

**Audit of the Use of Presidential Library Facilities
by Outside Organizations**

OIG Audit Report No. 14-04

March 5, 2014

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Executive Summary

NARA's building-use regulations, 36 CFR 1280.94, outline the permissible and prohibited uses of Presidential Library facilities by other groups. Additionally, these regulations require outside organizations to apply for the use of library space by writing to the library director and submitting an Application for Use of Space in Presidential Libraries, NA Form 16011 (16011). The objective of this audit was to determine whether Presidential Libraries are adhering to governing NARA policy and applicable federal laws and regulations in regards to the use of their facilities by outside organizations. In general, it appeared the Presidential Libraries were complying with the intent of 36 CFR 1280.94.

36 CFR 1280.94(c) requires groups requesting the use of a Presidential Library area to apply in writing to the library director using a 16011. However, during our review of the use of library facilities by outside groups we found that two Presidential Libraries do not require groups to complete a 16011. The Directors at these libraries stated that they were either unaware of this requirement or could not offer any explanation why the form was not used. By not requiring a completed 16011 these Presidential Libraries are not adhering to 36 CFR 1280.94(c). In addition, the lack of a completed 16011 removes a control that helps to ensure groups do not improperly use library facilities, and increases the difficulty to review whether groups adhered to the requirements of 36 CFR 1280.94.

Further, we found instances where 16011's associated with events were not properly completed. As stated previously, 36 CFR 1280.94(c) requires groups requesting the use of a Presidential Library area to apply in writing to the library director using a 16011. Yet staff at one Presidential Library stated that it is common for people not to fill out 16011 forms completely. Again, not properly completing the form violates 36 CFR 1280.94(c) and hinders the ability to review and determine whether the requirements of 36 CFR 1280.94 were followed.

Lastly, two events we reviewed appeared to involve activities of a religious nature. These events may have violated 36 CFR 1280.94(d)(4) which states use of the auditoriums and other public places will not be authorized for any sectarian or similar purpose. During our audit we noted that one control used to ensure compliance with 36 CFR 1280.94 is the completion of a 16011 form. However, it is not possible to determine conclusively whether these events did or did not involve religious or sectarian activities based solely upon the description of the events found on the 16011 form. Thus, a lack of appropriate documentation, an important internal control activity, hindered our ability to ascertain whether or not these events adhered to 36 CFR 1280.94.

Our audit identified opportunities to assist Presidential Libraries in adhering to 36 CFR 1280.94. We made five recommendations to improve the processes Presidential Libraries follow when allowing outside groups to use their facilities.

Background

In 1940, Franklin D. Roosevelt was the first president to arrange to have a library built using privately raised funds and to then transfer both the facility and his papers to the federal government. Today the Presidential Library system is a nationwide network of 13 Presidential libraries beginning with the 31st President of the United States, Herbert Hoover. These facilities are overseen by the Office of Presidential Libraries (LP), in the National Archives and Records Administration (NARA).

Table 1: Presidential Libraries

Presidential Library	Location
Herbert Hoover Library	West Branch, Iowa
Franklin D. Roosevelt Library	Hyde Park, New York
Harry S. Truman Library	Independence, Missouri
Dwight D. Eisenhower Library	Abilene, Kansas
John F. Kennedy Library	Boston, Massachusetts
Lyndon B. Johnson Library	Austin, Texas
Richard Nixon Library	Yorba Linda, California
Gerald R. Ford Library	Ann Arbor, Michigan (library) Grand Rapids, Michigan (museum)
Jimmy Carter Library	Atlanta, Georgia
Ronald Reagan Library	Simi Valley, California
George H. W. Bush Library	College Station, Texas
William J. Clinton Library	Little Rock, Arkansas
George W. Bush Library	Dallas, Texas

Each library is associated with a private foundation, which raised the funds to build the library and then turned the library facility over to the federal government. These foundations typically have ongoing relationships with the libraries they built, and some of these library-foundation relationships involve sharing of staff and facilities. That said, this audit did not review events coordinated by presidential library foundations and held at presidential library foundation facilities. Although presidential library foundation facilities are typically located within close proximity of presidential libraries, events held within these areas were not subject to OIG review.

