

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

LIBRARY PROVISIONS: The library director may assess additional charges to reimburse the Government for expenses incurred as a result of the use by groups of library facilities. Each library: (1) sets its own schedule for size of donation and its own timetable for reservations, payments, and refunds; (2) decides what times are available for outside events; and (3) determines the number of people allowed for various outside events. In addition to the conditions listed here, which apply to all Presidential libraries, each library may impose conditions that apply to only that library.

PROHIBITIONS: Use of the auditoriums and other public spaces will not be authorized for any profit making, 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 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 is prohibited in library buildings.

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) decorations that are fastened to any part of the building by any means; and (4) the serving of alcoholic beverages. Sponsoring organizations and their designated contractors must review their plans with library staff; and 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 cancelled 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 and cafeteria. 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: (1) The sponsoring organization is responsible for the entire clean-up operation, including the removal of trash from the premises immediately following the event. Library dumpsters may not be used. (2) The sponsoring organization is responsible for any damage to the library by event participants, contractors, and caterers. The library must be returned to its original condition. (3) 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. (4) 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 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.

All eleven of the 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.