

Gerald R. Ford Presidential Library

1000 Beal Avenue

Ann Arbor, MI 48109

734-205-0555

www.fordlibrarymuseum.gov



Hosting an event at the Gerald R. Ford Presidential Library

Presidential Libraries promote understanding of the presidency and the American experience. They preserve and provide access to historical materials, support research, and create interactive programs and exhibits that educate and inspire.

Presidential Libraries are not libraries in the usual sense. They are national treasures - - archives and museums, bringing together in one place the documents and artifacts of a President and his administration and presenting them to the public for study and discussion without regard for political considerations or affiliations. Presidential Libraries, like their holdings, belong to the American people.

The Gerald R. Ford Presidential Library was dedicated by President Ford in 1981, and has served as an incomparable venue for events attended by Presidents, First Ladies, foreign heads of state, and other dignitaries and celebrities. The Library also welcomes outside guests, and has hosted events for groups of all sizes.

The Gerald R. Ford Presidential Library auditorium, lobby, and conference rooms are available for dinners, receptions, and ceremonies, as well as lectures, seminars, meetings, and similar educational activities when authorized by the Director. These activities shall not interfere with the normal operations of the facility, and must be consistent with the public perception of the Library as an educational, research, or cultural institution. Personal, commercial, profit-making, political fundraisers or sales activities are not permitted. No auctions, raffles, or registration fees collected at the door, sales promotion of goods and/or services, or cash bars are allowed on site. The Library does not host anniversary or birthday parties, proms, or weddings.

The Gerald R. Ford Presidential Library is part of the National Archives and Records Administration, and use of the facilities and grounds are governed by federal rules and regulations. Additionally, any event plans must conform to Library rules and procedures, as well as all state and federal fire, safety, and security regulations.



www.fordlibrarymuseum.gov

**Thank you for your interest in hosting your event at the Gerald R. Ford Presidential Library.
Please review this information which explains the process for reserving space.**

HOW TO GET STARTED RESERVING EVENT SPACE

Contact the Gerald R. Ford Presidential Library:

For reserving space at the Gerald R. Ford Presidential Library, please call (734) 205-0555, or email your inquiry to ford.library@nara.gov

Communicate with the Library Events Coordinator:

Contact the Special Events Coordinator to discuss facility availability, event type and the rental fees.

Review the Permit Application:

An application packet will be provided which explains the requirements and guidelines for hosting an event at the Gerald R. Ford Presidential Library. The application packet is also available on-line at www.fordlibrarymuseum.gov

Thoroughly review the application packet, and complete NA Form 16011, "Application and Permit for Use of Space in Presidential Libraries and Grounds," and any other applicable forms in the contract package.

Schedule a visit to the Gerald R. Ford Presidential Library:

Prior to any event, the Applicant must arrange a site visit to view the facility spaces, discuss logistics, floor plans, deliveries, and other details with Ford Library staff during standard office hours (8:45 a.m. to 4:45 p.m., Monday through Friday, excluding federal holidays).

Submit the Facility Rental Agreement:

The completed application packet must be submitted to the Gerald R. Ford Presidential Library for approval and signature by the Library Director. A tentative available date does not confirm a reservation. The approved Rental Agreement forms must be on file at the Library to reserve the event date. *If applicable, please include the caterer's name and telephone number on the application form. Caterers must **review and certify** the Catering Policies and Procedures section of the Rental Agreement. Caterers are required to meet with or contact the Library Special Events Coordinator no later than one week prior to the rental.*

Please be advised that the Library reserves the right to cancel any scheduled rental of the facility due to a federal/national event, acts of God, or national emergency.

Payment for Facility Rental:

Payment for facility rental is due two days prior to the event. Any additional charges assessed will be invoiced after the rental.

APPLICATION AND PERMIT FOR USE OF SPACE IN PRESIDENTIAL LIBRARIES AND GROUNDS

CONDITIONS OF USE

SCOPE: This form is required for all requests for events held in Presidential library areas or spaces that are considered NARA property.