Each library is operated by a director who is a NARA employee, and other library staff who are also NARA employees. The staffs typically include an administrative officer, facility manager, education and exhibits specialists, archivists, archives technicians, and clerks. The director of a Presidential Library is appointed by the Archivist of the United States, the head of NARA, who consults with the former president in selecting a candidate.

NARA's building-use regulations, 36 CFR 1280.94, outline the permissible and prohibited uses of the Presidential Library facilities by other groups. Additionally, the regulations require outside organizations to apply for the use of library space by writing to the library director and submitting an Application for Use of Space in Presidential Libraries, NA Form 16011 (16011). In most cases 16011's represent the only method of reviewing how outside organizations used Presidential Libraries. Thus, obtaining and reviewing 16011's was the primary method we relied on to ensure that the requirements of 36 CFR 1280.94 were followed.

According to the regulations, other groups may request the use of Presidential Library facilities when the activity is:

- sponsored, cosponsored, or authorized by the library;
- conducted to further the library's interests; and
- scheduled so as not to interfere with the normal operation of the library.

Prohibited uses of Presidential Library facilities include:

- profit-making;
- commercial advertisement or sales;
- partisan political activities; or
- sectarian activities.

When NARA considers it to be in the public interest, NARA may allow for the occasional, nonofficial use of rooms and spaces in a presidential library and charge a reasonable fee for such use.

Also, NARA's building-use regulations prohibit organizations from charging admission fees, indirect assessments, or taking any other kind of monetary collection at the event. In addition, outside organizations can be assessed additional charges by the library director to reimburse the government for expenses incurred as a result of their use of the library facility. Lastly, according to 36 CFR 1280.96, library directors may establish appropriate supplemental rules governing use of Presidential Libraries and adjacent buildings and areas under NARA control.

Objectives, Scope, Methodology

The objective of this audit was to determine whether Presidential Libraries are adhering to governing NARA policy and applicable federal laws and regulations in regards to the use of their facilities by outside organizations.

In order to accomplish our objective we performed the following:

- Reviewed the NARA Presidential Libraries Manual (NARA 1401) as well as 36 CFR 1280.94 and 1280.96;
- contacted NARA staff at all 13 Presidential Libraries and discussed outside organizations use of Presidential Library facilities;
- performed on-site reviews at the Ford, Kennedy, Reagan, Carter, and Hoover Presidential Libraries;
- reviewed and examined approximately 450 NA Form 16011's; and
- reviewed the charges collected from outside groups by two Presidential Libraries.

Our audit work was performed at Archives II in College Park, Maryland as well as the following Presidential Libraries: Ford, Kennedy, Reagan, Carter, and Hoover. The audit took place from June through October of 2013. We conducted this audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Audit Results

1. Two Presidential Libraries did not require groups to complete 16011's.

36 CFR 1280.94(c) requires groups requesting the use of a Presidential Library area to apply in writing to the library director using NA Form 16011 (16011). However, during our review of the use of library facilities by outside groups we found that two Presidential Libraries do not require groups to complete a 16011. The Directors at these libraries stated that they were either unaware of this requirement or could not offer any explanation why the form was not used. By not requiring a completed 16011 these Presidential Libraries are not adhering to 36 CFR 1280.94(c). In addition, the lack of a completed 16011 removes a control that helps to ensure groups do not improperly use library facilities, and increases the difficulty to review whether groups adhered to the requirements of 36 CFR 1280.94.

On June 19, 2013 we requested all 16011's completed between June 1, 2012 and June 1, 2013 for the 13 Presidential Libraries. The Office of Presidential Libraries (LP) was able to provide these documents for the majority of the Presidential Libraries. However, after receiving this request, two Presidential Libraries responded that they do not require groups to complete 16011's.

