

GENERAL CONDITIONS

Thank you for your interest in using the Gerald R. Ford Museum for your special event. Please look over these general conditions for use of our building. It has information about scheduling, fees, and services.

The Museum's auditorium (seating capacity 250) and public spaces may be used by other organizations for lectures, seminars, meetings, and similar activities when these activities are sponsored or co-sponsored by the Museum, or are authorized by the Director. These activities shall not interfere with the normal operation of the Museum and must be consistent with the public perception of the Museum as an educational and cultural institution.

To reserve the Museum, you must complete and sign the accompanying NA Form 16011, "Application and Permit for Use of the Space at Gerald R. Ford Museum."

Call(616) 254-0367 if you questions.

REGULATIONS FOR USE

1. Events may be scheduled in the evening between 5:30 pm and 9:00 pm. We will bill you an additional \$25 per quarter hour if your event lasts past the closing time we agree to.
2. We cannot allow groups that use the building to suggest in any way that the Ford Museum endorses or sanctions the organization without the Director's written permission. You should send your publicity and invitations to the Director for approval before they are printed. Indoor signs and displays must be approved by the Director; outdoor signs are prohibited.
3. The Museum does not permit religious services, partisan political, profit-making, fundraising or events that offer products or services for sale. **Activities that include the exchange of funds are not allowed to take place in the facility or on the grounds. No auctions, admission or registration fees, sales promotion of goods and/or services, or cash bars are allowed on or off site.**

Celebrations of fundraising activities are permitted, but the raising of funds on the premises is prohibited.

4. Museum facilities may not be used for discriminatory practices proscribed by federal law.
5. You should inform the Director in advance of any speakers, performers, movies, or programs you will use in your event. Because of potential program conflicts and building security requirements, you must receive advance approval for media coverage.
6. Food and beverages may be served during receptions. You are responsible for making arrangements. Please see Food and Beverage service section for more information.
7. You should not have anything delivered to the Museum unless someone from your group is at the Museum to accept delivery. We cannot sign for, or assume responsibility for, property delivered to the Museum for use by private organizations.
8. Smoking is prohibited throughout the Museum.
9. Musical accompaniment of receptions must be approved by the Director
10. Museum exhibits, furnishings, and plants cannot be moved. Taping or tacking of anything to walls in the museum is not permitted.

FOOD AND BEVERAGE SERVICE

1. Food and beverage service may be personally or professionally catered. You are responsible for making the catering arrangements. If professional caterers are used, you must insure that the caterer has a current state catering license. Please include the caterer's name and telephone number on the application form or give this information to William Treat at the Museum before your event.
2. You or the caterers are responsible for the entire set up of your reception, including the provision of tables, chairs, ice, and other items. **Use of candles or balloons is not allowed.**

3. You are allowed to bring materials into the Museum anytime on the day of the event. All materials must be removed by the following morning. You may not use museum carts.
4. You may begin to set up in the Museum lobby after 4:30 pm on the day of the event. Food and alcohol may not be placed out until the museum closes at 5:00 p.m. Plan to remove all tables and other items in public areas immediately after the event.
5. Eating and drinking are permitted **only** in the lobby. They are not allowed in the auditorium or exhibit gallery.
6. You may prepare food in the kitchen area only. We prohibit the use of temporary ovens or other kitchen equipment elsewhere in the Museum or within 30 feet of outside walls.
7. You or the caterers are responsible for the entire clean up, including removal of trash from the premises on the evening of the event.
8. Although you may request permission to serve beer or wine, no event may dispense alcohol without written permission from the Director of the Museum. Event organizers should discuss their proposed plans in detail with William Treat at the Museum and complete the back side of the "Application for Use". Alcoholic beverages are permitted in an open bar setting only. **Cash bars or ticket systems for alcoholic beverages are prohibited.** The serving of alcohol must cease one half hour prior to the end of the event. Liquor service must conform to City of Grand Rapids and State of Michigan regulations.

AUDIO-VISUAL SERVICES

1. The Museum has a variety of audio-visual equipment and programs. We will be happy to work with you to present your audio-visuals. We do require that you preview your materials at the Museum **at least 24 hours in advance**.
2. The "Special Services Required For Your Event" application allows you to request audio-visual equipment. It will be your responsibility to have someone trained to use our equipment **before** your event. Any special services or equipment not available through the Museum will be at your responsibility and cost.
3. A representative from your organization shall be responsible for operating your slide presentation, changing the tapes in the cassette recorder/player, etc. at your event. Training must be done **prior** to event and during normal Museum operating hours. The Museum **does not** provide hard wired or wireless internet access.
4. Notify the Museum as soon as you are aware of any changes in your program needs. The Museum cannot be responsible for the set-up of equipment if you change your plans less than 24 hours preceding the event.

FEES

1. The standard fee for use of the Museum after hours is \$1000. This fee covers the Museum's normal expenses for security, staffing, and utilities. Any damage to the Museum or its contents or equipment will bring additional charges to be determined by the Director. Extraordinary costs of cleanup, security, or special services and equipment will be your responsibility also. If exhibit access is desired, an additional security fee will be charged.
2. Not-for-profit, educational, or cultural organizations may request a reduction in fee. The Museum Director will determine the amount of the reduction based on conditions set by Museum policy.
3. The Museum Director must approve all fee arrangements.

4. If your event lasts beyond the scheduled ending time, you will be charged an additional fee at the rate of \$25 per quarter hour.
5. **The fee is due at least two weeks prior to the event.**
We cannot hold dates without advance payment.
6. Please make your check payable to the **Gerald R. Ford Museum** and send it to Gerald R. Ford Museum, 303 Pearl St., NW, Grand Rapids, MI 49504.

By signing this application, you agree to abide by these conditions and to indemnify and hold 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 actions of the applicant.