

NATIONAL ARCHIVES BUILDING SPECIAL EVENTS AND MEETINGS GUIDELINES

EVENT CRITERIA

The National Archives Building is available for occasional use of certain public areas by other Federal agencies, quasi-Federal agencies, and state, local and tribal government organization for official activities. NARA also permits the occasional, non-official use of its public areas by organizations when the activity relates to or furthers NARA's archival, records or other programs. NARA may grant events of a private and personal nature that are requested by the National Archives Foundation.

The National Archives Building may not:

- be used to advertise, promote or sell commercial enterprises, products or services
- be used for partisan political, sectarian or similar purposes
- be made available to any organization that practices or advocates discrimination based on race, color, religion, sex, national origin, age, or condition of handicap; consistent with the Code of Federal Regulations (CFR) 36 Part 1280 and the objectives of Title VI of the Civil Rights Act of 1964
- Be made available to a co-host organization planning to:
 - charge admission fees
 - make collections
 - seek contributions
 - give door prizes
 - have auctions or raffles

EVENT TIME FRAMES

Private events should not interfere with the general public access to exhibit spaces and facilities. The regular operating hours of the National Archives Building are 10 a.m.–5:30 p.m. daily; but the facility is closed Thanksgiving, Christmas and New Year's Day. Private events are not permitted on Federal holidays. Vendor access is 30 minutes after building closing time. All evening events must conclude by 9:45 p.m.

REQUEST PROCEDURE

Please submit an Event Request Letter (SEE ATTACHMENT #1) including a complete description of the event and the planned agenda, expected audience, funding source, and program content to the National Archives Special Events office, specialevents@nara.gov. When possible, event requests must be submitted at least 90 calendar days before the proposed event is to occur.

Event Host Initial _____

APPROVAL PROCEDURE

All event requests require the approval of the Archivist of the United States. The request will be evaluated on the basis of the proposed event's relationship/relevancy to the National Archives' mission, availability of space, and time of year.

Once approved, the Special Events staff will prepare a Letter of Agreement that confirms the event date and time, overview of the event components, number of guests expected, and event scenario. This Letter of Agreement and attachments must be signed by the organization's representative and returned to the Special Events staff by the date specified in the agreement.

NATIONAL ARCHIVES PARTICIPATION

All private events are co-hosted by the National Archives. The Archivist of the United States or designated representative acts as a co-host of the event and reserves the right to be listed as an additional host on the invitation.

The Archivist or designated representative will have the option to deliver official welcoming remarks during the event. The co-host organization must submit an invitation letter if remarks are desired. Please submit the Archivist Participation Request Letter (SEE ATTACHMENT #2) including a complete description of the desired level of participation of the Archivist or designated representative to the National Archives Special Events office, specialevents@nara.gov.

The Special Events staff is an integral partner in all phases of the event process. A designated event coordinator has final approval over all aspects of the event and will work with a single point of contact from the co-host organization throughout the process and duration of the event.

INVITATION/PROGRAM DESIGN

The National Archives reserves the right to review and approve all materials related to the event, including the event invitation or program, and use of the National Archives name, seal, or logo, prior to printing.

Invitation/Guest List Policy. An invitation list may be requested by the National Archives in advance of any mailing. A list of guests attending the event must be submitted at least three business days prior to the event. An updated list will be necessary for security purposes on the day of the event. If official government or diplomatic dignitaries are attending the event, the National Archives reserves the right to determine the appropriate protocol for greeting and handling of these guests while in the building. The Special Events staff must be notified as soon as possible if dignitaries, including Members of Congress or Cabinet-level officials, are expected to attend the event.

Event Host Initial _____

SPEAKING PROGRAMS

Should a guest speaker be included as part of the event, the speaking program and/or topic must be nonpartisan in nature. In order to confirm compliance with this requirement, each speaker's name and topic must be submitted in writing to the Special Events staff at least six weeks prior to the event for approval.

LOGOS

The use of corporate logos is not permitted unless approved in advance by the National Archives.

CANCELLATION

If an event is canceled, such notification must be received by the Special Events staff no less than five working days before the event is scheduled. If an event must be canceled due to logistics, weather or federal government closure, the event may be rescheduled for a mutually convenient date.

Event Host Initial_____

CATERING AND VENDOR GUIDELINES

The National Archives has final approval of all vendors contracted by the co-host organization. The Approved Vendor List may be provided upon request.

The co-host organization is responsible for the actions of any vendors or other agents, including caterers, photographers, entertainers, and decor and audiovisual companies contracted for the event.