On June 25, 2013 staff at the Carter Library stated that while they allow local federal agencies, archival associations, and education groups to use their facilities they do not use 16011's. Furthermore, on August 26, 2013 we performed an on-site review at the Carter Library. While at the library we asked the Acting Director why the library has not required the use of 16011's. The Acting Director stated that he was not aware that use of the form was required.

In addition, on June 25, 2013 the Director of the Reagan Presidential Library provided Event Information Forms in lieu of 16011's. According to the Director, a Joint Use Agreement addendum (between the Reagan Library and the Reagan Foundation) authorized the Reagan Foundation to act as agent for facility rental purposes. As a result of this agreement, the use of 16011's was discontinued. During an on-site review of the Reagan Library on August 5-6, 2013 the Director did not offer any explanation as to why the 16011's were not used by the library but did state that when the Joint Use Agreement was codified, the Foundation was made aware of CFR 1280.94.

A properly completed 16011 acts as a control to ensure events held at Presidential Libraries adhere to 36 CFR 1280.94. In addition, the proper completion of a 16011 is required by 36 CFR 1280.94(c). During fieldwork the Director of the Reagan and the Acting Director of the Carter Presidential Libraries both stated that if required they would not object to using 16011's. Furthermore, the Carter Library began requiring the use of 16011's before the end of fieldwork.

Recommendation

1. We recommend all Presidential Libraries require the proper completion of a 16011 when a group uses a library facility for an event.

Management Response

Management concurred with this recommendation.

2. Deficiencies identified with 16011's.

During our review of the use of library facilities by outside groups we found instances where 16011's associated with events were not properly completed. 36 CFR 1280.94(c) requires groups requesting the use of a Presidential Library area to apply in writing to the library director using a 16011. One Presidential Library stated that it is common for people not to fill out 16011 forms completely. Not properly completing the form violates 36 CFR 1280.94(c) and hinders the ability to review and determine whether the requirements of 36 CFR 1280.94 were followed.

As stated previously, on June 19, 2013 we requested all 16011's for the 13 Presidential Libraries completed between June 1, 2012 and June 1, 2013. The resulting production from this request contained approximately 450 16011's. We reviewed 100% of the 16011's received. After reviewing the forms, we identified the following problematic areas.

Lack of detail on 16011's

Line item four on page four of each 16011 requires a description of proposed activity. This description is important because the first page of every 16011 states use of the auditoriums and other public spaces will not be authorized for any profit-making, commercial advertising and sales, partisan political, sectarian, or similar purpose.

However, 15 of the 16011's we reviewed lacked sufficient detail within line item four to determine what type of event was held. For example, some of the descriptions provided included: "meeting", "panel discussion", "reception", "workshop", and "banquet". The lack of sufficient detail included within line item four hindered our ability to determine whether events held at Presidential Libraries were in compliance with 36 CFR 1280.94.

16011's not signed

Page four of each 16011 requires the form to be signed by both the applicant requesting use of a Presidential Library as well as a NARA representative. In addition, page three of each 16011 needs to be signed by the applicant and the Library Director or Deputy Director if a group plans to serve alcohol at an event.

During our review we identified 54 16011's that were not signed by a NARA representative. The majority of these forms were from the Truman Library. According to the Truman Library's Program Management Officer, the library's Special Events Coordinator does not return a copy of each 16011 to the group renting the space, so this individual has not been signing the forms kept in their files.

On August 12, 2013, OIG staff performed an on-site visit at the Kennedy Presidential Library. During this on-site visit OIG staff inquired about three unsigned 16011 forms that Kennedy Library staff originally provided to us. In response, Kennedy Library staff provided us with three modified 16011 forms that were signed and backdated. When asked why we were originally provided with forms that were not signed, Kennedy Library staff stated that before we arrived for our on-site visit they had cleaned up their 16011's. During this clean-up the forms that were not signed were given to the Assistant Director to sign and backdate. These signed forms were then provided to us.

