

Facility Rental Guidelines, Policies + Procedures



msarts.org
601-581-1550

Advertising + Media

Any and all local, national, or international advertising, news releases, media coverage, photo shoots or other publicity referring to The MAX, its collections, or any event occurring at The MAX must be coordinated with the Mississippi Arts and Entertainment Experience's Marketing Department. This includes holding press conferences or inviting the media to cover an event. The MAX Marketing Department can be reached at: 601-581-1550 extension #18.

Accessibility

The MAX has complete ADA compliancy throughout the entire museum. Wheelchair accessibility is available via the Front Street entrance into the Hall of Fame. All galleries, elevators, restrooms and water fountains are wheelchair accessible.

Air Conditioning

Existing conditions for the MAX's heating, cooling and humidity must remain unchanged, except by a member of the MAX staff, for the safety of the museum artifacts.

Animals

Animals other than legitimate service animals are prohibited.

Artifacts

Artifacts may not be touched by anyone. Artifacts cannot be moved at any time to accommodate specific floor plans. No artifacts may be covered or censored in any way.

Audio Visual Equipment

Audio visual equipment is not covered in the space rental fee but may be available for an additional fee.

Decorations

To protect the integrity of The MAX collections and the safety of museum visitors and guests, the Events Department must approve all decorations no less than 72 hours prior to set-up.

- Floral arrangements and live plants should be provided by a professional florist.

- Only LED candles may be used inside the museum. The use of candles inside the museum is strictly prohibited. Tea lights and votive candles may be used in outdoor space. Any usage of candles must be approved by the Events Department or the Facility Manager prior to the event.
- Confetti, glitter, birdseed, rice or bubbles are not permitted inside the building under any circumstances. Birdseed, rose petals, and bubbles are approved for outdoor spaces.
- Fog machines and pyrotechnics are not permitted.
- The use of hairspray is permitted in restroom facilities only.
- All decorations should be a minimum of three (3) feet from exhibits and two (2) feet from walls.
- Nail and staples may not be used on walls, floors, or other surfaces.
- All décor and signs must be free standing; signs on walls or exhibits are not permitted. The hanging of large signs or banners on the outside of the building is not permitted.
- Tape may not be used on any surface other than floors for the purpose of taping down extension cords.
- All decorations must be removed by a time and date agreed upon, in writing, in the event rental agreement.
- The MAX is not responsible for any items left on premises following an event.
- For any clean up beyond normal wear and tear, or damages, the client will be charged repair fees.

Deliveries

Deliveries must be coordinated with the Events Office prior to delivery. The MAX staff is not responsible for assisting with loading, lifting, carrying or placing personal equipment. The MAX staff will be responsible for receiving any deliveries coordinated through The MAX for the event.

Doors

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. All guests should dress in attire that reflects the Mission of The MAX and respects all visitors and guests.

Entertainment

All entertainment requests, including but not limited to, DJs, live musicians, films or other activities considered forms of entertainment must be pre-approved by the Events Office. The MAX Events Office must have all equipment needs, vendor forms signed, and delivery confirmation no less than ten (10) days prior to the event. All vendors must enter and exit through a specified doorway and be escorted by the Events Office or museum security personnel. The MAX staff must approve any location set up including sound, equipment and lighting prior to the event.

Equipment

Included in the rental fee of the event space is the use of standard tables and chairs owned by The MAX. The MAX Events Department can assist event organizers in all aspects of the event as well as providing recommendations on vendors that have supplied products or previous MAX events.

Exhibits

Exhibits are included with every event at an additional flat rate agreed upon, in writing, in the rental agreement.

Food | Alcohol

Food and Alcohol brought onto, and served in The MAX premises, with the exception of cakes and candies (for example birthday and wedding cakes), must be supplied by authorized vendors. The MAX will provide a list of authorized vendors. The client and guests shall comply with and abide by the laws of the United States and the State of Mississippi, all State and Federal Boards and Bureaus, and any ordinances of the City of Meridian, the Fire Department, the Board of Health, and The MAX. Any violation may result in the cancellation of the event and the immediate contact of the proper authorities.

Gift Shop

The MAX Store is an area of the Museum that is not included with event rental rates, but can remain open at an additional fee as per terms of the rental agreement. Please notify the Events Office if you wish for The MAX Store to remain open and available for your guests.