The National Archives requires all vendors and their staff to adhere to the [Rules and Regulations Governing Buildings and Grounds issued by the Federal Government](#) as well as follow the National Archives' specific policies. The National Archives policies relate to the nature and protection of the materials contained in this building. We have strict policies in security, fire prevention, and cleanliness.

The co-host organization must provide, at least two (2) weeks in advance of the event, a list of all vendors hired to support the event (i.e., caterers, florists, décor and lighting designers, and liquor companies). The Load-in/Load-out must be coordinated with the Special Events Office.

LIABILITY INSURANCE

Any caterer/vendor working within the National Archives Building must have a current insurance certificate on file with the National Archives that names the National Archives as an additional insured for use of the facilities and meets the following insurance limits:

Commercial General Liability – \$1,000,000 per occurrence, including coverage for products liability and contractual liability

Liquor Liability Coverage – \$1,000,000

Automobile Liability Coverage – \$1,000,000 per accident for bodily injury and property damage. Workers Compensation – statutory limits

INDEMNIFICATION AND HOLD HARMLESS

The co-host organization must agree to indemnify and hold harmless the United States Government and the National Archives from any and all claims, liability, costs, and expenses arising from any negligent act or omission on the part of the catering firm, its agents or employees, associated with the use of the National Archives facility injury to guests, Institution employees, and vendor employees or agents.

Event Host Initial _____

DELIVERIES

Load-in times must be coordinated with the Special Events office at least two weeks prior to the event. All equipment, food, beverages, decorations, etc. for an event must be delivered the day of the event and removed immediately after the event. There is no storage space available for early deliveries. The catering supervisor or driver must check in/sign in at the National Archives security post prior to entering the loading dock. Caterers and vendors should bring all necessary hand trucks and flatbeds for transporting equipment and food

At least 72 hours prior to the event, all vendors must submit a Vendor Delivery/Pickup form and a complete list of staff (forms provided upon request) to the Special Events office. All vendor staff are required to enter the building through the Pennsylvania Avenue entrance with proper and valid identification and sign in with the security officers. Security will call the Special Events office, and a staff member will escort the vendor staff through the building to the event space(s). Under no circumstances will a vendor employee be permitted to work in the building without identification. After signing in, event employees must wear a day pass pin while working in the space.

There is no parking at the National Archives. Vendors must load in/out equipment via the loading dock located on Seventh Street between Pennsylvania and Constitution Avenues. Vendors are required to use the freight elevators for transporting all food, equipment, and materials.

LIGHTING/DÉCOR/FLORAL/SOUND/STAGING/ELECTRICAL REQUIREMENTS

- All floor plans, decorations, sound, stage, lighting, and other arrangements must be approved in advance by the Special Events office.
- No artificial lighting is permitted in the Rotunda or exhibit spaces. Up-lighting in the Rotunda Galleries and/or exterior portico may be requested, in advance, to the Special Events office.
- Large banners or signs on the interior or exterior of the building are prohibited.
- Helium balloons or fountains are not permitted in the building. All equipment and decorations must be removed immediately following the event.
- The National Archives is not responsible for the loss or damage to any equipment left overnight in the building.
- Taping or tacking anything to walls in the National Archives Building is not permitted. Gaff tape ONLY may be used on marble floors.
- If flowers or plants are provided for an event, they must be completely removed immediately after the event. Floral arrangements may not be constructed on site.
- Any additional staging must be approved in advance by the Special Events staff.
- Pipe and drape use must be approved in advance, and cannot block doorways.
- All electrical needs must be coordinated with the Special Events staff prior to the event. Depending on the electrical needs, an Archives electrician may be required during the event. This requirement will be determined by the Special Events staff in coordination with the Facilities Management Branch.

Event Host Initial _____

SET UP/CLEAN UP

- Vendors are responsible for the setup of all event-related equipment, unless provided by the National Archives.
- Tables must be carried, not rolled across the floors.
- The event vendor and staff are responsible for breaking down all event equipment and removing all trash from the premises.
- Event vendors are permitted a maximum of two hours for breakdown, cleanup and load-out of the facility after the conclusion of the event. Vendors must have sufficient staffing for this purpose. The National Archives reserves the right to assess a fee to the event vendor if the load-out goes beyond two hours.
- Use of the National Archives Building's trash receptacles is not permitted. All trash and garbage must be taken from the premises by the vendor following the event. This includes all decorations, such as flowers.
- Removal of carpet stains incurred during the course of the event is the responsibility of the caterer, and must be reported immediately to the Special Event staff. Brooms, dry mops, dustpans, and any other cleaning materials must be supplied by the event vendor.
- When setting up coat racks, floor protection must be used.
- Do not drop metal poles on marble floors.
- All tables and chairs must have felt or soft rubber tips to protect the floor. Felt tips should be placed prior to arrival at the National Archives Building.