Indeed, a similar issue occurred at the Johnson Presidential Library. In this case, we originally identified eight unsigned 16011's. When asked about these unsigned forms, Johnson Library staff provided us with three of the forms that had been signed and backdated. When asked about this discrepancy, Johnson Library staff stated that they were not aware that 16011's were to be signed before events. Further, they stated that they have corrected their error and in the future all 16011's will be signed before the event.

It is important to memorialize the approval of a properly completed and submitted 16011 by ensuring the form is properly signed and dated in the designated area by an eligible NARA representative. Furthermore, NARA staff should refrain from altering original documents in any way after they are requested during the course of an audit. This includes signing or dating documents after the fact.

Sections of 16011's not completed

As seen in Appendix D page four, each 16011 contains eight separate sections within Part I of the application. The instructions for the form (Appendix D page four) state that all items need to be completed. However, we identified 50 16011's containing sections that were not completed. The sections not completed included section four, description of proposed activity, section six, proposed area to be used at the library, and section eight, approximate number of attendees.

The proper completion of 16011's helps us in identifying the details of events held at Presidential Libraries which in turn assists in our determination as to whether or not these events adhered to the requirements of 36 CFR 1280.94.

16011's not provided for events

We requested all 16011 forms for the 13 Presidential Libraries completed between June 1, 2012 and June 1, 2013. LP provided approximately 450 forms that we then reviewed. We also requested and reviewed a calendar of events form from each Presidential Library. These calendar of events forms enabled us to review all events held during the review period. For each library, we verified that a 16011 was completed for each event found on the calendar of events form which required a 16011 per 36 CFR 1280.94. However, for four events LP was unable to provide the corresponding 16011. One of these four forms could not be located by the responsible library. Another library did not have a 16011 for the event in question. Finally, one library stated that the two events in question were held outside; therefore no federal facilities were used. However, 36 CFR 1280.94(a) encompasses not only events held within Presidential Library buildings, but also events held on the grounds of Presidential Libraries.

Additionally, we noted that the majority of the Presidential Libraries that have a related foundation do not require the foundation to complete a 16011 when the foundation holds an event in NARA space within a Presidential Library. However, the Nixon Presidential Library does require its foundation to complete a 16011 for all of their events because the groups at these events often require access to the museum, and this is a way for the Nixon Library to ensure that the Nixon Foundation abides by the policies and procedures protecting NARA space and holdings. We recommend that all libraries follow this practice of requiring all organizations, including foundations, to complete a 16011 when they hold an event in NARA space within a Presidential Library.

Recommendations

2. We recommend all Presidential Libraries require the proper completion of a 16011 that includes sufficient detail of events when groups or foundations use NARA library facilities for events.
3. We recommend all Presidential Libraries memorialize the approval of a properly completed and submitted 16011 by ensuring the form is properly signed and dated in the designated area by an eligible NARA representative.

Management Response

Management concurred with these recommendations.

3. Potential occurrence of non-allowable events.

Two events we reviewed appeared to involve activities of a religious nature. These events may have violated 36 CFR 1280.94(d)(4) which states use of the auditoriums and other public places

will not be authorized for any sectarian¹ or similar purpose. During our audit we noted that one control used to ensure compliance with 36 CFR 1280.94 is the completion of a 16011 form. However, it is not possible to determine conclusively whether these events did or did not involve religious or sectarian activities based solely upon the description of the events found on the 16011 form. Thus, a lack of appropriate documentation, an important internal control activity, hindered our ability to ascertain whether or not these events adhered to 36 CFR 1280.94.

On March 10, 2013 the American Jewish Committee held an “AJC Diplomats Seder” at the Kennedy Presidential Library. When we asked staff at the Kennedy Library for more information regarding this event they provided a letter of intent and stated the event was a Passover Seder marking the Israelite exodus from slavery in ancient Egypt. The event was also an occasion to celebrate the universal human quest for freedom with leaders of Boston’s religious, ethnic, academic, political, and human rights communities.

In addition, on November 8, 2012 and May 16, 2013 Traditions Hospice held two separate “Hospice Memorial Services” at the George H.W. Bush Presidential Library. In response to our inquiries regarding this event staff at the Bush Library stated this event included a memorial prayer, inspirational music and a candlelight vigil, but was not associated with any particular religion.

