

*(Adopted by the Board of Trustees on September 26, 2017; Amended April 20, 2018; January 22, 2021; October 22, 2021; April 21, 2023)*

*Rule 12.1 Event Rental.*

The Mississippi Department of Archives & History has facilities available for event rentals within the Capitol Complex. Available spaces are,

The Two Mississippi Museums (Two MM), comprising the Museum of Mississippi History (MMH) and the Mississippi Civil Rights Museum (MCRM)

- Trustmark Community Room
- Craig H. Neilsen Auditorium
- Brunini Conference Room
- Baptist Health Systems Mezzanine
- Entergy Plaza
- BankPlus Front Porch
- Spiro Pete Cora Classroom (if not in use by Two MM staff)

The Old Capitol Museum (OCM)

- The House of Representatives
- Chancery Court (receptions only)
- William Nichols (meeting) Room
- War Veterans' Memorial Building Greenspace

The William F. Winter Archives and History Building (Winter Building)

- Orientation Room
- lobby with the front porch
- 3rd floor rooftop porch North
- 3rd floor rooftop porch West

All rentals must be through an organization/business. Rentals will not be available to individuals acting on their own. Rentals in public areas, 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 at MDAH site. The MDAH Event Rental Committee—consisting of the Museum Division director or his/her designee, the Sites administrator, and the Museum Division events manager—must review and approve all requests. Applications must 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 MDAH. Dates and spaces may be held tentatively for up to 15 days without a reservation confirmation. The security deposit will be refunded after the event provided the rented area is returned to its original state in the timeframe stated in the signed contract. Contracts are valid for fifteen (15) days after issue date.

**C. Rental Fees:**

The fee schedule has been approved by the MDAH Board of Trustees. Sales tax applies 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 and other restrictions may apply.

Rental fees are invoiced at the time the contract is issued and are due in full thirty (30) calendar days prior to the event. **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. Additional fees determined by NIC, the State of Mississippi's credit card processor, will be applied at the time of check out on all credit card payments. A purchase order is an acceptable form of payment.

**D. Cancellation:**

If the User sends written notice of cancellation and it is received by MDAH 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.**

MDAH 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. Daytime events may be held during regular operating hours: 9 a.m. to 4 p.m., Tuesday through Friday.
- b. Daytime events may be scheduled for Saturday for Two MM and OCM (9 a.m. to 4 p.m.) and Winter Building (9 a.m. to 1 p.m.) and Sunday on Two MM (11 a.m. to 4 p.m.).
- c. No event rentals are available on Mondays or state holidays.
- 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. The request must be made in writing and the fee paid thirty (30) calendar days prior to the scheduled event. 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 site and 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. MDAH 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 a professional business and approved by the MDAH Event Rental Committee. Users may be asked to supply a copy of the vendor's articles of incorporation and business permit 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. A Mississippi Department of Health (MSDH) graded food permit must be submitted prior to the event. No food or beverages are allowed outside the rented space. Users may be asked to submit menus for approval at least ten (10) working days prior to event. Tablecloths are available for rent from MDAH. User must supply any/all other 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 or to an MDAH dumpster behind the Winter Building or Two MM, 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 MDAH Event Rental Committee 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 the MDAH Event Rental Committee 30 days prior to the date of the event.

A member of the MDAH Event Rental Committee 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 designated space without approval. If approved, MDAH staff will make the requested adjustment. Floral arrangements brought into the site must come from a professional florist or nursery and must be approved by the MDAH Event Rental Committee or designee 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 on MDAH

grounds. 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 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 MDAH.

The User is responsible for providing any/all supplies needed for the event (pens, scissors, paper, print outs, etc.).

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 MDAH Event Rental Committee.

