

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: 9:00 a.m.–4:00 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 and a half (3.5) hour periods only: Tuesday through Friday, 5:00 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: 256

(156 permanent theatre seats and 100 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 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Tablecloths; \_\_\_(qty) @ \$30.00 \$ \_\_\_\_\_
- 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**

- Portable public address system \$10.00
- Table(s), 8' long; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Table(s), 6' long; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; Limited \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Tablecloths; \_\_\_(qty) @ \$30.00 \$ \_\_\_\_\_
- Projection screen (only) \$10.00

**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 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Screen \$ \_\_\_\_\_
- Tablecloths \_\_\_ (qty) @ \$30.00 \$ \_\_\_\_\_

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

**Total Use Fees** **\$ \_\_\_\_\_**

**Evening (Tuesday through Friday)**  
**Facility Use Rental**

**House of Representatives Chamber**

Capacity: 256

(156 permanent theatre seats and 100 folding chairs)

**3.5-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 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Tablecloths; \_\_\_(qty) @ \$30.00 \$ \_\_\_\_\_
- Projection screen (only) \$10.00

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

**Chancery Court (Reception Only)**

Capacity: 125-150 Standing Room Only

**3.5-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 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; Limited \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Tablecloths; \_\_\_(qty) @ \$30.00 \$ \_\_\_\_\_
- Projection screen (only) \$10.00

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

**William Nichols Room (Meeting)**

Capacity: 40 (seated)

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

Overtime Fee @ \$100.00/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 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Screen \$ \_\_\_\_\_
- Tablecloths \_\_\_ (qty) @ \$30.00 \$ \_\_\_\_\_

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

**Total Use Fees** **\$ \_\_\_\_\_**

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

**Evening (Tuesday through Friday)**  
**Facility Use Rental**

**House of Representatives Chamber and Chancery Court**

**House of Representatives Chamber and Chancery Court**

**4-Hour Use Fee** **\$275.00**  
Overtime Fee @ \$60.00/hour \$ \_\_\_\_\_

**3.5-Hour Use Fee** **\$1,100.00**  
Overtime Fee @ \$100.00/hour \$ \_\_\_\_\_

**Optional Equipment Available**

**Optional Equipment Available**

**House Chamber**

**House Chamber**

- 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 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Tablecloths; \_\_\_(qty) @ \$30.00 \$ \_\_\_\_\_
- Projection screen (only) \$10.00

- 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 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Tablecloths; \_\_\_(qty) @ \$30.00 \$ \_\_\_\_\_
- Projection screen (only) \$10.00

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

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**Chancery Court**

**Chancery Court**

- Portable public address system \$10.00
- Table(s), 8' long; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Table(s), 6' long; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; Limited \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Tablecloths; \_\_\_(qty) @ \$30.00 \$ \_\_\_\_\_

- Portable public address system \$10.00
- Table(s), 8' long; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Table(s), 6' long; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Highboy Tables ; \_\_\_(qty) @ \$5.00 \$ \_\_\_\_\_
- Chairs; Limited \_\_\_(qty) @ \$1.00 \$ \_\_\_\_\_
- Tablecloths; \_\_\_(qty) @ \$30.00 \$ \_\_\_\_\_

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

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**Total Use Fees** **\$ \_\_\_\_\_**

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