

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 Presidential 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.