# Lasting Impressions begin at The Gerald R. Ford Presidential Museum

Whatever the occasion, the Ford Presidential Museum offers an elegant setting for a memorable experience. Your group will be enriched and inspired as they visit the Museum, view exhibits, and learn about the remarkable life of America's 38th president.

To learn more about planning your next event at the Ford Museum, and for information regarding site availability and pricing, please contact the Museum at (616) 254-0400.

We look forward to welcoming you for your next event.

GERALD R. FORD 30 PRESIDENTIAL LIBRARY & MUSEUM

The Gerald R. Ford Presidential Museum is part of the National Archives and Records Administration (NARA). Accordingly, the use of the grounds and facilities are governed by federal rules and regulations, requiring adherence to certain guidelines.

*Events must be related to the mission and programs of the Museum, and be consistent with the public perception of the Museum as a research, educational, professional and cultural institution. Personal, commercial, profit-making, political fundraisers or sales activities are not permitted. No auctions, raffles, or registration fees collected at the door, sales promotion of goods and/or services, or cash bars are allowed on site. Alcoholic beverages are permitted in an open bar setting only. The serving of alcohol must end no later than one half hour before the conclusion of the event. Smoking and open flames are not permitted anywhere in the building or on the grounds.*

The following guidelines apply to the Gerald Ford Presidential Museum:

- Parking- Free parking is available at the Museum for both day and evening events and programs. There are 102 parking spaces in the South Lot, and additional free parking in the North Lot. Handicap parking is available.
- Federal Holidays – The Museum does not generally offer facility usage on federal holidays.

Additional NARA rules and regulations concerning facility usage can be located on the Museum's website at www.fordlibrarymuseum.gov.

# Gerald R. Ford Presidential Museum

## A Unique and Prestigious Setting for Your Next Special Event

GERALD R. FORD 30 PRESIDENTIAL LIBRARY & MUSEUM

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www.fordlibrarymuseum.gov

## Celebrate an event to remember in an unforgettable setting

Welcome to the Gerald R. Ford Presidential Museum, a unique venue for meetings and special events. The Museum combines versatility with elegance and history in the heart of the hometown of America's 38th President.

From the beautiful grounds to the stately interior, the Gerald R. Ford Presidential Museum offers a dignified venue for meetings, dinners, lectures, or other programs with its variety of facility options designed to accommodate groups of 10 to 250. Conveniently located on the banks of the Grand River in downtown Grand Rapids, the Museum offers easy access and 24-hour security. Subject to availability, the Museum is open for use by public as well as private organizations.

## Auditorium

The 3100 square foot auditorium has the versatility to accommodate symposiums, educational presentations, cultural events, award ceremonies, an other types of programs. The auditorium has comfortable seating, excellent acoustics, stage, and a range of audiovisual capabilities.
*Capacity: 254*

## Main Lobby

The expansive main lobby of the Museum is an exceptional setting for receptions, dinners, and other gatherings. A variety of permanent and temporary exhibits serve as an impressive backdrop.
*Room size: 2200 square feet; Capacity:*
*Sit-down dinner: 100, Standing Reception: 250*

## Michigan Room

The Michigan Room is ideal for meetings and seminars where participants need a classroom or boardroom atmosphere or traditional theatre style seating. The room is equipped with a television that can easily be connected to a computer for wide-screen viewing.
*Full Room: 750 square feet; Theatre style seating*
*Capacity: 70, Classroom with tables: 30*

## Cabinet Room

The Cabinet Room offers a beautiful, presidential atmosphere for your next board meeting. Personal computer connectors are conveniently built into the cabinet table.
*By special arrangement only. Capacity: 15*