

## **Guidelines for Event Space Use at the National Archives Southeast Region Facility**

The National Archives and Records Administration does not rent its space at the National Archives Southeast Region but co-hosted events may be arranged.

Each year the National Archives Southeast Region approves a limited number of proposals from outside organizations to hold events in its Morrow, Georgia, facility for purposes that directly relate to NARA's interests such as furthering NARA's archival, records management, records center, educational, or public programs initiatives. The proposals are evaluated on the basis of the event's relation to NARA's mission and programs with care taken to ensure that the proposals fully support the public perception of NARA as an archival, research, and cultural institution. The events at the NARA facility should promote increased understanding, appreciation, and enjoyment of the regional holdings and services.

Examples of use that meet this standard include programs that promote:

- Research in or the dissemination and use of NARA holdings,
- the preservation of NARA holdings or the historical records and documentary materials of other institutions,
- the use and enjoyment of NARA exhibits,
- the dissemination of NARA programs, services, and holdings, and
- the presentation of NARA educational programs and materials.

In addition, these guidelines address programs that support NARA's role as a partner and leader within the local, state, regional, national, and international archival, records management, and records center communities.

As a co-host of an event at the National Archives Southeast Region Facility, you are responsible for all costs associated with the event. The National Archives has established standard donation and event space fees for events in different spaces within the facilities. Fees may be waived on case-by-case basis. Requests for fee waivers should be supported with documentation of non-profit status of the event and the organization or equivalent documentation on why the fees should be revoked.

### **Availability of National Archives Southeast Region Facility Event Spaces**

As a matter of National Archives policy, co-hosted private events should not interfere with the normal public access to National Archives exhibit spaces, public use areas, and facilities. While events may be held during normal business hours, the events shall not impede facility access for non-event patrons, researchers, and staff.

Public hours for the National Archives Southeast Region are 8:30 a.m. to 5:00 p.m., Tuesday through Saturday. The facility is open to staff only on Monday from 6:30 a.m.

to 5:00 p.m. The facility is closed on all Federal holidays. Any requests for use of NARA space before, during, or after these hours and days must be approved in advance by the NARA Facility Manager. Pre-event and post-event access to the facility must be coordinated with the NARA Facility Manager.

All evening events must conclude by 10:30 p.m.

### **General Conditions for Use of National Archives Southeast Region Facility Event Space**

**Alcohol.** Alcoholic beverages may be consumed on the property in compliance with current Federal law. Alcoholic beverages may not be sold on the property.

**Appropriate Use.** Consistent with the objectives of Title VI of the Civil Rights Act of 1964, National Archives facilities shall not be made available to any organization that practices or advocates discrimination based on race, color, religion, sex, national origin, age or condition of handicap.

National Archives Southeast Region Facility Event Space is not available for:

- Events of a primarily personal, political or fund-raising nature, particularly those that use NARA space, the NARA name, or NARA's logo to imply NARA endorsement of any organization, group, individual, product, or service either in the event itself, advertising for the event, or documentation of the event;
- Events where the sponsor is planning to charge admission fees, make collections, seek contributions, give door prizes, or hold auctions or raffles;
- Events where the organization intends to use the facility for advertising or promoting any product or service for profit;
- Personal celebrations conducted by outside groups or others not on official business.
- Events that result in a significant conflict with NARA's programs, services, activities, or events;
- Events that diminish the values and purposes for which NARA was established;

**Audiovisual equipment.** All audiovisual needs must be coordinated with the NARA Facility Manager at least five (5) business days prior to the day of the program. Changes made less than forty-eight (48) hours prior to the event are subject to availability and cannot be guaranteed. All additional equipment must be requested in advance and may require a use fee. Under no circumstances will the requester have access to NARA's local or wide area network.

**Cancellation.** If an event is cancelled, such notification must be received by the NARA Facility Manager no less than five working days before the event is scheduled. If such notification is not received as required and the cancellation originates from or is caused by the outside organization, that organization will be charged 50 percent of the administrative fee. In addition, for all cancelled events, whether notification is late or timely, any direct costs incurred in preparing for the event will be charged.

**Catering.** You may work with your preferred caterer; however, the selected caterer must be approved by the National Archives. Caterers must have a certificate of insurance on file or present one upon request.

The NARA Facility Manager can help coordinate building logistic arrangements with caterers and vendors. The NARA Facility Manager will provide you with general catering guidelines which you must in turn provide to the caterer.

**Confirmations.** An event is confirmed once an Event Proposal Letter has been completed and a confirmation letter has been issued by the NARA Facility Manager.

**Decorations.** No decorations may be applied to the structure, furnishings, or facility without NARA permission.

**Equipment and environmental controls.** Under no circumstances can equipment proposed for event use—sound systems, lights, cameras, etc.—impact or change the temperature or relative humidity in the NARA facility. NARA may limit the use of certain equipment such as high intensity lighting, loud speakers, etc.

