refrigeration space. Only at events sponsored or co-sponsored by the Mississippi Department of Archives and History are refreshments permitted. Food and drink is limited to the High Court and/or the rotunda; under no circumstances are food and drink permitted in the chambers, exhibit galleries, or in the Old Capitol Shop.

The caterer, or the User, must supply all necessary tablecloths, utensils, dinnerware, glassware, table decorations, service equipment, food and beverage(s).

At the conclusion of an event at which food and/or drink of any type are served, all trash receptacles must be emptied and the trash removed to the garbage cans behind the building.

#### Videotaping/Filming/Photography

Videotaping, filming, and/or photography without lights or flash is allowed for visitors to the State Historical Museum for the visitor's private use.

Any commercial or professional videotaping, filming, and/or photography must have prior approval and could require a negotiated fee. Negotiation of fees involves the following issues: use of the resulting product, commercial or non-profit status of producer, direct benefit to the State Historical Museum and its mission, or demonstrated benefit to the public. A complimentary copy of footage, video, or print should be supplied to the State Historical Museum.

All approved televising, videotaping, and photography must contain the approved credit line to the State Historical Museum.

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Credit Line

Any publicity or printed material should include the following credit line: "(name of group) gratefully acknowledges the use of the State Historical Museum/Old Capitol Restoration, a division of the Mississippi Department of Archives and History." In the case of co-sponsorship of an event, the State Historical Museum, Mississippi Department of Archives and History, shall be named as co-sponsor.

- Adopted by the Board of Trustees of the Mississippi Department of Archives and History at its regular quarterly meeting, July 22, 1994.

Date of Event: \_\_\_\_\_

## FACILITY USE APPLICATION

PLEASE READ OPERATING POLICIES AND FACILITY USE CONDITIONS BEFORE  
COMPLETING FORM

Name of Group: \_\_\_\_\_

Name of Co-Sponsor, if applicable: \_\_\_\_\_

Authorized Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Tel. \_\_\_\_\_

\_\_\_\_\_ Home Tel. \_\_\_\_\_

Date of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Description of Event:

(Please include name of event, proposed plans, and the full name of major speaker(s)/participant(s) with very brief identification. Attach extra sheet, if necessary.)

Name of event: \_\_\_\_\_

Description/plans: \_\_\_\_\_

Speaker(s)/Participant(s): \_\_\_\_\_

Access to area needed for set-up/rehearsal by:

Day: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Cleanup to be completed by: \_\_\_\_\_  
(time)

If different from Authorized Contact Person completing this form, include name of:

Person responsible for cleanup: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Tel. \_\_\_\_\_

\_\_\_\_\_ Home Tel. \_\_\_\_\_

Facility Use Application - 2

Please check areas requested for use and designate any equipment need(s) available in those areas. Advance request is required for any equipment need(s). Do not send money with this application; following Museum approval, payment of any use fee(s) should accompany the signed Facility Use Contract. Any equipment not requested in this application CANNOT be provided the day of the scheduled event.

- **House of Representatives Chamber, Capacity: 250 (main floor)**  
 (156 permanent theatre seats) 100 (balcony)  
\$25.00

Equipment available:

<input type="checkbox"/> Floor lectern	\$ 5.00
<input type="checkbox"/> Table-top podium	\$ 5.00
<input type="checkbox"/> Microphone/public address system	\$10.00
<input type="checkbox"/> Table(s), 8' in length _____(quantity) @ \$5.00	\$ _____
<input type="checkbox"/> Chairs, _____(quantity) @ \$.50	\$ _____
<input type="checkbox"/> Piano	\$ N.C.
<input type="checkbox"/> Projection screen	\$10.00
<input type="checkbox"/> Table (located outside Chamber)	\$ N.C.
<b>TOTAL</b>	<b>\$ _____</b>

- **Senate Chamber, Capacity: 125 (seated)** \$25.00

Equipment available:

<input type="checkbox"/> Floor lectern	\$ 5.00
<input type="checkbox"/> Table-top podium	\$ 5.00
<input type="checkbox"/> Table(s), 8' in length _____(quantity) @ \$5.00	\$ _____
<input type="checkbox"/> Chairs, _____(quantity) @ \$.50	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

- **High Court, Capacity: 50 (seated)** \$25.00

Equipment available:

<input type="checkbox"/> Floor lectern	\$ 5.00
<input type="checkbox"/> Table-top podium	\$ 5.00
<input type="checkbox"/> Table(s), 8' in length _____(quantity) @ \$5.00	\$ _____
<input type="checkbox"/> Chairs, _____(quantity) @ \$.50	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Any additional equipment must be approved by the State Historical Museum and must be rented, set up, and operated by the User at User's expense from professional vendors who have been approved by the Facility Use Review Committee.

Facility Use Application - 3

Delivery and pick-up times for additional equipment must be cleared through the Facilities Coordinator at the time approval is requested for the additional equipment and for the selected vendor.