LIBRARY PROVISIONS: The Library Director or Deputy Director may assess additional charges to reimburse the Government for expenses incurred as a result of the use by groups of Libraries and Grounds. Each Library: (1) sets its own schedule for fees to be charged and policies for reservations, payments, and refunds; (2) decides what times are available for outside events; and (3) determines the number of people allowed for outside events. In addition, each Library may impose conditions that apply to only that Library. A NARA staff member must be present during the entirety of the event (from set-up to breakdown).

PROHIBITIONS: Use of the auditoriums and other public spaces will not be authorized for any profitmaking, commercial advertising and sales, partisan political, sectarian, or similar purpose. No admission fee will be charged except by the Library, no indirect assessment fees will be made for admission, and no on-site collections will be taken. Organizations are prohibited from representing, implying, or suggesting in their invitations, publicity, or otherwise that the Library endorses, sponsors, or in any way approves of the organization. Smoking (including e-cigarettes) is prohibited inside all NARA facilities, including Library buildings; smoking outside is permitted only in certain designated areas (notification of which will be provided by each Library). Open flames are prohibited at all times on Library grounds (both inside and outside).

EVENT SECURITY: NARA is responsible for the security and safety of the occupants, facility, and ground at all times. Event security guidelines follow:

- 1) Any events that may require additional security, based on an assessment by the Library Director, will be provided by NARA and require reimbursement by the event holder. No other armed security personnel are authorized to provide protection for any event, unless expressly approved by the Library Director; examples include School Resource Officers, and private Protective Details or other similar type security.
- 2) NARA security personnel are authorized to screen for and deny access to individuals attending the event in legal possession of any firearms or other weapons (as defined in 18 U.S.C. Section 930), except for local, state or federal law enforcement on official duty responding to the library, or as required by governing laws. Illegal possession of any firearms, other weapons or prohibited items may result in confiscation of the items, detainment and release to local law enforcement.
- 3) Unless an individual meets the exceptions outlined in paragraphs 1 and 2 of this section, only NARA security personnel are authorized to possess firearms at the facility.
- 4) A list of other prohibited items, including weapons, will be provided to the event holder upon application to use Library space.

PRE-APPROVAL REQUIRED: The following must be approved in advance by the Library: (1) media coverage; (2) speakers, performers, movies, or programs (other than those included in the Library program); (3) the installation of decorations; and (4) the serving of alcoholic beverages. (See [page 3](#).) Sponsoring organizations and their designated contractors must review their plans with Library staff; the plans must conform to Library rules and procedures and to pertinent fire, safety, and security regulations. Events which do not receive Library approval will be canceled or altered to meet Library requirements.

LIMITATIONS: Access to the facility shall be limited to the specific areas designated in the permit, including restrooms, auditorium, meeting rooms, and food service areas. Nothing shall impede access to the Library building. The following may only be done in designated areas: (1) food preparation; (2) food and drink consumption; and (3) parking.

RESPONSIBILITIES OF THE APPLICANT: The sponsoring organization is responsible for: 1) any damage to the Library by event participants, contractors, and caterers, and 2) the entire clean-up operation, including the removal of trash from the premises immediately following the event. The Library must be returned to its original condition, and Library dumpsters may **not** be used. Organizations using the Library facilities, caterers, and other contractors hired by such organizations, must follow the instructions from Library staff regarding schedules for delivery and set-up. The sponsoring organization should **not** have anything delivered to the Library unless a representative of the organization is at the Library to accept the delivery. Library staff do **not** sign for or in any other way assume responsibility for property belonging to the applicant, the caterer, or any other individual or organization involved in the event.

The Library reserves the right to withdraw approval of any use of a Library building up to **30 days** before the date(s) of the event. If, in any way, the permittee or any of his or her representatives fails to comply with the above conditions, the program may be canceled and the sponsoring organization may be held responsible for any and all costs to the Presidential Library.