FOOD AND BEVERAGE

- Under no circumstance are food and beverage allowed—served or carried—in the Rotunda or any exhibit space. Drop tables must be provided and located near these areas. The National Archives Special Event Staff will determine the location for the drop tables.
- Most food and beverages are permissible in the National Archives. The National Archives and the National Archives Foundation reserves the right to restrict overly pungent or strong fragrance food items, the service of red wine, and the availability of red berries in certain event spaces to protect the infrastructure of the National Archives building. A detailed menu with preparation requirements may be provided upon request.
- Cash bars are not permitted.
- No liquor may be openly displayed in the public areas of National Archives Building until it closes to the public. All beverages must be removed from the building premises immediately following the event.
- Catering staff shall not offer or provide food or beverages to National Archives or National Archives contract staff without prior approval from the Special Events staff.
- Only professional bartenders provided by the caterer are permitted to serve alcohol.

Event Host Initial _____

KITCHEN/EVENT PREP AREA

- Designated kitchen/event prep areas will be determined by the Special Events staff in coordination with the Facilities Management Branch.
- Caterers must place and affix plastic to the floor space of any carpeted prep area before beginning work in that area.
- Vendor staff must keep any personal belongings in the designated catering prep area. The National Archives is not responsible for lost, damaged, or stolen items.

PHOTOGRAPHY/FILMING

- No flash photography is permitted in exhibit spaces.
- Permission to photograph and/or videotape a special event at the National Archives Building must be secured in advance. All photographing and/or videotaping must comply with the National Archives' rules regarding use of the facilities and general conduct of the filming.
- Photographs and/or videotapes may be used for archival and noncommercial corporate and institutional purposes only and may not be used for advertising/commercial or promotional purposes.
- The National Archives shall reserve the right to review and approve the editing of the videotape to assure that there is no reference to the name, logo, or role of the National Archives in any manner, or through any medium, for any purpose, including advertising, marketing, promotion, or publicity.

SMOKING AND FLAME

- Smoking (including vape pens) is not permitted anywhere in the National Archives Building.
- No propane, butane, or electric stoves may be used for warming or cooking food in the National Archives Building. Sterno may be used for moderate food warming. Locations for all food stations using Sterno must be approved in advance. The Special Events staff has the right to review and approve the final menu.
- A Burn Permit, completed onsite with the Facilities Branch staff, must be completed before any heating or cooking may begin.
- Votive candles may be used during events.
- Machines or apparatuses that produce smoke or steam may not be used in the National Archives Building.
- Taper candles, steaming and heat lamps, open flames (such as a flambé, and stir frying) may not be used in the National Archives Building.

Event Host Initial _____

ATTACHMENT #1

Please use this template to prepare the Event Request Letter - send to specialevents@nara.gov

Date

David Ferriero
Archivist of the United States
National Archives and Records Administration
700 Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Mr. Ferriero:

On behalf of **[organization/company name]**, I am inquiring about the use of the **[name of room]** at the National Archives Building on **[date]** at **[time]** for **[# of people]** for **[name of event]**.

The **[organization/company name]** is **[give information about organization. Is it educational, literary, scientific, etc?]** **[Describe type, purpose and time frame of the proposed event and its relatedness to the Archives' mission and /or programs. Clearly outline the relevant connection of the proposed event to the Archives. Describe who the invitees/attendees are and purpose of the event]**

[Organization name] agrees to pay the National Archives Trust Fund a space use fee of \$ **(determined by Special Events staff)**. We will also pay the National Archives administrative fee and event support costs such as security, audio visual and facility management services; if applicable.

[Organization name] agrees to pay all other direct costs associated with the event, such as catering, décor and entertainment.

I hope that you will give serious consideration to this request.

Sincerely,
[Signed by the head of the organization]

Event Host Initial _____

ATTACHMENT #2

Please use this template to prepare the Archivist Participation Request Letter - send to specialevents@nara.gov

Date

David Ferriero
Archivist of the United States
National Archives and Records Administration
700 Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Mr. Ferriero:

On behalf of **[organization/company name]**, I am inquiring about your participation **[describe desired participation]** for **[name of event]** on **[date]** at **[time]** for **[# of people]**.

The **[organization/company name]** is **[give information about organization. Is it cultural, educational, literary, scientific, etc?]** **[Describe type, purpose and time frame of the proposed event and its relatedness to the Archives' mission and /or programs. Clearly outline the relevant connection of the proposed event to the Archives. Describe who the invitees/attendees are and purpose of the event]**

[Describe any other speakers expected to participate].

I hope that you will give serious consideration to this request.

Sincerely,
[Signed by the head of the organization]

Event Host Initial _____