

ACKNOWLEDGEMENT OF POLICIES

- **AIR CONDITIONING:** Existing conditions for the museum's heating, cooling and humidity must remain unchanged; are determined in accordance with highly specialized museum requirements.
- **ANIMALS** other than guide dogs are prohibited in the museum.
- **ART: Art may not be touched by anyone at any time.** Also, see guidelines for photography.
- **BAGS/CONTAINERS:** Handbags, backpacks, tote bags, containers, or boxes will not be allowed into the museum without prior approval of museum security. Containers that are allowed to enter the museum will be checked by security when exiting the building.
- **CANDLES:** Votives and hurricanes are not permitted. **Smoking, open flames, unshielded candles, brazier, and pyrotechnics are prohibited in and around the museum.**
- **COAT ROOM:** A coatroom is located in the lobby. An attendant may be arranged through the Events Manager. The museum shall assume no responsibility for items left in the coatroom.
- **DECORATIONS/EQUIPMENT:** Extreme care must be exercised to protect works of art and exhibitions. No unauthorized equipment may be brought into the museum or onto museum grounds. All equipment (pianos, meeting materials, signs, etc.) and décor are subject to museum approval. Décor or equipment must not necessitate the moving of works of art or affect their appearance; must remain at least six (6) feet from any work of art (a sufficient stance far from works of art so damage will not occur should equipment/décor fall) and three (3) feet from wall or cabinetry; must not be leaned against walls; and, are not permitted in exhibition galleries (other than Skipwith Gallery) at any time. Nails, staples, or tape may not be used on floors, walls or surfaces. All decorations and signs must be freestanding or limited to tabletops. Confetti, rice, birdseed, balloons, flammable props, airborne streamers, smoke, or live animals are not permitted in the museum or on museum grounds. Flower petals are allowed to be thrown outdoors only and must be removed within two hours after the event. Decorative items deemed unsafe by museum staff will be removed. The museum's assessment of risk is final. **All equipment and décor must be removed within two hours after the departure of the last guest and left broom clean or with other prior, written arrangement.**
- **DELIVERIES:** Deliveries must be coordinated through the Events Manager. Museum staff is not responsible for assisting with loading, lifting, or carrying equipment.
- **DOORS:** Due to the threat of insect infestation and climate/humidity factors that could damage works of art, propping doors in the open position or running cords or wire through a doorway is strictly prohibited.
- **DRESS CODE:** All guests, including children, must wear shirts and shoes at all times.
- **FOOD/ALCOHOL:** Food and alcohol brought onto museum premises must be supplied by authorized vendors. The lessee and guests shall comply with and abide by the laws of the United States and State of Mississippi, all State and Federal Boards and Bureaus, the Ordinances of the City of Oxford, Lafayette County, the Fire Department, Board of Health and the Museum. Any violation will result in immediate contact of the proper authorities and/or cancellation of the event.
- **FLOWERS/PLANTS/MATERIALS:** Certain materials are prohibited in the museum because they may harbor and/or attract insects which endanger works of art. They include: live plants in pots, fruit, hollow reed basketry material, old bamboo, driftwood, cacti, birds/insects nests, logs and large branches. Cut flowers provided by a florist are allowed in the lobby, the Skipwith Gallery, and the Speaker's Gallery only. Setup by florist may begin at 4:00 p.m. unless with prior, written arrangement. All flowers must be removed within two hours after the departure of the last guest.
- **GALLERIES:** Food and beverages are not permitted in the galleries (except in the Skipwith Gallery and the Speakers Gallery). The museum reserves the right to close the galleries at any time during an event. At no time may anyone touch the art.
- **INVITATIONS/PRINTED MATERIAL:** The words "The University of Mississippi Museum" must be used to describe the location of your event. It must not appear that the museum is sponsoring the event. No works of art from the museum's collections or exhibitions or the museum's logo are to be mentioned or duplicated in print or electronic media without prior consent of the

museum. **The Events Manager must approve all printed material associated with events.**

- **LIGHTING:** The lighting of the museum is not to be disturbed. Any alterations or additions to indoor or outdoor lighting must be approved by museum staff and meet required electrical standards.
- **MUSIC:** Music that requires amplification or electrical outlets will be allowed inside the museum. The University Museum will always be in charge of the music amplification level. Music requiring amplification or electrical outlets will be permitted on the outer grounds of the museum and on the terrace. Please be sensitive of our residential neighbors and be familiar with the City Ordinances in regards to outdoor music.
- **OBSTRUCTIONS:** All exits, stairways, hallways, and the entrance lobby must remain free of obstructions.
- **OUTDOOR EVENTS:** Equipment and décor must remain 10 feet inside the sidewalk and museum property. Guests are asked to stay in the vicinity of their rented space.
- **PARKING:** Parking is available in the parking lot behind the museum (45 spaces) and in the Memory House / Carriage House lot with prior arrangement (20). Parking at the Ford Center may be arranged by contacting the Ford Center. Parking in any other area is prohibited unless approved by the museum staff. Events contracted for 100 or more will incur the costs of hiring valets through the Events Manager to facilitate parking.
- **PHOTOGRAPHY:** Works of art are protected by U.S. copyright laws and may not be photographically or digitally reproduced or duplicated without prior written consent of the museum. All photographers will be required to sign a Restrictive Area Agreement prior to event. Photographic portraits may be made during your event in the main Lobby, outdoors, or in approved locations in the Skipwith Gallery. At no time may a work of art be photographed as a backdrop or as part of a photograph. Flash photography is prohibited at all times.
- **SECURITY:** Security officers are provided for the public safety of the lessee's guests as well as the safety of the museum and its contents. Security officers are under the direct supervision of the museum and cannot receive instructions from anyone other than museum personnel. Failure to comply with orders of a security guard may result in the immediate ejection of the lessee and guests. The lessee is responsible for the conduct of his/her representatives and guests while on the premises. The lessee and guests shall comply with and abide by the laws of the United States and State of Mississippi, all State and Federal Boards and Bureaus, the Ordinances of the City of Oxford, Lafayette County, the Fire Department, Board of Health, and the Museum. Any violation will result in immediate contact of the proper authorities and/or cancellation of the event.
- **SERVICE PERSONNEL:** All service personnel must enter and exit through the designated doorways (event coordinator will provide instructions). Use main entrance only with permission from museum staff.
- **SET UP/BREAKDOWN:** **Setup for an inside event may begin at 4:00 p.m. unless with prior, written arrangement.** Breakdown of an event must be completed within the ten (10) hour rental period or five (5) hour rental period. All events must end by 12:00 midnight, all items removed, and the facility left broom clean.
- **SIGNAGE:** Signage, including outdoor signage, may be placed in museum stands or on tables. Signage may not be attached to the walls at any time. The museum does not allow any signage or décor to be affixed to any interior or exterior surface of the museum. Banners, flags or blimps are prohibited.
- **SMOKING:** Smoking is not permitted inside the museum. Smoking is allowed in designated areas outside of the museum.