

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

# OLD CAPITOL MUSEUM

Mississippi Department of Archives and History  
P.O. Box 571 — Jackson, MS 39205-0571

Telephone 601-576-6920

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## FACILITY USE APPLICATION

**Daytime (Basic) Use** –the user fee applies to four (4) hour periods only: 8:00 a.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  |  |
|---|--|
| <b>Facility Use Application APPROVED/DENIED</b><br><br>Director's Signature: _____<br><br>Date: _____ | <b>Amount of Fees Outstanding</b><br><br><br><br>                |
| <b>Cleared on Master Calendar</b><br><br>By: _____ Date: _____  | <b>Facility Use Contract Mailed</b><br><br>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) @ 1.00 \$ \_\_\_\_\_
- Tablecloth rental # \_\_\_(qty) @ \$15.00 \$ \_\_\_\_\_
- Projection screen (only) \$ 10.00

**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**

- 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) @ 1.00 \$ \_\_\_\_\_
- Tablecloth rental # \_\_\_(qty) @ \$15.00 \$ \_\_\_\_\_
- Projection screen (only) \$ \_\_\_\_\_

**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**

- 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) @ 1.00 \$ \_\_\_\_\_
- Tablecloth rental # \_\_\_(qty) @ \$15.00 \$ \_\_\_\_\_

**Subtotal Use Fees \$ \_\_\_\_\_**

**Total Use Fees \$ \_\_\_\_\_ All Areas**

**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) @ 1.00 \$ \_\_\_\_\_
- Tablecloth rental # \_\_\_(qty) @ \$15.00 \$ \_\_\_\_\_
- Projection screen (only) \$ 10.00

**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**

- 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) @ 1.00 \$ \_\_\_\_\_
- Tablecloth rental # \_\_\_(qty) @ \$15.00 \$ \_\_\_\_\_
- Projection screen (only) \$ 10.00

**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**

- 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) @ 1.00 \$ \_\_\_\_\_
- Tablecloth rental # \_\_\_(qty) @ \$15.00 \$ \_\_\_\_\_

**Subtotal Use Fees \$ \_\_\_\_\_**

**Total Use Fees \$ \_\_\_\_\_ All Areas**

**Daytime**  
**Facility Use Rental**

**House of Representatives Chamber  
plus Chancery Court**

**3-Hour Use Fee - \$275.00**

Overtime Fee @ \$60.00/hour \$ \_\_\_\_\_

**Optional Equipment Available**

**House Chamber**

- |   |          |
|---|----------|
| <input type="checkbox"/> Floor lectern                            | \$ 5.00  |
| <input type="checkbox"/> Table-top podium                         | \$ 5.00  |
| <input type="checkbox"/> Public address system                    | \$ 10.00 |
| <input type="checkbox"/> Table(s), 8' long; ____ (qty) @ \$5.00   | \$ _____ |
| <input type="checkbox"/> Table(s), 6' long; ____ (qty) @ \$5.00   | \$ _____ |
| <input type="checkbox"/> Chairs; ____ (qty) @ 1.00                | \$ _____ |
| <input type="checkbox"/> Tablecloth rental # ____ (qty) @ \$15.00 | \$ _____ |

**Chancery Court**

- |   |          |
|---|----------|
| <input type="checkbox"/> Floor lectern                            | \$ 5.00  |
| <input type="checkbox"/> Table-top podium                         | \$ 5.00  |
| <input type="checkbox"/> Public address system                    | \$ 10.00 |
| <input type="checkbox"/> Table(s), 8' long; ____ (qty) @ \$5.00   | \$ _____ |
| <input type="checkbox"/> Table(s), 6' long; ____ (qty) @ \$5.00   | \$ _____ |
| <input type="checkbox"/> Chairs; ____ (qty) @ 1.00                | \$ _____ |
| <input type="checkbox"/> Tablecloth rental # ____ (qty) @ \$15.00 | \$ _____ |

**Subtotal Use Fees** \$ \_\_\_\_\_

**Evening (Thursdays & Fridays ONLY)**  
**Facility Use Rental**

**House of Representatives Chamber  
plus Chancery Court**

**3-Hour Use Fee - \$1100.00**

Overtime Fee @ \$100.00/hour \$ \_\_\_\_\_

**Optional Equipment Available**

**House Chamber**

- |   |          |
|---|----------|
| <input type="checkbox"/> Floor lectern                            | \$ 5.00  |
| <input type="checkbox"/> Table-top podium                         | \$ 5.00  |
| <input type="checkbox"/> Public address system                    | \$ 10.00 |
| <input type="checkbox"/> Table(s), 8' long; ____ (qty) @ \$5.00   | \$ _____ |
| <input type="checkbox"/> Table(s), 6' long; ____ (qty) @ \$5.00   | \$ _____ |
| <input type="checkbox"/> Chairs; ____ (qty) @ 1.00                | \$ _____ |
| <input type="checkbox"/> Tablecloth rental # ____ (qty) @ \$15.00 | \$ _____ |

**Chancery Court**

- |   |          |
|---|----------|
| <input type="checkbox"/> Floor lectern                            | \$ 5.00  |
| <input type="checkbox"/> Table-top podium                         | \$ 5.00  |
| <input type="checkbox"/> Public address system                    | \$ 10.00 |
| <input type="checkbox"/> Table(s), 8' long; ____ (qty) @ \$5.00   | \$ _____ |
| <input type="checkbox"/> Table(s), 6' long; ____ (qty) @ \$5.00   | \$ _____ |
| <input type="checkbox"/> Chairs; ____ (qty) @ 1.00                | \$ _____ |
| <input type="checkbox"/> Tablecloth rental # ____ (qty) @ \$15.00 | \$ _____ |

**Subtotal Use Fees** \$ \_\_\_\_\_