ASSUMPTION OF RISK TO PERMITTEE PROPERTY: Permittee assumes the risk of any loss or damage to its property or the property of any person or entity authorized by it to be on the Library premises. The Library, and its officers, agents, and employees shall not be responsible or liable for any loss of, or damage to, property while on the premises, regardless of how the loss or damage is sustained.

INDEMNIFICATION AND HOLD HARMLESS: Permittee agrees to conduct its activities upon the premises so as not to endanger any person thereon; and further agrees to indemnify, defend, and hold harmless the Library and the United States against any and all claims, costs or expenses, or loss, injury, or damage to any persons or property, regardless of how the loss or damage is caused, arising out of the activities conducted by Permittee, its contractors, subcontractors, agents, members, or guests, including but not limited to claims of employees of Permittee, or Permittee's contractors, subcontractors, or guests.

FORCE MAJEURE: Neither Party will have any liability to the other Party for any delay or failure to perform, in whole or in part, or for any cancelation in connection with performance of any obligations hereunder, if such failure or cancelation is due to any cause beyond its reasonable control, including, but not limited to, acts of God, war, riots, civil disturbances, fires, floods, government shutdown, strikes, terrorist acts or credible threat of same, lock-outs, labor disputes, failures in public supply of utilities or any other causes beyond the control of the Parties, whether similar or dissimilar to the foregoing.

ASSIGNMENT OF INTERESTS; ENTIRETY: Neither Party may assign its rights nor delegate its duties. These conditions of use constitute the entire understanding of the Parties with respect to the matters addressed herein, and it supersedes and replaces any prior or contemporaneous documents, correspondence, conversations, agreements, and other written or oral understandings. Additional agreements may govern food and beverage vendors related to the Permittee's event.

REVOCACTION: NARA may revoke this Permit for Use at any time by giving written notice.

GOVERNING LAW AND CERTIFICATIONS: Each of the individuals signing this Permit for Use certifies that he/she has legal authority to bind his/her Party to these Conditions of Use. These Conditions of Use will be governed by and in accordance with the laws of the United States (without regard to conflicts of laws).

All National Archives Presidential Libraries and Museums are handicapped accessible. However, organizations requiring special access for the mobility impaired are encouraged to notify the libraries in advance of their events.

APPLICATION FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES

The Permittee agrees to comply with all state and local laws and ordinances in effect in the location of the planned event governing the serving or use of alcoholic beverages. The Permittee further agrees not to serve or allow the serving of alcoholic beverages to anyone under the legal drinking age established in the location of the planned event, or to serve or allow the serving of alcoholic beverages to anyone intoxicated or displaying signs of intoxication.

The Permittee shall indemnify and save harmless the United States, its agents and employees against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of others directly or indirectly due to the negligence of the Permittee, or any other act or omission of the Permittee, including failure to comply with any terms, conditions, or obligations imposed on the Permittee by the Permit to use the space or by approval of this Application for Permission to Serve Alcoholic Beverages.

Applicant Signature and Date

The request of _____ to serve alcohol at the _____
Name of Organization *Name of Presidential Library*
on _____ is approved.
Date of Event

Signature of Library Director or Deputy Director and Date

Concurrence and Date *(if applicable)*

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2104 and 2112. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about your event. The information is used by NARA employees to document actions taken on requests, schedules events, and provide status information concerning approved events.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public reporting burden for this collection of information is estimated at 20 minutes per response. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to the National Archives and Records Administration (MP), 8601 Adelphi Rd., Rm. 4100, College Park, MD 20740-6001. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.**

APPLICATION AND PERMIT FOR USE OF SPACE IN PRESIDENTIAL LIBRARIES AND GROUNDS

INSTRUCTIONS: Type or print in ink all items and sign. Also sign the "Application for Permission to Serve Alcoholic Beverages" form if you plan to serve alcohol. Please submit with this application a copy, sample, or description of any material or item proposed for distribution or display. Any special services for the disabled must be provided by the sponsor. (All Presidential Libraries are handicapped accessible.) See Privacy Act Statement and Paperwork Reduction Act Public Burden Statement on the reverse.

