

# **Use Policy for Events and Exhibits – Capitol Complex**

**State of Mississippi  
Division of Capitol Facilities**

## **I. General**

- A. These policies concern the casual, temporary presence of members of the public in or about the buildings and grounds of the Capitol Complex. The policies are promulgated by the Governor and Department of Finance & Administration Division of Capitol Facilities under the respective powers over space, other than that controlled by the Mississippi State Legislature.
- B. Requests for temporary use of the public areas of the Capitol Complex as defined herein, which are under the jurisdiction of the Division of Capitol Facilities, as keeper of public buildings and grounds, must be directed to the:

**Office of Capitol Facilities  
Mississippi Department of Finance & Administration  
501 North West Street  
Woolfolk Annex 2<sup>nd</sup> Floor  
Jackson, MS 39201**

- C. The following procedures shall be followed in the administration and operation of the public areas – interior and/or exterior- of these buildings.
- D. These policies shall become effective January 2005 and shall apply to all events and exhibits scheduled to take place after that time, unless amended.

## II. Definitions

### A. New Capitol

The Mississippi New State Capitol Building. Unless otherwise specified, the use of the term “New Capitol” will be taken to include the Rotunda area and grand Staircases of the Interior and the Exterior of the building and its grounds.

### B. Old Capitol

The Old Mississippi State Capitol Building. Unless otherwise specified, the use of the term “Old Capitol” will be taken to include the Exterior of the building and its grounds.

### C. War Memorial Building

The War Memorial Building. Unless otherwise specified, the use of the term “War Memorial” will be taken to include the Interior and Exterior of the building and its grounds.

### D. Robert E. Lee Building

The Robert E. Lee Building. Unless otherwise specified, the use of the term “Robert E. Lee” will be taken to include the Interior and Exterior of the building and its grounds.

### E. Central High School – Department of Education

Central High School – The Department of Education Building. Unless otherwise specified, the use of the term “Central High School” will be taken to include the Interior and Exterior of the building and its grounds.

### F. Woolfolk Building

The Woolfolk Building. Unless otherwise specified, the use of the terms “Woolfolk Building” will be taken to include the conference/meeting space within the Interior of the building.

### G. Event

Any press conference, performance, ceremony, presentation, meeting, rally, reception or gather of people for a common purpose or cause to be held in the public areas of the Capitol.

#### **H. Exhibit**

Any temporarily attended or unattended display, including but not limited to paintings, sculptures, arts and crafts, photographs, or other graphic displays; public service and educational presentations; and historical displays.

#### **I. Public Areas (Interior)**

The interior public areas of the Capitol include all levels of the Rotunda and the grand Staircases.

#### **J. Public Areas (Exterior)**

The exterior public areas of the New Capitol, Old Capitol, and War Memorial include the exterior walls and surfaces of the buildings, first floor (street level) and second floor entrances, porches, porticos, staircases of the New Capitol Building, and the grounds, defined as property on which the New State Capitol Building, Old Capitol Building, and War Memorial are situated.

#### **K. Public Purpose**

Events and exhibits whose primary intended purpose is to promote the interests or general welfare of inhabitants or residents within the state are deemed to be for a public purpose. Events, exhibits and functions which are inherently private in nature are deemed to lack a public purpose, unless the applicant can demonstrate a public purpose to the satisfaction of the approving entity.

#### **G. Security**

Capitol Police officers shall provide security for events throughout the Capitol Complex. If necessary, additional law enforcement personnel may be called into service to assist the Capitol Police staff.

### **III. General Conditions Governing the Temporary Use of Public Areas (Exterior)**

The following conditions shall apply to any event or exhibit within the Capitol Complex.