We asked staff at the Kennedy Library whether or not the event in question was a religious event or if any events held at the library included sectarian activities. Kennedy Library staff responded that no religious or sectarian events occurred during our review period. In addition, Bush Library staff stated that if a proposed event does not qualify under 36 CFR 1280.94, they are directed to other facilities around town. Finally, both libraries responded that at least one NARA staff member is present for all events held at both of these Presidential Libraries.

Along with asking Presidential Libraries staff about these events we also consulted staff within NARA’s Office of General Counsel (NGC). NGC staff responded that without additional detail they could not state whether or not these events violated any aspect of 36 CFR 1280.94.

In order to incorporate a more robust system of internal controls, we recommend that LP work with NGC to institute an annual, mandatory NGC review of a sample of 16011 forms submitted by Presidential Libraries. Completing a 16011 is required by 36 CFR 1280.94(c) and helps us understand the type of event being held. Additionally, adding this monitoring activity will bolster LP’s internal control system and can help NGC gain a current view of the types of events being held at Presidential Libraries. This would supplement the legal advice NGC currently provides the libraries when they contact them regarding issues they experience with events that may not be in compliance with 36 CFR 1280.94.

Lastly, we found that some Presidential Libraries maintain guidelines for renting space in Presidential Libraries. In particular, the Ford Library maintains a rental checklist it uses to

¹ Sectarian means that which has the purpose or function of advancing or propagating a religious belief.

ensure the eligibility of both the requestor and the event type. This form of control activity can help to ensure libraries are adhering to the requirements of 36 CFR 1280.94.

Recommendations

4. We recommend LP work with NGC to institute an NGC review program of a sample of 16011 forms from all Presidential Libraries to ensure that the forms meet the requirements of 36 CFR 1280.94.
5. We recommend all Presidential Libraries create and maintain rental guidelines that help to ensure compliance with 36 CFR 1280.94.

Management Response

Management concurred with these recommendations.

Appendix A – Acronyms and Abbreviations

AJC	American Jewish Committee
CFR	Code of Federal Regulations
LP	Office of Presidential Libraries
NARA	National Archives and Records Administration
NGC	Office of General Counsel
OIG	Office of the Inspector General
OMB	Office of Management and Budget
USC	United States Code

Appendix B – Management’s Response to the Report



Date: FEB 25 2014
To: James Springs, Acting Inspector General
From: David S. Ferriero, Archivist of the United States
Subject: OIG Draft Audit 14-04, Audit of the Use of Presidential Library Facilities by Outside Organizations

Thank you for the opportunity to provide comments on this draft report. We appreciate your willingness to meet and clarify language in the report.

We concur with the five recommendations in this audit, and we will address them further in our action plan.


DAVID S. FERRIERO
Archivist of the United States

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Appendix C – Report Distribution List

Archivist of the United States (N)

Deputy Archivist (ND)

Chief Operating Officer (C)

Performance and Accountability (CP)

Legislative Archives, Presidential Libraries, and Museum Services (L)

Office of General Counsel (NGC)

Appendix D – NA Form 16011

OMB Control No. 3095-0024
Expiration date: 04/30/2014

APPLICATION AND PERMIT FOR USE OF SPACE IN PRESIDENTIAL LIBRARIES AND GROUNDS

CONDITIONS OF USE

LIBRARY PROVISIONS: The library director or deputy director may assess additional charges to reimburse the Government for expenses incurred as a result of the use by groups of library facilities. Each library: (1) sets its own schedule for size of donation and its own timetable for reservations, payments, and refunds; (2) decides what times are available for outside events; and (3) determines the number of people allowed for various outside events. In addition to the conditions listed here, which apply to all Presidential libraries, each library may impose conditions that apply to only that library.