PART I – APPLICATION

1. Name of applicant:

Complete mailing address:

Complete billing address; check here if same as mailing address

Personal and/or Business contact number(s):

Email address:

2. Name of person/organization sponsoring, promoting, or conducting the proposed activity (*if different from Name of applicant*):

Organization's website:

Personal and/or Business contact number(s):

Email address:

3. Name(s) of person(s) who will have supervision of and/or responsibility for the proposed activity (*if different from Name of applicant*):

Personal and/or Business contact number(s):

Email address:

4. Description of proposed activity and proposed media coverage (if applicable):

**GERALD R. FORD PRESIDENTIAL LIBRARY
FOOD AND BEVERAGE SERVICE
CATERING POLICIES AND PROCEDURES**

The Gerald R. Ford Presidential Library is administered by the National Archives and Records Administration. The Library requires all caterers and their staff to adhere to the Rules and Regulations Governing Buildings and Grounds issued by the federal government as well as the Catering Policies and Procedures of the Gerald R. Ford Presidential Library. Any questions concerning these policies should be addressed directly to the Special Events Coordinator. Library and federal government policies relate to the nature and protection of materials contained in the building. The Gerald R. Ford Presidential Library is the custodian of the papers and audiovisual materials of President Ford, his family, and his administration. The Library has strict policies on security, fire prevention, and cleanliness, and therefore requires the following:

Guidelines for Caterers:

Food and beverage may be served during events and receptions. Food and beverage service may be personally or professionally catered. The Applicant is responsible for making the catering arrangements, to include the entire set up, break down, and clean up operation.

If professional caterers are used (the Library does not maintain an approved caterer list), the Applicant must insure that the caterer has a current state catering license and general liability insurance.

Caterers must abide by all fire codes and regulations. The blocking of doors, fire extinguishers, fire alarms or emergency exits is strictly prohibited. Library staff has the final word on all such matters.

All service vendors are required to sign in with Security upon arrival, and sign out upon departure.

Cooking is not permitted inside the building. Notify the Library staff one week prior to an event if cooking is required on Library grounds. The use of temporary ovens or other catering food preparation equipment is prohibited within 50 feet of outside walls of the Library. Open grill cooking must also be a minimum of 50 feet from the Library building. The Library strictly enforces this policy. There are no exceptions.

The Library catering kitchen has counter work spaces, limited refrigeration space, running hot and cold water, and electrical access. Caterers will provide all utensils to perform their job, including but not limited to: plates, napkins, silverware, serving spoons, can opener, extension cords, bowls, aluminum foil, plastic wrap, coffee pot and/or pitchers. Library cupboards and drawers are off limits. Caterers are responsible for providing ice for the event. If the caterer needs something, please ask a Library representative for assistance.

Food should be prepared in the kitchen area. Prior approval is required if catering services intend to use the Library auditorium or classrooms for food preparation. No open flame for food preparation is allowed anywhere, but Sterno® is permitted. If Sterno® is used, **a catering attendant must be stationed at its location at all times.**

Delivery and Arrival:

The Applicant's caterer is responsible for the provision of tables, chairs, and other items. Please discuss all deliveries with Library staff. **The Applicant must provide the Library with a schedule of all event deliveries one week prior to the rental**, in the form of a catering itinerary form, for the load-in of all catering, rental companies, florists, audio-visual companies, liquor deliveries or other vendors servicing the event. Please be advised that Library personnel will not sign for any event deliveries.