**Event Space.** A listing of facility space available for use follows.

#### *Outdoor Amphitheater*

A magnificent 300-seat amphitheater is located behind the site's Visitor Learning Center. The amphitheater is perfect for outdoor lectures, classroom orientations, lunch-and-learn presentations, musical or dramatic performances by small ensembles, and press/media events. The space is blessed with natural acoustics and contains electrical power boxes and a press podium as needed.

#### *Visitor Learning Center*

This 2,500 square foot structure, located between the Georgia Archives and the National Archives Southeast Region, contains a 1,200 square foot archives-themed bookstore, public restrooms, and catering preparation space. In addition, the breezeway of the Visitor Learning Center is tailored made for intimate standing receptions or smaller public events, such as author book signings and focused lectures.

#### *Main Lobby (non-working hours or by special arrangement)*

The Main Lobby contains "Firsthand History," the region's inaugural exhibit comprised of over 500 high-end facsimiles of regional holdings that document the lives and experiences of the famous, infamous, and common heroes of the Southeast. This magnificent and breathtaking space, with second story windows

providing natural lighting, is suitable for a standing cocktail reception for 100 and other intimate gatherings.

*Public Dining Area (available during non-working hours or by special arrangement)*

The Public Dining Area can accommodate up to 100 visitors and patrons. It includes vending machines (soft drinks, snacks, coffee/tea), a sink, cabinet storage, a microwave, and a refrigerator. Caterers can not use this space for food storage but can use the space for initial preparation and presentation. No open flames or candles, cigarettes, or live plants may be used here.

An outdoor patio is adjacent to the Public Dining Area. The outdoor patio is suitable for small receptions and dinners. It can accommodate up to 50 for a seated event or cocktail reception and up to 100 people for a standing reception.

*Morrow, Clayton, and Lake City Conference Rooms*

The facility boasts a 3,000 square foot Conference Room that can be sub-divided into three 1,000 square foot Conference Rooms (i.e., the *Morrow, Clayton and Lake City Rooms*). Each 1,000 square foot room can accommodate 75 guests theater-style and 30 guests classroom-style. When the entire conference room space is used (“expanded” space), the room can accommodate 225 guests theater-style and 100 guests classroom-style. The space features a master audio-visual system complete with room-specific controls, front and rear projections screens, satellite television, and video-conferencing capability. This training and conference space provides a state-of-the-art venue for a broad range of educational programs ranging from film series, major public symposia, family and community programming, and lecture series.

Formal dinners may be staged in the “expanded” Conference Room space. However, the requesting organization is responsible for providing tables, chairs, linens, etc., as well as for all clean-up including stain removal or furniture or equipment replacement or repair costs (when necessary). The space can accommodate 75 guests for a formal sit-down dinner. No open flames or candles, cigarettes, or live plants may be used here.

*Executive Conference Room*

This 500 square feet room in NARA-controlled space is appropriate for use by small groups for strategic planning sessions and VIP receptions and gatherings (prior to or during larger formal ceremonies). An elegant conference room table seating 15 guests is complemented by satellite television, a front projection screen, and high-end teleconferencing capability.

**Fees.** Organizations that have been granted permission to hold a special event at the National Archives Building will be responsible for paying all costs related to the event. These costs include an event space donation and National Archives event support costs. All room use fees are on a per use basis of a minimum of one day. The fee includes fixed audiovisual and computer equipment and initial room setup style. The audiovisual equipment is for playback only.

### *Event Space Donation Fees*

<b>Event Space</b>	<b>Public Hours Donation Fee</b>	<b>Non-Public Hours Donation Fee</b>
Outdoor Amphitheater	\$ 750.00	\$1500.00
Visitor Learning Center	\$ 750.00	\$1500.00
Main Lobby	not available	\$1000.00
Public Dining Area	not available	\$ 500.00
Morrow Conference Room	\$ 500.00	\$1000.00
Clayton Conference Room	\$ 500.00	\$1000.00
Lake City Conference Room	\$ 500.00	\$1000.00
“Expanded” Conference Room	\$1000.00	\$1000.00
Executive Conference Room	\$1000.00	\$2000.00

### *Event Support Costs*

Event support costs, in the range of \$250 to \$2,500 per event, include staff and other services required specifically for immediate support of the event. These costs are based upon the number of event participants, the spaces used, the length of the event, etc. Videoconferencing services are available in the main conference rooms as part of event support costs.

Additional charges may be assessed as a result of damage, abuse or for using services beyond those approved in advance. Charges will be applied for the costs to NARA for any additional security or resulting necessary clean-up, repair, or replacement of furniture, equipment, or rooms. The user must accept full responsibility for such additional obligations and their settlement.

The costs associated with events are as follows:

Security: The NARA Facility Manager (in coordination with NARA’s Space and Security Management Division as needed) will determine security requirements for an event, including the number of guards and other staff needed. Events will not be held in archival storage, preservation, staff processing areas, or other secure spaces.

