

NATIONAL ARCHIVES FORM 16011
Application & Permit for Use of Space in Presidential Libraries and Grounds

How Do I Request The Use of Space or Grounds at a Presidential Library?

Via NA Form 16011, *Application and Permit for Use of Space in Presidential Libraries and Grounds*.

WHO CONTROLS THE USE OF SPACE OR GROUNDS AT A PRESIDENTIAL LIBRARY?

[See NA Form 16011, LIBRARY PROVISIONS]

Each Library:

- 1) sets its own schedule for fees to be charged and policies for reservations, payments, and refunds;
- 2) decides what times are available for outside events;
- 3) determines the number of people allowed for outside events;
- 4) may impose conditions that apply to only that Library.

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 Libraries and Grounds, including audio-visual, custodial, facility oversight, grounds management, security services, etc.

A NARA staff member will be present during the entirety of the event (from set-up to breakdown).

WHAT ACTIVITIES ARE PROHIBITED AT A PRESIDENTIAL LIBRARY?

[See NA Form 16011, PROHIBITIONS]

- ✓ Profit-making, commercial advertising and sales, partisan political events, and sectarian events.
- ✓ The collection of on-site fees or in-direct assessment fees for admission. (Only the Library can charge an admission fee.)
- ✓ The development of invitations, publicity or promotional material that suggests that the Library endorses, sponsors, or in any way approves of the organization.
- ✓ Smoking (including e-cigarettes) inside all NARA facilities. (Smoking outside is permitted only in areas designated by each Library.)
- ✓ Open flames on Library grounds, both inside and outside.

WHAT ARE THE LIMITATIONS TO FACILITY ACCESS AND USE?

[See NA Form 16011, LIMITATIONS]

- 1) Access to the facility shall be limited to the specific areas designated in the permit, including restrooms, auditorium, meeting rooms, and food service areas.
- 2) Food preparation, food and drink consumption, and parking may only occur in designated areas.

WHO IS RESPONSIBLE FOR EVENT SECURITY?

[See NA Form 16011, EVENT SECURITY]

NARA is responsible for the security and safety of the occupants, facility, and ground at all times.

- 1) Any events that may require additional security, based on an assessment by the Library Director, will be provided by NARA security and require reimbursement by the event holder.
- 2) No other security personnel—such as School Resource Officers, Protective Details or other similar type security—are authorized to provide protection for any event, unless expressly approved by the Library Director.

WHAT OTHER INFORMATION IS REQUIRED FOR FACILITY USE APPLICATION PROCESS?

- ✓ Name, mailing/billing address, contact phone number(s), email address for requester and/or person responsible for coordinating the event
- ✓ Organization's website
- ✓ Description of proposed event and media coverage (if applicable)
- ✓ Special services or accommodations required for the event
- ✓ Library area(s) proposed for event use
- ✓ Proposed date(s) and time frames
- ✓ Approximate number of attendees

WHAT ARE THE RESPONSIBILITIES OF THE APPLICANT?

[See NA Form 16011, RESPONSIBILITIES OF THE APPLICANT]

- ✓ Any damage to the Library by event participants, contractors, and caterers
- ✓ The entire cleanup operation, including the removal of trash from the premises immediately following the event
- ✓ In-person and on-site acceptance of all event-related deliveries
- ✓ Adherence to NARA schedules for delivery, set-up, and facility access

WHAT EVENT ELEMENTS REQUIRE PRE-APPROVAL BY AND ADVANCE COORDINATION WITH THE LIBRARY?

[See NA Form 16011, PRE-APPROVAL REQUIRED]

- ✓ Media coverage
- ✓ Speakers, performers, movies, or programs (other than those included in the Library program)
- ✓ Installation of decorations
- ✓ Serving of alcoholic beverages (See page 3 of NA Form 16011)

Events which do not receive Library approval will be canceled or altered to meet Library requirements.