

Policies and Procedures for the Use of the Atrium in the Maine State Cultural Building

I. Definition

1. The Atrium as referred to in this document is that interior space in the Maine State Cultural Building, at 230 State Street in the State House Complex in Augusta, Maine, which runs from the exterior entrance doors on the north side of the building to the glass wall with two sets of doors, above which are carved the words “State of Maine Library, Museum, Archives. Beyond this glass wall is the area forming the entrance to the Maine State Museum, referred to as the ‘Lobby,’ and which is excluded from any use by the public except as authorized by the Maine State Museum.

II. Use Priorities and Authorizations

1. The Atrium of the Maine State Cultural Building is intended primarily to serve the needs and statutorily defined missions of the three state agencies resident in that building, i.e. the Maine State Museum, the Maine State Library, and the Maine State Archives. Its particular and most frequent use is in support of educational and school programs and other visitor use related to the three resident agencies. The Maine State Museum sees tens of thousands of young visitors make use of it each year, so the museum has a specialized and intense connection with the way this area is scheduled and managed.

2. Second priority use of the Atrium is by organizations directly associated with the resident agencies, with such uses authorized by them. This would include commissions, boards, friends groups, affiliated professional groups, related legislative committees, etc.

3. The next lowest priority of Atrium use is by other state agencies.

4. The lowest priority of Atrium use is by private entities of any kind, unless authorized by one of the resident agencies in connection with the mission or legitimate activities of that agency.

III. Use Limitations and Safety Cautions

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 Maine State Museum 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 and all instructions by security personnel. The Bureau of 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.

IV. Application Procedures

Applications

The Maine State Museum will act as first point of contact for an applicant seeking use of the Atrium. The applicant should first contact the Maine State Museum at maine.museum@maine.gov or 207-287-2301 to determine if the Atrium is available for use. If the Atrium is available the applicant will be guided to complete an application form which can also be found on the museum's website [mainestatemuseum.org](http://www.mainestatemuseum.org) or at the following link: http://www.mainestatemuseum.org/visit/use_of_the_cultural_building_atrium/. The form must be completed and signed by the applicant's designated contact person at least two weeks in advance of the requested use. The application form requires the following information:

- The name, address, phone number and e-mail address of the contact person representing the event.
- The name, address, phone number and e-mail address of the organization seeking to hold the event.
- Requested date(s) and hour(s) of use, with alternate dates and times if possible.
- A detailed description of the proposed activity, including an estimate of the expected number of people expected to attend.
- Statement of how the activity furthers the cultural or educational interests of the state, or supports the mission of one or more of the resident agencies.
- A precise description of the equipment, furniture, and any other embellishments that the applicant will provide and how they will be arranged, and a statement to the effect that the applicant agrees to be responsible for any set-up or removal required, and will provide the necessary proof of insurance if required.

Approval

Once application is received, the museum will enter desired date on the Joint Atrium Calendar as "tentative" and assign an appropriate sponsoring agency. The assigned sponsoring agency will select an appropriate staff member to then work with applicant on the details of event. This individual is responsible for obtaining all necessary approvals and notifications and oversight on day of event. Once event details are known, assigned agency staff member emails (*read receipt requested) resident agencies the completed application form for approval. Resident agencies have three days to reply; if no response is received, the

event will be considered approved and the tentative status changed to confirmed on calendar by sponsoring agency. Completed paperwork is copied and distributed to all three resident agencies for their files, additional copies are sent to Cultural Building Housekeeping Staff and Capitol Police.

2. Permission to use the Atrium is non-transferrable or assignable either in whole or in part. 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.

3. 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 liability insurance to protect the public and the State and its agents in connection with the intended event.