



## 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.

### Standard Rental Hours and Space Availability

**The Library's standard business hours are Monday through Friday, 8:45 a.m. to 4:45 p.m. Rentals can be scheduled outside of these hours with the Director's prior approval.**

**The standard facility rental period is 8:00 a.m. to 9:00 p.m., Monday through Friday.**

**A full rental package includes access to the lobby, auditorium, and classroom. During business hours, the lobby remains open to the public.**

**The classroom may also be rented independently for \$90 per hour, with a two-hour minimum rental required.**

RENTAL TIMEFRAME	FACILITY RENTAL FEE (COLLEGIATE AND NON-PROFIT ORGANIZATIONS RECEIVE 20% OFF ROOM RENTAL RATES)
<b>PARTIAL-DAY (UNDER 4 HOURS) APPLIES TO DAY RENTALS ONLY (INCLUDES SET-UP AND BREAK-DOWN) (8:00 A.M. TO 5:00 P.M.)</b>	<b>\$750</b>
<b>FULL-DAY (4 TO 8 HOURS) (8:00 A.M. TO 5:00 P.M.)</b>	<b>\$1,000</b>
<b>EVENING (5:00 P.M. TO 9:00 P.M.)</b>	<b>\$1,500</b>

#### 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 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.