Caterers will be allowed to bring catering materials into the Library at an agreed-upon time on the day of the event. Once items have been delivered to the Library, the caterer or Applicant is responsible for transporting them within the building. All items should be carried in or brought in on carts to prevent marring the floors. Organizations or caterers must provide their own carts.

Caterers unloading equipment should use the delivery door located off the staff parking lot on the back/east side of the building.

Set Up:

The Library does not provide set-up services. Caterers or Applicants are responsible for the entire set up of tables, chairs, table covering, skirting, and other items. Set up may begin at an agreed-upon time on the day of the event.

Balloons, propane, butane, candles, and votives are not permitted. Fresh cut flowers and dried floral decorations and arrangements are permitted, however, live potted plants are prohibited.

Care should be taken that all Library furniture is adequately protected. It is the responsibility of the caterer/Applicant to ensure that no glasses, plates, or other items are placed on any exhibit cases. All décor or signs must be free standing. Taping or tacking of anything to walls or exhibit cases in the Library is not permitted.

Please note that set up may not interfere with Library visitors or guests at any time.

Alcohol:

The Applicant may request permission to serve beer or wine by completing and submitting the APPLICATION FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES. No event may dispense alcohol without written permission from the Director of the Library. Event organizers should discuss proposed plans in detail with the appropriate Library personnel.

Alcoholic beverages are permitted in an open bar setting only, and cash bars or ticket systems for alcoholic beverages are prohibited. Liquor service must conform to the City of Ann Arbor and State of Michigan regulations.

All caterers must be fully licensed and have full liquor liability insurance. Serving alcohol to minors on Library property is forbidden. The caterer/server is responsible for monitoring these activities.

The serving of alcohol must cease one half hour prior to the end of the event. Under no circumstances will exceptions be made to this policy.

Clean up and Departure:

Breakdown must occur immediately after the event. Tables, chairs and other items must be removed from public areas.

Caterers are permitted one hour to break down, clean up and load out of the facility after the event. Caterers must have sufficient staffing for this purpose. The Library reserves the right to assess a fee if the load out goes beyond this time.

Caterers should provide cleaning supplies. This includes but is not limited to dish soap, trash bags and paper towels. The caterer is responsible for cleaning all kitchen surfaces, sinks and floors in the catering kitchen. If food has been transported to another area of the building, any spills in hallways must be cleaned up. Removal of carpet stains incurred during the course of the event is the responsibility of the caterer and must be reported to Library staff immediately. Failure to do so may result in additional charges.

Pick up of all rental equipment must take place by 10:00 a.m. the following morning (or the first day the rental company is open following the event), or the Applicant will incur additional charges.

Caterer and/or Applicant is responsible for the removal of trash from the premises immediately following the event. The Library reserves the right to assess a fee if any clean up or maintenance is required by the Library after the event. If clean up is not performed, a minimum amount of \$100 will be charged to the Applicant.

If food is left on a drop-off basis, **the caterer must return within one-half hour after event time to remove equipment, clean area, and remove trash.**

Caterers must contact the Library Special Events Coordinator for a walk through prior to check out and departure.

I have read the above policies of the Gerald R. Ford Presidential Library and agree to comply with and operate under these conditions.

Name of catering organization

Signature of representative and date

Catering Company Name:
Catering Company Point of Contact:
Catering Company Phone Number:

GERALD R. FORD PRESIDENTIAL LIBRARY EVENT PLANNING GUIDELINES

Security:

The Gerald R. Ford Presidential Library houses irreplaceable archival materials and artifacts. To guarantee protection of the premises and its holdings, federal mandate requires the Ford Library to have a commissioned security guard on duty. In the event that the Library determines that any violation of policies and regulations is likely to pose a risk to the Library property, the Library reserves the right to cancel or terminate the function at any time.

Library Layout:

The Library does not provide set up services. Venue set up is the responsibility of the Applicant. If the event requires changes in standard room configurations, the Applicant is responsible for all moving of Library tables and chairs under the supervision of Library staff. Under no circumstances will Applicant attempt to move lobby display cases. All furnishings must be returned to their original locations by the end of the event. Prior approval is required to make adjustments in the Library layout.