Additional equipment requested:

Outside Vendor:

Supplier: \_\_\_\_\_, Tel. No. \_\_\_\_\_  
Delivery: \_\_\_\_\_ Pickup: \_\_\_\_\_  
(day) (time) (day) (time)

Other proposed plans that must be discussed with and approved by the Museum include, but are not limited to, the following:

- Any video taping or audio taping of approved events. (Professional or commercial filming on site requires a second contract and negotiated fees.)
- Any lights brought on site for video taping, filming, or photography of any kind.
- Any decorations, banners, signage, etc., supplied by the user. (All such material must be removed immediately after use of the Museum facility.)
- Any use of the building, such as rehearsals or set-up, prior to the designated meeting.
- Any special parking needs.
- Any additional security needs.
- Special access to building, use of a back door entrance.

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Title and Signature of Person Completing This Form

<b>For SHM Use Only</b>	
Facility Use Application Approved/Denied _____	
Facility Use Contract mailed on _____	(date)
Contract and fees received on _____	(date)
User's copy of contract mailed on _____	(date)
Confirmed on Programs Calendar by _____	(date)
Confirmed on Master Calendar by _____	(date)
Amount of Fees Outstanding: _____	

Date of Event: \_\_\_\_\_  
Anticipated Attendance: \_\_\_\_\_

## Facility Use Contract

Name of Group: \_\_\_\_\_

Name of Co-Sponsor, if applicable: \_\_\_\_\_

Authorized Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Tel. \_\_\_\_\_

\_\_\_\_\_ Home Tel. \_\_\_\_\_

By this agreement, \_\_\_\_\_, hereafter referred to as the User, does contract with the State Historical Museum, a division of the Mississippi Department of Archives and History, hereafter referred to as the Museum, to use Museum facilities/services on \_\_\_\_\_.  
(date)

As requested in the Facility Use Application, the facilities/services contracted for under this agreement are:

■ House of Representatives Chamber \$25.00 (use fee)

**Equipment available:**

Floor lectern	\$ 5.00
Table-top podium	\$ 5.00
Microphone(s)/public address system	\$10.00
Table(s) (8') _____ @ \$5.00	\$ _____
Chairs _____ @ \$.50	\$ _____
Projection screen	\$10.00
Table (located outside Chamber)	\$ N.C.

Piano to be  
tuned by

on \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

■ **Senate Chamber** \$25.00 (use fee)

**Equipment available:**

Floor lectern	\$ 5.00
Table-top podium	\$ 5.00
Table(s) (8') _____ @ \$5.00	\$ _____
Chairs ____ @ \$.50	\$ _____

**TOTAL** \$ \_\_\_\_\_

■ **High Court** \$25.00 (use fee)

**Equipment available:**

Floor lectern	\$ 5.00
Table-top podium	\$ 5.00
Table(s) (8') _____ @ \$5.00	\$ _____
Chairs ____ @ \$.50	\$ _____

**TOTAL** \$ \_\_\_\_\_

■ **Other** \$ \_\_\_\_\_  
 (as specified on attachment to this contract)

**TOTAL** \$ \_\_\_\_\_

The User agrees to designate one person to be in charge of its group while at the Museum. The person in charge must be present while the event is being set up and must remain with the group until all its members and others connected to the event have left the Museum.

The User agrees not to exceed the maximum occupancy for the facilities being used.

The User agrees to abide by the Operating Policies and Facility Use Conditions, which are attached hereto and made part of this contract, and to inform its members/guests of said Policies and Conditions. The User assumes responsibility for the behavior of its members and for the consequences of that behavior while on Museum premises.

The User assumes liability for loss or damage to Museum property that results from its use of the facility, and agrees to hold the Museum harmless for loss or damage to the persons or property of its members or guests while at the Museum.

The User assumes responsibility and liability for illness resulting from the serving of food and drink at the Museum, and agrees to hold the Museum harmless.

The User agrees to pay the total use fee upon the signing of this contract. If the event must be postponed, the payment will apply to the later date. If the event is cancelled, written notification must be received by the Museum at least 10 working days prior to the scheduled date in order for the User to receive a refund of 80% of the total payment. If the event is cancelled 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.

Checks should be made payable to the MDAH-Museum Gift Fund, and sent to:

Mrs. Denise Miller  
Facilities Coordinator  
State Historical Museum  
P.O. Box 571  
Jackson, MS 39205-0571

Upon receipt of the signed Facility Use Contract and appropriate fees, the Authorized Museum Official will sign for the Museum and return a copy of the contract as confirmation to the User.

I certify that all information given on this application and any attachments hereto is correct, factual, and complete. I understand that any misrepresentation of information can result in denial of use.

Further, I certify that I have read, understand, and accept the conditions set forth in the Operating Policies and Facility Use Conditions.

\_\_\_\_\_  
Authorized Contact Person  
for the User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Museum Official  
for the Museum

\_\_\_\_\_  
Date