- A. A properly completed application shall be submitted to the Director of Capitol Facilities at least five (5) business days prior to the event and/or exhibit. An application is attached.
- B. The event/exhibit shall not be vulgar, licentious, lewd or obscene nor detract from the aesthetic nature of the Capitol(s) grounds.
- C. The event/exhibit shall not create a risk of harm to any person or disrupt essential governmental operations.
- D. The event/exhibit shall not impede free public access/egress to/from the grounds of all three (3) buildings, nor otherwise impose a hardship on emergency personnel/vehicles which may be required to render their services within the buildings or upon their grounds.
- E. The event/exhibit shall neither disturb the public peace nor the religious worship of others.
- F. The event/exhibit shall not be destructive to State property. Any clean up costs over and above the normal maintenance costs for the buildings' grounds shall be borne by the applicant.
- G. Carrying, transporting or using signs, posters, placards or banners exceeding thirty inches (30") by thirty inches (30") in size or in any state building or grounds is prohibited unless prior written permission has been obtained from the Division of Capitol Facilities whose review, shall not be made on the basis of content. The size of the handles or supports for such signs, posters, placards, banners shall be limited to one-fourth (1/4") in thickness by three-fourths (3/4") in width and shall extend no more than eighteen inches (18") beyond a single exterior edge of such sign, poster, placard or banner except with the prior written permission of Capitol Facilities.

- H. All such signs, posters, placards, or banners shall be hand held carried and not in any way affixed fastened, or attached to the premises; not self supporting and placed for display; not leaned against any wall, partition, or other portion of a state building or grounds. The carrying of such signs, posters, placards, or banners in a way that obstructs freedom of passage over or through, or in state buildings or grounds is prohibited. Banners, signs and placards shall not be carried or held in such a way as to obstruct another's view or to endanger the safety of another.
- I. The applicant will be given access to a power source for the event/display.
- J. The applicant will provide any audio equipment necessary for the event/display.
- K. Any display shall be limited in duration to two (2) calendar days.
- L. No selling or vending of commodities shall be allowed.
- M. A permit granted under this policy may be revoked for just cause at any time.

#### **IV. General Conditions Governing the Temporary Use of Public Areas (Interior)**

The following conditions shall apply to any event or exhibit within the Capitol Complex. An application is attached.

- A. A properly completed application shall be submitted to the Director of Capitol Facilities at least five (5) business days prior to the event and/or exhibit.
- B. Events in the indoor public areas of the Capitol Complex will be scheduled only during regular hours of operation: 8:00 a.m. to 5:00 p.m. daily except Saturdays, Sundays, and holidays.

These buildings are closed on all observed holidays as declared by the Governor. When either house of the Legislature or a legislative committee is in session at the New Capitol, other than during regular hours, a schedule will be posted.

- C. Events intended for the interior of the New Capitol will be located on the first or second floors of the Rotunda.
- D. Attendance for an indoor event must not exceed the maximum occupancy set by the State Fire Marshall for the requested building. Applications may be turned down if simultaneous events will cause an exceeding of occupancy limits.
- E. In case of fire, bomb threat, utility malfunction, structural failure, weather condition, natural disaster or other unforeseen emergency or threat endangering public safety or health, the Director of the Division of Capitol Facilities and/or Capitol Police may terminate the event, lock the New Capitol or War Memorial and require that entrances be used only as a means of emergency evacuation and egress.
- F. The event shall not be vulgar, licentious, lewd, or obscene nor detract from the aesthetic nature of the interiors of the Capitol Complex.
- G. The event shall not create a risk of harm to any person or disrupt essential government operations in either building.
- H. Cardboard signs and placards on sticks are not allowed in the interior of the Capitol Complex for security and safety purposes.

- I. Smoking is not permitted in the interior of the buildings.
- J. No selling or vending of commodities shall be allowed.
- K. A permit granted under this policy may be revoked for just cause at any time.

For more information about this policy or to obtain an application, contact:

**Office of Capitol Facilities  
Mississippi Department of Finance & Administration  
501 North West Street  
Woolfolk Annex 2<sup>nd</sup> Floor  
Jackson, MS 39201  
(601) 359-3630.**