Facility Management: Under the direction of the NARA Facility Manager, a NARA facility contractor takes down equipment where necessary (stanchions, kiosks, registration desks, etc.), cleans all areas that will be used during and after the event, and provides reports on any damage requiring replacement or repair of equipment or spaces as a result of the event. The NARA Facility Manager and facility contractor provide general operation, maintenance and repair of the facilities and audio visual technician services. NARA staff will not audiotape, videotape, or photograph the event; these services must be performed by the requesting organization.

The NARA Facility Manager will determine the number of staff required.

**Food and beverages.** The unique mission of the National Archives requires stringent restrictions on food and beverages in the facility. Food and beverages are permitted in the conference rooms and Public Dining Room and outdoor patio but may not be carried beyond approved areas. Food may be brought in by guests with the prior approval of the NARA Facility Manager.

**Insurance.** You must require vendors used for your event to provide evidence of insurance limits and to name NARA as an additional insured for the use of the facility. Such evidence of insurance may be provided by a Certificate of Insurance and must be received by the Facility Manager at least one month prior to event.

**Invitations/Programs/Press Releases.** Prior to printing, you must submit your invitation, program text, press releases, and other materials for review and approval by the NARA Public Programs Specialist and Regional Administrator.

**Liability.** Organizations shall indemnify and hold harmless the United States and the National Archives, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to, or loss of, the property of others, arising out of its use of National Archives facilities. All organizations will sign the attached Facility Use Indemnification Form.

**Organization Responsibilities.** You are responsible for the actions of any vendors or other agents, including, caterers, photographers, entertainers, decor and audio visual companies with whom the organization may contract for the event.

You may not use National Archives facilities for event material storage.

You must provide persons as needed to register and direct guests; distribute approved literature, name tags, or similar material.

**Parking.** Ample free parking is available for up to 200 vehicles.

**Payment.** Clients will be billed prior to the scheduled event. Payment must be received in full five (5) business days before the scheduled event. Failure to receive the payment may result in the cancellation of the event. Please make checks payable to the *National Archives Southeast Region Gift Fund* and send to Facility Manager, National Archives Southeast Region, 5780 Jonesboro Road, Morrow, GA, 30260.

**Photography.** Permission to photograph and/or videotape a special event at the National Archives Southeast Region Facility must be secured in advance from the NARA Facility Manager.

All photographing and/or videotaping shall comply with National Archives rules and the direction of the NARA Facility Manager regarding use of the facilities and general conduct of the filming. Photographs and/or videotapes may be used for archival and non-commercial corporate and institutional purposes only and may not be used for advertising/commercial or promotional purposes. The National Archives shall review and approve the editing of the videotape to assure that there is no reference to the name,

image or role of the National Archives in any manner, or through any medium, for any purpose, including advertising, marketing, promotion, or publicity. The National Archives shall receive two copies of the edited tape for archival use.

**Publicity.** All publicity, invitations, announcements, press releases, programs, etc. must reflect the venue name as the **National Archives Southeast Region**.

**Request Procedure.** Proposed events are scheduled through the NARA Facility Manager. Please call (770) 968-2535 or email [morrow.resources@nara.gov](mailto:morrow.resources@nara.gov) for further information on preparing and submitting an event space request. To apply to hold an event at the National Archives Southeast Region Facility, submit an event proposal letter that includes a description of the event and the planned agenda, expected audience, funding, and entertainment plans. A sample of the event proposal letter is attached.

Your letter must describe an existing or suggested relationship with the National Archives for your request to be considered. Your request will be evaluated on the basis of the proposed event's relationship to the National Archives' mission, availability of space and time of year. The NARA Facility Manager will notify you of the decision.

**Signage.** A limited number of stands are available to display event signs. No signs, decorations, or displays may be affixed to walls, columns, wooden doors, rails, floors, or furniture inside or outside the facility.

**Smoking.** The National Archives Southeast Region is a smoke-free facility, including the Visitor Learning Center, outdoor patios, and amphitheater. Candles and open flames for cooking are also disallowed, as are certain high intensity light sources.

**Storage of supplies, equipment, and personal items.** The National Archives Southeast Region has limited storage space. Groups are advised to plan events so that set-up may occur the evening before or the morning of the event and break down as soon as the event is finished (no later than 10:30 p.m. for after-hours events). Public lockers are available adjacent to the Main Lobby.

**Tours.** Tours of the National Archives Southeast Region during the event are provided free of cost but must be scheduled in advance with the Public Programs Specialist. Group research must be scheduled in advance with the Public Programs Specialist as well.

**Use of Name, Seal or Image.** You may not use NARA's name, seal or image in any document without prior review and approval by the NARA Public Programs Specialist and Regional Administrator. The use of corporate logos is not permitted unless approved by the National Archives.