

# History comes alive at the National Archives Southeast Region!



Pop culture icons, bootleggers, & war heroes. . .  
the path to civil liberties. . .  
Milestones in medicine, technology, & science. . .

Firsthand accounts of the famous & infamous  
in the Southeast region.

All these stories & more told through the  
records of the U.S. District Courts, the Selec-  
tive Service System, the Bureau of the Census,  
the Bureau of Prisons, the Centers for Disease  
Control and Prevention, the Tennessee Valley  
Authority, the Department of Energy, the  
National Aeronautics & Space Administration. . .

**Plan your next corporate event,  
meeting, or family reunion with us  
and rub elbows with the likes of  
Elvis Presley, Rosa Parks, Al Capone,  
Louis Armstrong, & Wernher Von Braun!**

The *National Archives Southeast Region* proudly serves the citizens and the Federal community in the great states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. Our holdings chronicle the legacy of the Federal government upon the cultural, social, political, economic, and technological development of the Southeast.



## National Archives Southeast Region

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Morrow, Georgia 30260-3806

770-968-2100  
atlanta.archives@nara.gov

[www.archives.gov/southeast](http://www.archives.gov/southeast)

To inquire about space use and facility availability, please contact the National Archives Southeast Region Facility Manager at **770-968-2535** or email [morrow.resources@nara.gov](mailto:morrow.resources@nara.gov).

## National Archives and Records Administration

# FACILITY RESOURCES GUIDE National Archives Southeast Region



## NATIONAL ARCHIVES SOUTHEAST REGION EVENT SPACE

**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.



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

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.

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.

The National Archives and Records Administration does not rent its space at the National Archives Southeast Region but co-hosted events may be arranged. Organizations that have been granted permission to hold a special event at the facility are responsible for paying all associated costs, including event space donation and event support costs.

### **Event Space Donation and Support Costs**

Event Space	Public Hrs.	Non-Public Hrs.
Outdoor Amphitheater	\$ 750	\$1,500
Visitor Learning Center	\$ 750	\$1,500
Main Lobby	N/A	\$1,000
Public Dining Room	N/A	\$ 500
Morrow Conference Room	\$ 500	\$1,000
Clayton Conference Room	\$ 500	\$1,000
Lake City Conference Room	\$ 500	\$1,000
All Conference Rooms	\$1,000	\$1,000
Executive Conference Room	\$1,000	\$2,000

**Event Support Costs** Event support costs, in the range of \$250 to \$2,500 per event, include staff oversight, security, facility management, and other services required 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.