

## 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 the Gerald R. Ford Museum."

Please call (616) 254-0367 if you have 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 agreed upon.
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. Please 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. Items should not be delivered to the Museum unless someone from your group is at the Museum to accept delivery. We cannot assume responsibility or sign for property delivered to the Museum for use by private organizations.
8. Smoking is prohibited throughout the Museum, and museum exhibits, furnishings, and plants can not be moved. The taping or tacking of anything to walls in the museum is not permitted.
9. Musical accompaniment of receptions must be approved by the Director.