**F. Equipment:**

Outside rental equipment is permitted. An outside rental fee may be applied. Audiovisual equipment, chairs, and tables may be available from MDAH for a rental fee. Additional audiovisual equipment may be secured from outside vendors if arranged in advance with the MDAH Event Rental Committee. MDAH is not responsible for any damage to equipment rented from an outside vendor. The User is responsible for all damages to equipment rented from MDAH.

Last minute requests for additional equipment cannot be guaranteed. Additional charges may apply.

**G. Music / Other Entertainment:**

Music or other entertainment must be approved by the MDAH Event Rental Committee 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 MDAH Event Rental Committee at least ten (10) working days prior to event. The request must be submitted in writing. Additional lighting may be secured from outside vendors if arranged in advance with the MDAH Event Rental Committee. 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 MDAH.

**I. Parking:**

MDAH offers free parking in the Visitor Garage at the Two Mississippi Museums and behind the Old Capitol Museum. Parking is also available on that adjacent streets

Handicapped parking is available in front of the Winter Building, within the Two Mississippi Museums parking garage, and the upper parking level of the Old Capitol Museum.

Any special parking requests, including reserved parking, must be submitted to

the MDAH Event Rental Committee at least ten (10) working days before the event.

**J. Security:**

Events must have security. State Capitol Police will be on duty during regular operational hours. For any events held after hours, MDAH has approval from Capitol Police to hire a third party. It is the responsibility of the User to pay for the after hour security provided by a security company selected by MDAH. The number of officers and hours needed will be decided by the MDAH Event Rental Committee. The cost will be included on the Users invoice from MDAH.

**K. Set up & Removal:**

Users of the facility will set up one hour before the scheduled event. An extended set-up time is available for an additional fee with approval from the MDAH Event Rental Committee. Users must return the designated area to its original state within one hour after the event unless other arrangements are made in advance and approved by the MDAH Event Rental Committee.

Events starting prior to 9 a.m. may 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 by the MDAH Event Rental Committee. The User and vendors must use the loading dock or designated entrance. Items will not be allowed through the front entrance without prior permission. 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 rented space, its furnishings, or grounds. MDAH staff will obtain estimates and supervise all repairs.

The Mississippi Department of Archives and History is a state agency therefore the User has liability coverage pursuant to *Miss. Code* §§ 11-46-1 et seq.

**M. Weddings:**

A professional wedding coordinator and/or planner must be available the entire wedding day through the cleanup time indicated on contract. One month prior to the wedding, a final walkthrough with the MDAH Events Rental team is required to finalize details. Any changes after the meeting may result in an additional fee.

**N. Rain Plans**

If an event is planned for outdoors, a rain plan must be developed in advance. If rain plan is not approved prior to the day of the event, an additional fee will be charged.

**O. Event related Videotaping/ Filming/ Photography:**

Videotaping, filming, and photography may be made for personal use only. Any type of multimedia related recording of MDAH exhibits, artifacts, and collections is prohibited unless the User has obtained a Commercial Filming/Photography Contract.

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 MDAH.

Any type of commercial recording of MDAH exhibits, artifacts, and collections is strictly prohibited without a signed Commercial Filming/Photography Contract.

**P. Restrictions:**

- a. All MDAH sites are smoke-free facilities (*Miss. Code* §§ 29-5-161 (1972, as amended)). Smoking is permitted only in designated areas.
- b. Only service animals are allowed in MDAH buildings.
- c. When events are open to the public and/or the museum galleries are open after regular business hours, all individuals entering the building may be required to go through a security checkpoint and/or metal detector.
- d. User shall conduct the event in an orderly manner and in full compliance with all applicable laws, rules, and regulations. MDAH 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 MDAH staff.
- e. In order to prevent the appearance of MDAH endorsing a particular cause or event, Users may be asked to include the disclaimer on all forms of advertising stating "MDAH does not sponsor or endorse this event."
- f. 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. A state agency may hold an event at an MDAH site 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 using a space that stays in its original setup. The Craig H. Neilsen Auditorium at Two MM is exempt from the free rentals.

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