

## 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" 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 Paperwork Reduction Act burden statement on the reverse.

### PART I – APPLICATION

1. Name of applicant:	Complete mailing address:
Telephone number:	
2. Name of person/organization sponsoring, promoting, or conducting the proposed activity (if different from above):	Complete mailing address:
Telephone number:	
3. Name(s) of person(s) who will have supervision of and/or responsibility for the proposed activity (if different from above):	Complete mailing address:
Telephone number:	
4. Description of proposed activity:	5. Special services required for this event (audiovisual, catering, etc.):
6. Proposed area(s) to be used at the Library:	
7. Proposed dates and hours during which activity is to be carried out: DATE(S): _____ TIME - From: _____ To: _____	8. Approximate number of attendees: _____

I agree to follow the Conditions of Use attached to this permit. I agree to indemnify and save harmless the United States, its agents, employees against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of directly or indirectly due to the negligence of the user of the privilege granted by this agreement, or any other act or omission of user including failure to comply with the obligations of this agreement.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

### PART II - PERMIT (To be completed by NARA only)

Subject to the attached regulations (36 CFR Part 1280) and conditions, use of the \_\_\_\_\_ is permitted for the date, time, and activity described above.

Signature/Title \_\_\_\_\_ Date Signed \_\_\_\_\_