

MAINE STATE CULTURAL BUILDING  
APPLICATION TO USE ATRIUM SPACE

*Please complete this form and email to [maine.museum@maine.gov](mailto:maine.museum@maine.gov) or mail to the Maine State Museum, 83 State House Station, Augusta, ME 04333-0083, Attn: Joanna Torow. Applicants can also drop off completed forms at the Maine State Museum Front Desk*

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Would like the use of the Atrium on the following date: \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a brief statement of how the activity/event furthers the cultural or educational interests of the state, or supports the mission of one or more of the Cultural Building agencies.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a precise description of the equipment, furniture, and any other signage or decorative materials that the applicant will provide and how these materials will be arranged.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant agrees to be responsible for any set-up or removal required, and will provide the necessary proof of insurance if required such as liability insurance.

I have read and agree to comply with the conditions specified in **Rider A** of this application form:

Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**FOR AGENCY USE ONLY**

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As the sponsoring agency, the \_\_\_\_\_ assigns: \_\_\_\_\_, as support person, who may need to provide information and incidental services and will inform the other agencies, Cultural Building housekeeping staff, and Capitol Security.

Notifying email sent out on the following date(s) \_\_\_\_\_

By: \_\_\_\_\_

The following agency representatives have given approval:

**Maine State Library**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Maine State Museum**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Maine State Archives**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Notification sent to:  Housekeeping  Capitol Security  Other \_\_\_\_\_

**RIDER A**  
**MAINE STATE CULTURAL BUILDING**  
**APPLICATION TO USE ATRIUM SPACE**

The applicant shall read, understand and agree to the following General Conditions:

1. The Atrium is a public entryway and any authorized use of that space must allow a reasonable level of public access to and through it, and egress from it. Adequate clearances for public use must be maintained at all times. Safety and security concerns, regarding especially the Atrium's frequent use by school and other groups, may require that activities in the space share it simultaneously with other groups pursuing other programs.
2. Because of the prevalence of school tours, one-half of the Atrium must be reserved from 9 am to 2pm Tuesday-Friday, between September and June, for schoolchildren visiting the Maine State Museum.
3. Resident agencies will often have displays or artwork in the Atrium and may make and enforce reasonable limitations intended to protect those works from damage or misuse by the public. In the case of the *Maine Labor Mural*, a series of historical representations under the management of the State Museum and now hanging on the walls of the east side of the Atrium, entities using the facility must keep all event attendees, equipment and furnishings at least three feet away from those paintings.
4. Within the requirements of prevailing law the Atrium should not be used for activities that will interfere with the primary use of the space, which is to support the programs of the resident agencies and entities directly affiliated with them. In other respects, any proposed program should clearly offer the kind of public educational and cultural activities the Cultural Building was originally intended to provide. Such uses as acts of civil disobedience, petition signing for referenda or for other topics of advocacy, the display of materials not in keeping with the missions of the resident agencies, or disruptive or harassing demonstrations should take place elsewhere.
5. The Atrium may not be used for private events such as weddings, funerals, dinners, dances, family celebrations, or for mercantilism not directly connected with the missions of the resident agencies, and approved by them in advance.
6. Groups arranging to use the Atrium for authorized activities should be aware that the space does not come equipped or furnished. The resident agencies cannot provide this equipment or any staff for set-up or removal. Food service is prohibited without prior permission by the sponsoring agency. Any group using the Atrium is required itself to clean up after its activities, including the disposal of trash, and leave the site in the condition it was found prior to the use. The placement of any equipment and cables must be approved by a representative of the sponsoring agency to avoid any undue hazard to the public.
7. Safety of the public is the primary concern regarding the scheduling of any activity in the Atrium. Safe public passage must be maintained in the space at all times. Prohibited in the Atrium are materials and activities that inherently elevate public risk, including:

- Equipment or activities that pose a risk of fire or explosion
- Toxic, noxious or infectious materials
- Pets or animals except for assistive animals and living specimens used in museum displays or events
- Signs and banners on wooden or rigid supports
- All firearms or other weapons except when in the legitimate possession of a law enforcement officer on duty and whose presence is known to the Bureau of Capitol Police, and except for exhibit or research items being moved under the supervision of museum personnel
- Alcoholic beverages
- Soliciting , panhandling, or unauthorized selling of goods and services

Entities using the Atrium must comply with all facility security requirements an all instructions by security personnel as well as all federal, state and municipal laws, ordinances and regulations. Capitol Police may remove persons who appear to be threatening, disruptive or in violation of the law or of the provisions of this policy. Persons who violate this policy or who create disruptive or unsafe conditions may be denied future use of the Maine State Cultural Building.

8. Any change in the application request, or a cancellation, must be communicated to the sponsoring agency in a timely manner and, if a change, must be approved of by that agency.

9. The applicant shall indemnify, defend and hold harmless the State and its agents, officers and employees from any and all loss, liability or claim arising from the applicant’s use of the premises or activities of applicant. The sponsoring resident agency may if necessary require the applicant to secure special insurance to protect the public and the State and its agents in connection with the intended event, such as liability insurance.

**In addition to conditions 1 through 9 above, any additional special conditions will be added here:**

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