Indemnification

The Client shall indemnify, defend, save and hold harmless, protect, and exonerate the Mississippi Arts and Entertainment Experience Board of Directors, employees,

and representatives both in their official and in their individual capacities from and against all claims.

Insurance

Commercial General Liability Insurance may be required, at the client's expense, for certain events.

Invitations | Printed Material

The words "The MAX" or "Mississippi + Arts and Entertainment Experience" must be used to describe the location of your event only. It must not appear that the Museum is sponsoring your event. No artifacts or exhibits, or the Museum's logo are to be used/mentioned or duplicated in print or electronic media without prior written consent of the Museum's Marketing Department.

Legal Drinking Age

The legal drinking age in the State of Mississippi is 21 years of age. No person under the age of 21 will be served alcohol or allowed to consume alcohol. Any person under the age of 21 who is caught consuming alcohol on premises will be immediately expelled. The MAX reserves the right to shut down any event if it is determined that this law is being violated. No refunds will be issued.

Lighting

The lighting of The MAX is not to be disturbed. Any alterations or additions to indoor or outdoor lighting must be approved by The MAX staff.

Music

Music may be provided in the form of DJs, live musicians, or playlists that are submitted to The MAX staff to play through the Museum system.

Obstructions

All entrances, exits, stairways, hallways and sidewalks must remain free of obstructions. The MAX staff and the Meridian Fire Department retain final word on obstructions.

Parking

The MAX offers free and convenient parking on Museum property. Additional parking is available on Front Street and in surrounding downtown Meridian.

Photography

Photography and image capturing are permitted in many areas of the Museum. Please refer to The MAX Photography Policy.

Rental Agreement

The MAX Event Rental Agreement must be signed and submitted along with a signed copy of the Facility Rental Guidelines, Policies and Procedures as well as any necessary deposit in order to secure the space, date and time of your event.

Security

Security is required for all uses of the facility and will be provided by The MAX security staff. Security is included in the rental cost of your event space, if additional security staff, other than The MAX security, is required by the client to be on The MAX grounds in conjunction with an event, this must be approved by The MAX Events Office at least 15 days prior to the event to finalize procedures. The MAX remains responsible for overall security on Museum premises and will determine the number of security guards for each event on a case-by-case basis. It may be necessary to hire at an additional fee for any event if The MAX deems necessary. Fire watch and Meridian Police Department staff, if applicable, may be provided for the public safety of the museum's guests, staff and property. Failure to comply with orders of a security guard, fire watch, and or law enforcement officer may result in immediate ejection of the client and/or the client's guests. The client is responsible for the conduct of his/her guests while on premises. The client and guests shall comply with and abide by the laws of the United States and State of Mississippi, and all State and Federal Boards and Bureaus, the ordinances of the City of Meridian, the Fire Department, Board of Health, and The MAX. Any violation will result in immediate contact of the proper authorities and/or cancellation of the event with no refunds issued.

Set Up | Breakdown

All set up and breakdown times will be agreed upon and addressed in writing in the rental agreement. Guests must vacate the premises and leave the facility in appropriate condition no later than one (1) hour after the event time. All of the client's property must be removed by a time previously agreed to in writing and addressed in the rental agreement. Failure to comply with these conditions will result in additional charges of \$200 per half hour. Because of limited storage space, The MAX reserves the right to dispose of any items left at the Museum one (1) day after the event.

Signage

Signage, including outdoor signage, may be placed on tables or easels only. No signage may be attached to the walls at any time or affixed to any interior or exterior surface of the Museum without prior written permission of The MAX. Banners, flags or blimps are prohibited without prior written permission.

Smoking | Tobacco

The MAX is a smoke free/tobacco free facility. Smoking and/or tobacco use in designated outdoor areas only.

Vendors

The MAX works with preferred vendors who are knowledgeable about Museum policies and procedures. A list of vendors is available through the Events Office.

All vendors must sign The MAX policies and procedures document, provided by the Events Office, prior to the event. Any decorations or equipment provided by an outside vendor is the sole responsibility of the Client.

The MAX will not be responsible for the cleaning, breakage or replacement of items rented by the Client. All equipment provided by an outside vendor must be picked up at a time agreed upon prior to the event.

All comments, questions and/or concerns regarding the Facility Rental Guidelines, Policies + Procedures should be referred to The MAX Events Office at:

Mississippi Arts + Entertainment Experience
Erin Lewis, Events Manager
2155 Front Street
Meridian, MS 39301
601-581-1550 extension #19
erin@msarts.org