PROHIBITIONS: Use of the auditoriums and other public spaces will not be authorized for any profitmaking, commercial advertising and sales, partisan political, sectarian, or similar purpose. No admission fee will be charged except by the library, no indirect assessment fees will be made for admission, and no collections will be taken. Organizations are prohibited from representing, implying, or suggesting in their invitations, publicity, or otherwise that the library endorses, sponsors, or in any way approves of the organization. Smoking is prohibited inside all NARA facilities, including library buildings; smoking outside is permitted only in certain designated areas.

PRE-APPROVAL REQUIRED: The following must be approved in advance by the library: (1) media coverage; (2) speakers, performers, movies, or programs (other than those included in the library program); (3) decorations that are fastened to any part of the building by any means; and (4) the serving of alcoholic beverages. Sponsoring organizations and their designated contractors must review their plans with library staff; and the plans must conform to library rules and procedures and to pertinent fire, safety, and security regulations. Events which do not receive library approval will be canceled or altered to meet library requirements.

LIMITATIONS: Access to the facility shall be limited to the specific areas designated in the permit including restrooms, auditorium and cafeteria. Nothing shall impede access to the library building. The following may only be done in designated areas: (1) food preparation; (2) food and drink consumption; and (3) parking.

RESPONSIBILITIES OF THE APPLICANT: (1) The sponsoring organization is responsible for the entire clean-up operation, including the removal of trash from the premises immediately following the event. Library dumpsters may not be used. (2) The sponsoring organization is responsible for any damage to the library by event participants, contractors, and caterers. The library must be returned to its original condition. (3) The sponsoring organization should not have anything delivered to the library unless a representative of the organization is at the library to accept the delivery. Library staff do not sign for or in any other way assume responsibility for property belonging to the applicant, the caterer, or any other individual or organization involved in the event. (4) Organizations using the library facilities, caterers, and other contractors hired by such organizations, must follow the instructions from library staff regarding schedules for delivery and set-up.

The library reserves the right to withdraw approval of any use of a library building up to 30 days before the date(s) of the event. If, in any way, the permittee or any of his or her representatives fails to comply with the above conditions, the program may be cancelled and the sponsoring organization may be held responsible for any and all costs to the Presidential library.

ASSUMPTION OF RISK TO PERMITTEE PROPERTY: Permittee assumes the risk of any loss or

OMB Control No. 3095-0024
Expiration date: 04/30/2014

damage to its property or the property of any person or entity authorized by it to be on the Library premises. The Library, and its officers, agents, and employees shall not be responsible or liable for any loss of, or damage to, property while on the premises, regardless of how the loss or damage is sustained.

INDEMNIFICATION AND HOLD HARMLESS: Permittee agrees to conduct its activities upon the premises so as not to endanger any person thereon; and further agrees to indemnify, defend, and hold harmless the Library and the United States against any and all claims, costs or expenses, or loss, injury, or damage to any persons or property, regardless of how the loss or damage is caused, arising out of the activities conducted by Permittee, its contractors, subcontractors, agents, members, or guests, including but not limited to claims of employees of Permittee, or Permittee's contractors, subcontractors, or guests.

FORCE MAJEURE: Neither Party will have any liability to the other Party for any delay or failure to perform, in whole or in part, or for any cancellation in connection with performance of any obligations hereunder, if such failure or cancellation is due to any cause beyond its reasonable control, including, but not limited to, acts of God, war, riots, civil disturbances, fires, floods, strikes, terrorist acts or credible threat of same, lock-outs, labor disputes, failures in public supply of utilities or any other causes beyond the control of the Parties, whether similar or dissimilar to the foregoing.

ASSIGNMENT OF INTERESTS; ENTIRETY: Neither Party may assign its rights nor delegate its duties. These conditions of use constitutes the entire understanding of the Parties with respect to the matters addressed herein, and it supersedes and replaces any prior or contemporaneous documents, correspondence, conversations, agreements, and other written or oral understandings. Additional agreements may govern food and beverage vendors related to the Permittee's event.

Revocation: NARA may revoke this License at any time by giving written notice.

