

# GENERAL NARA AND PRESIDENTIAL LIBRARY FACILITY USE GUIDELINES

**CRITERIA** Consistent with the Code of Federal Regulations (CFR) 36 Part 1280 and 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.

**EVENT CANCELLATION** 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 canceled and the sponsoring organization may be held responsible for any and all costs to the Presidential Library.

**EVENT VENDORS** 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 co-host organization 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 the National Archives facilities. All vendors must abide by all fire codes and regulations. The blocking of doors, fire extinguishers, fire alarms, egress routes, or emergency exits is strictly prohibited. The National Archives staff has the final word on such matters.

**FOOD AND BEVERAGE** Under no circumstance are food and beverage allowed—served or carried—in any exhibit space. Cash bars are not permitted. No liquor may be openly displayed in the public areas of the Library until it closes to the public. All beverages must be removed from the building premises immediately following the event.

**GENERAL LOGISTICS** Contact the individual Library about: 1) the advance notice period required for the hosting of an event, 2) the communication of event approval/disapproval, and 3) event cancellation procedures. All floor plans, decorations, sound, stage, lighting, electrical needs, and other arrangements must be approved in advance by the Library.

**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/GUESTS POLICY** An invitation list may be requested by the National Archives in advance of any mailing. 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 at the Library must be notified as soon as possible if dignitaries, including Members of Congress or Cabinet-level officials, are expected to attend the event.

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

**PHOTOGRAPHY/FILMING** No flash photography is permitted in exhibit spaces. 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.

**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.