Staffing:

A member from the Ford Library staff is required to be present from event set up through clean up at all rentals. The staff person oversees the Applicant's use of the facilities and ensures compliance with all rules, regulations, and policies. Applicants associated with the event must arrive in time to oversee or assist with set up, greet guests, or for any other appropriate reason. The Library requires that one person representing the renting organization remain at the event until all guests exit the building. That designated representative and the Library Special Events Coordinator will inspect the event space to ensure there has been no damage.

Parking:

The Gerald R. Ford Presidential Library does not provide rental event parking during regular business hours (Monday-Friday, 8:45 a.m. – 4:45 p.m.) except for event coordinators and their service providers. The University of Michigan's Logistics, Transportation and Parking (LTP) Department offers Special Events Parking Coordination services to assist guests and visitors attending daytime events at the Gerald R. Ford Presidential Library. The Applicant must coordinate with LTP to provide parking stickers for the university lot directly across from the Ford Library (**Blue Lot NC8**) located off Beal Avenue and Fuller Road. Event organizers should contact LTP Customer Services no later than two weeks prior to their event. A "*Special Event Parking Request*" form is available on their website at <http://ltp.umich.edu> and should be completed and submitted. Visitor parking is available in the Red Lot (located in the far west section of Blue Lot NC8).

Event and program attendees may park without permit and free in the Library staff lot (35 parking spaces) **after** 5 p.m., Monday-Friday. Handicap parking is available. Free parking is also available after 5 p.m. in the Blue Lot NC8, located directly across from the Library at Beal Avenue and Fuller Road.

**GERALD R. FORD PRESIDENTIAL LIBRARY
REQUEST FOR AUDIO-VISUAL EQUIPMENT AND SERVICES**

The Gerald R. Ford Presidential Library has a full complement of audio/visual services (projection screen, LCD projector, wireless access, lighting, and sound, including lapel/hand-held/lectern microphones). The Applicant should not attempt to operate the audio/visual equipment without proper instruction. A Library staff member will provide an orientation on operating the audio/visual equipment and assist with its operation on a limited basis. It will be the Applicant's responsibility to have a representative trained to use the Library's equipment before the event.

All audio/visual services required must be identified when reserving Ford Library spaces. The Library cannot be responsible for the set up of equipment if changes are made less than 24 hours preceding the event. Notify the Library immediately if there are any changes in program needs.

Use of the Library's in-house audio/visual equipment is included in the event rental fee. However, any special services or equipment (e.g., AV, lighting) not available through the Library will be the Applicant's responsibility and cost.

The following list outlines audio/visual equipment available at the Library. Please mark the appropriate spaces if requesting any of the following equipment or services.

(Reminder: A representative from the Applicant's organization must be trained to use the equipment before the event.)

The following equipment/services are available in the Library auditorium:

- Lectern with microphone
- Lapel microphone (#_____) (limit 2)
- Hand-held microphone (#_____) (limit 2)
- LCD projector and screen
- DVD player
- Laptop hookup at lectern for PowerPoint presentation (**must provide own laptop**)

Note: Library auditorium has VGA hookup; if using a MAC, must provide own adapter

The following equipment/services are available for use in the lobby at the Library:

- Portable lectern and portable speakers with one hand-held microphone
- Portable screen and portable projector

Please note: The following services are not available at the Ford Library:

- Captioning or CART services
- Sign Language interpreter
- Materials in alternative format
- Assisted Listening Devices

In accordance with NARA policy, parties wishing to videotape or broadcast their event must first secure permission from the Gerald R. Ford Presidential Library. In addition, the Ford Presidential Library reserves the right to photograph, videotape, or audiotape the event and proceedings for the purposes of documenting our own institutional history and reporting to our stakeholders.