Governing Law and Certifications: Each of the individuals signing this Permit Application certifies that he/she has legal authority to bind his/her Party to these Conditions of Use. These Conditions of Use will be governed by and in accordance with the laws of the United States (without regard to conflicts of laws).

All thirteen of the National Archives Presidential Libraries and Museums are handicapped accessible. However, organizations requiring special access for the mobility impaired are encouraged to notify the libraries in advance of their events.

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APPLICATION FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES

The Permittee agrees to comply with all state and local laws and ordinances in effect in the location of the planned event governing the serving or use of alcoholic beverages. The Permittee further agrees not to serve or allow the serving of alcoholic beverages to anyone under the legal drinking age established in the location of the planned event, or to serve or allow the serving of alcoholic beverages to anyone intoxicated or displaying signs of intoxication.

The Permittee shall indemnify and save harmless the United States, its agents and employees against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of others directly or indirectly due to the negligence of the Permittee, or any other act or omission of the Permittee, including failure to comply with any terms, conditions, or obligations imposed on the Permittee by the Permit to use the space or by approval of this Application for Permission to Serve Alcoholic Beverages.

 Applicant Signature _____
 Date

The request of _____ to serve alcohol at the _____
Name of Organization Name of Presidential Library
 on _____ is approved.
Date of Event

The sponsoring organization must agree to indemnify the Government against all liability. The organization must also agree to have a Library staff member present during the event.

 Signature of Library Director or Deputy Director _____
 Date

 Concurrence (if applicable) _____
 Date

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108 and 2112. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about your event. The information is used by NARA employees to actions taken on requests, schedules events, and provide status information concerning approved events.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public reporting burden for this collection of information is estimated at 20 minutes per response. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to the National Archives and Records Administration (NHP), 8601 Adelphi Rd., Rm. 4400, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.

APPLICATION AND PERMIT FOR USE OF SPACE IN PRESIDENTIAL LIBRARIES AND GROUNDS

INSTRUCTIONS: Type or print in ink all items and sign. Also sign the "Application for Permission to Serve Alcoholic Beverages" form if you plan to serve alcohol. Please submit with this application a copy, sample, or description of any material or item proposed for distribution or display. Any special services for the disabled must be provided by the sponsor. (All Presidential Libraries are handicapped accessible.) See Paperwork Reduction Act Public Burden Statement on the reverse.

PART I - APPLICATION	
1. Name of applicant:	Complete mailing address:
Telephone number: E-Mail address:	
2. Name of person/organization sponsoring, promoting, or conducting the proposed activity (if different from Name of applicant):	<p>Note: To hold a room reservation, a 50% deposit is required, without which the hold will be deleted from the calendar after two weeks. Any remaining balances are due on or before the day of the event.</p> <p>Note: If a caterer is used, the caterer must contact the facility within 24 hours of the event to finalize set up needs.</p>
Telephone number: E-Mail address:	Will there be a catered meal? Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Name(s) of person(s) who will have supervision of and/or responsibility for the proposed activity (if different from Name of applicant):	Is the caterer on the approved list? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone number: E-Mail address:	
4. Description of proposed activity:	5. Special services required for this event (audiovisual, catering, etc.):
6. Proposed area(s) to be used at the Library:	
7. Proposed dates and hours during which activity is to be carried out: DATE(S): _____ TIME - From: _____ To: _____	8. Approximate number of attendees:
<p>I agree to follow the Conditions of Use attached to this permit and certify that I have the legal authority to bind any entity I may represent. I agree to indemnify and save harmless the United States, its agents, and its employees against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of others, directly or indirectly due to the negligence of the user of the privilege granted by this agreement, or any other act or omission of user, including failure to comply with the obligations of this agreement.</p> <p>Signature of Applicant _____ Date Signed _____</p>	
<p>PART II - PERMIT (To be completed by NARA only)</p>	
<p>Subject to the attached regulations (36 CFR Part 1280) and conditions, use of the _____ is permitted for the date, time, and activity described above.</p> <p>Signature/Title _____ Date Signed _____</p>	