



**GERALD R. FORD PRESIDENTIAL LIBRARY
FACILITY RENTAL FEE STRUCTURE**

The Gerald R. Ford Presidential Library is administered by the National Archives and Records Administration and use of its facilities and grounds are governed by federal rules and regulations. The public spaces of the Ford Library provide a distinguished venue for a wide range of rentals such as dinners, lectures, seminars, meetings, and similar educational activities when authorized by the Director. The Director is required to charge a fee for the use of the building. Rental fees cover expenses for staffing, security, equipment, and utilities at the Library.

Business hours for the Gerald R. Ford Presidential Library are Monday – Friday, 8:45 a.m. to 4:45 p.m. With the Director’s approval, rentals may be scheduled either before or after the above-posted hours.

**Standard facility rental hours for the Gerald R. Ford Presidential Library are
8:00 a.m. to 9:00 p.m., Monday through Friday.**

Organization Type	Hours of Rental	Facility Rental Fee
Non-Profit / University-Affiliated	Partial-day (under 4 hours) applies to day rentals only (to include set-up and break-down) (8:00 a.m. to 5:00 p.m.)	\$500
Non-Profit / University-Affiliated	Full-day (4 to 8 hours) (8:00 a.m. to 5:00 p.m.)	\$1,000
Non-Profit / University-Affiliated	Evening (5:00 p.m. to 9:00 p.m.)	\$1,250

Please note:

Should a day event or set-up begin before 8:00 a.m., or an evening event continue beyond 9:00 p.m., an additional \$50 fee will be added for each half-hour increment. For after-hour rentals, caterers must be out of the building one-half hour after the event.

Any negligent damage to the Library, its contents or the equipment will bring additional charges to be determined by the Director. Special services or equipment, and extraordinary costs of cleanup will be your responsibility.

Please call the Special Event Coordinator, Terra Brock, at (734) 205-0569 with additional questions.



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Organization Type	Hours of Rental	Facility Rental Fee
For-Profit Organizations	Partial-day (4 hours or less) applies to day rentals only (to include set-up and break-down) (8:00 a.m to 5:00 p.m.)	\$750
For-Profit Organizations	Full-day (5 to 8 hours) (8:00 a.m to 5:00 p.m.)	\$1,500
For-Profit Organizations	Evening (5:00 p.m. to 9:00 p.m.)	\$1,750

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Rental fees at the Gerald R. Ford Presidential Library cover expenses for security, staffing, equipment, and utilities.

Security:

The Gerald R. Ford Presidential Library houses irreplaceable archival materials and artifacts. To guarantee protection of the premises and its holdings, federal mandate requires the Ford Library to have a commissioned security guard on duty. Security services are included in the event **rental fee.**

Library staff:

A member from the Ford Library staff is required to be present from event set-up through clean-up at all rentals. The staff person supervises the renter's use of the facilities; ensures compliance with all rules, regulations, and policies; and assists rental hosts and guests with the successful completion of the event. Library staffing is included in the event rental fee.

Note: Prior to any event, the renter must arrange a site visit to discuss logistics, floor plans, deliveries, and facility concerns with Ford Library staff.

Audio/Visual Services:

The Ford Library has a full complement of audio/visual services (projection screen, LCD projector, wireless access, lighting and sound, including lapel/hand-held/lectern microphones). Renters should not attempt to operate the audio/visual equipment without proper instruction. A Library staff member will provide an orientation on operating the audio/visual equipment and assist with its operation on a limited basis. Use of the Library's audio/visual equipment is included in the event rental fee.

Note: Equipment needs must be identified when reserving Ford Library spaces; they cannot be accommodated at the last minute.

Building Support and Utilities:

Administered by the National Archives and Record Administration, the Ford Library provides a well-maintained building serviced through a facilities contract with the University of Michigan ensuring proper continuity of facility operations. Building support costs are included in the event rental fee.