

Part 5 Chapter 12: Two Mississippi Museums Facility Use Policies

(Adopted by the Board of Trustees on September 26, 2017; Amended April 20, 2018)

Rule 12.1 Facility Rental.

The Two Mississippi Museums, comprising the Museum of Mississippi History (MMH) and the Mississippi Civil Rights Museum (MCRM), are administered by the Mississippi Department of Archives and History (MDAH). The auditorium, community room, conference room, commons, classroom, mezzanine, porch, plaza, and Hall of History are available for rental by organizations / businesses. The Two Mississippi Museums will not be available to individuals acting on their own. Since the Nancy and Ray Neilsen Hall of History, Entergy Plaza, Baptist Health Systems Mezzanine, BankPlus Porch, and Trustmark Commons (lobby) are public areas, events that occur in these spaces during regular operating hours must be open to the general public.

A. Application:

An organization or business must complete an application (and may be asked to supply bylaws and/or articles of incorporation) to rent space in the Two Mississippi Museums. The Facility Use Committee—consisting of the facility use manager, Two Mississippi Museums administrator, and MDAH director—must review and approve all requests. Applications must be submitted electronically using the webform on either the MMH or MCRM 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 Two Mississippi Museums. 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. Use 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.

Use 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.**

D. Cancellation:

If the User sends written notice of cancellation and it is received by the Two Mississippi Museums 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.**

Two Mississippi Museums 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. Hours of Operation / Public Access:

- a. The Two Mississippi Museums are open to the public for an admission fee.
- b. Hours of operation are 9 a.m. – 5 p.m. Tuesday – Saturday and 1– 5 p.m. Sunday.
- c. The Two Mississippi Museums are CLOSED on Mondays.
- d. Evening events may be held:
 - i. Tuesday – Thursday, 5 p.m. – 9 p.m.
 - ii. Friday – Saturday, 5 p.m. – midnight
- e. The Two Mississippi Museums are handicapped accessible.
- f. For an additional fee, MMH and MCRM galleries may be available during events. No food or beverages are allowed in the exhibit galleries.

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

Rule 12.2 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. Two Mississippi Museums 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 selected from the Two Mississippi Museums approved list of vendors. If a vendor is not on the list, the User must supply a copy of the vendor's articles of incorporation and business permit to the facility use manager prior to the event.

C. Catering:

Food and beverages are allowed for receptions in all rental spaces and must be prepared by a professional caterer or restaurant. No food or beverages are allowed in any of the exhibit areas. Menus must be submitted and approved at least ten (10) working days prior to event. Black tablecloths are available for rent from Two Mississippi Museums. User must supply any/all other necessary tablecloths, and all 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 or to the Two Mississippi Museums dumpster, 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 providing a copy to the Two Mississippi Museums facility use 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 §§ 67-3-15, 67-3-25*)

E. Decorations:

Set up and decoration plans must be submitted in writing and approved by facility use manager before a facility use contract will be issued to the User by the Two Mississippi Museums.

Two Mississippi Museums facility use manager or a designee must be present during the event set up.

No changes—such as the movement of items on walls, the opening of blinds, etc. — may be made to spaces within the Two Mississippi Museums without approval. If approved, Two Mississippi Museums staff 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 facility use manager or designee ten (10) days prior to the event. Potted plants are prohibited. 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 on Two Mississippi Museums grounds. Battery operated candles are allowed.

Free-standing signs must be approved prior to the event. No decorations or signs may be adhered to wall, doors, exhibits, windows, or any part of the building. Any power cords must be thoroughly taped down with “gaffer” tape provided by the Two Mississippi Museums.

All decorations must be removed at the conclusion of the event by the end time stated on the contract. Any items left over three days shall be disposed of at the discretion of the Facility Use Committee.

F. Equipment:

Outside rental equipment is permitted. Audio visual equipment, chairs, and tables are available for a rental fee. The fee schedule is listed on the application. Additional audio visual equipment may be secured from a list of Two Mississippi Museums approved vendors. The Two Mississippi Museums are not responsible for any damage to equipment rented from an outside vendor. The User is responsible for all damages to equipment

rented from the Two Mississippi Museums.

G. Music / Other Entertainment:

Music or other entertainment must be approved by the facility use manager and Two Mississippi Museums administrator at least ten (10) working days prior to event. The request must be submitted in writing.

H. Lighting:

Any additional lighting must be approved by the facility use manager and Two Mississippi Museums administrator at least ten (10) working days prior to event. The request must be submitted in writing. Additional lighting may be secured from a list of Two Mississippi Museums approved vendors. The User is responsible for the operation, set up and break down of all additional lighting equipment. The User is responsible for any damages to equipment rented from an outside vendor or from the Two Mississippi Museums. .

I. Parking:

Two Mississippi Museums have a public parking garage that will be available, but visitors may need to pay to park. Parking arrangements will be stated on contract. Up to twenty (20) parking spaces may be reserved in the garage for each event as part of the rental agreement.

Free parking is available on adjacent streets and behind the Old Capitol Museum. Handicapped parking is available in front of the Winter Building and within the Two Mississippi Museums parking garage. Any special parking requests, including reserved parking, must be submitted at least ten (10) working days before the event.

J. Security:

Only Capitol Police may provide security at events held at the Two Mississippi Museums. No outside security is permitted without written approval from Capitol Police. Capitol Police will be on duty during regular operational hours of the Two Mississippi Museums. For any events held after hours, it is the responsibility of the User to secure Capitol Police.

All requests for Capitol Police officers should be made directly to the Office of Capitol Police at least three weeks prior to the event. Payment will be made directly to the Office of the Capitol Police. MDAH is prohibited by law to transfer funds to Capitol Police.

K. Set up & Removal:

Users of the facility 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. Events starting prior to 9a.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 prior to the day of use. Violation of the set up and removal policy will forfeit the User's security deposit, and additional fees may occur.

L. Damage/Liability Coverage:

The User is responsible for any breakage or damage and associated repair costs to the Two Mississippi Museums, its furnishings, or grounds. Two Mississippi Museums staff will obtain estimates and supervise all repairs.

Since the Two Mississippi Museums are 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.).

M. Event related Videotaping/ Filming/ Photography:

Videotaping, filming, and photography may be made for personal use only. Any type of multimedia related recording of the Two Mississippi Museums exhibits, artifacts, and collections is prohibited.

Any commercial or professional videotaping, filming, and/or photography requires approval by the Two Mississippi Museums administrator and 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 Two Mississippi Museums. Any type of commercial recording of the Two Mississippi Museums exhibits, artifacts, and collections is strictly prohibited without a signed *Commercial Filming/Photography Contract*.

N. Restrictions:

1. The Two Mississippi Museums are 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. No animals are allowed in the museum at any time, except those trained to aid the blind or handicapped.
4. Individuals and individuals acting on behalf of a group may purchase tickets to the museum galleries at the Visitor Services Desk or online through the Two Mississippi Museums website. Tickets bought and sold through third-party vendors may not be valid.
5. User shall conduct the event in an orderly manner and in full compliance with all applicable laws, rules, and regulations. The Two Mississippi Museums reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by User or User's guests as determined by Two Mississippi Museums staff.
6. In order to prevent the appearance of the Two Mississippi Museums endorsing a particular cause or event, Users must include the disclaimer on all forms of advertising stating "The Two Mississippi Museums do not sponsor or endorse this event."

Source: *Miss. Code* §§ 25-59-1, 29-5-161, 39-5-1, 67-3-15, 67-3-25 (1972, as amended).