

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

LIBRARY PROVISIONS: The library 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 profit making, 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 cancelled 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 canceled 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 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 the 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 beverages 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 event

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 burden statement on the reverse.

PART I - APPLICATION

1. Name of applicant:

Complete mailing address:

Telephone number:
Email Address:

2. Name of person/organization sponsoring, promoting, or conducting the proposed activity (if different from above):

Complete mailing address:

Telephone number:
Email Address:

3. Name(s) of person(s) who will have supervision of and/or responsibility for the proposed activity (if different from above):

Note: To hold a reservation, a 50% deposit is required, without which the hold will be deleted from the calendar after 2 weeks. Any remaining balances are due two weeks prior to the event date.

Telephone number:

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:

8. Approximate number of attendees:

DATE(S): _____ TIME - From: _____ To: _____

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.

Signature of Applicant _____ Date Signed _____

PART II - PERMIT

(To be completed by NARA only)

Subject to the attached regulations (36 CFR Part 1280) and conditions, use of the _____ is permitted for the date, time, and activity described above.

Signature/Title _____ Date Signed _____

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.**

General Conditions To Use Facilities Of The John F. Kennedy Presidential Library and Museum

The activity for which the applicant seeks to use the facilities must be cultural, recreational or educational. Political fundraisers and commercial activities are prohibited.

Organizations are prohibited from representing, implying or suggesting through written or other material or media that the Kennedy Library is sponsoring the event, or in any way approves of, or endorses their organization.

The Library must be notified in writing four weeks in advance of the event regarding any speakers, performers, films, silent auctions or programs and the set up of such programs.

Fees for the use of the facility are based on the number that you report for attendees. If your attendance has increased on your event date, you will be invoiced for additional guests. If your attendance decreases, the Library must be notified in writing two weeks prior to the event date in order to receive a fee adjustment. A non-refundable deposit for half the total fee is required to secure a reservation. Checks should be made payable to the John F. Kennedy Presidential Library and Museum. The Library will hold a date for two weeks or until another request for that date is made, at which point we will notify you.

All facility fees are non-refundable.

Events must be professionally catered. Gourmet Caterers is the on-site caterers at the John F. Kennedy Presidential Library and Museum. Gourmet Caterers can be reached at 617.514.1585.

The setting up of temporary ovens or other kitchen equipment is prohibited. No propane or butane ovens are permitted within the building or within 50 feet of an outside wall of the structure.

Alcoholic beverages are permitted in an open bar or ticketed bar setting only. Alcoholic beverage may only be served by Gourmet Caterers. Serving of all alcohol must cease one half hour before the conclusion of the event.

The John F. Kennedy Presidential Library and Museum will not sign for or assume responsibility for property delivered for events. Organizations using the facility must arrange for a representative to accept and sign for all deliveries.

Eating and drinking is permitted in designated areas only.

There is NO smoking anywhere in the building.

Due to the danger of archival and museum collections from infestations, plants or any type of soil are prohibited. Cut flowers are permitted. Candles, confetti and balloons are not permitted.

To maintain security, outside doors are secured immediately after unloading of equipment, will not be reopened until equipment is removed, and must be supervised by the security division of the Kennedy Library.

INDEMNIFICATION: By signing this permit application, the applicant agrees to indemnify and save harmless the United States, its agents and employees, against any and all loss, damage, claim or liability whatsoever, sue to personal injury or death, or damage to the property of others directly or indirectly due to the exercise by the permittee of the privilege granted by this permit, or any other act or omission of permittee, including failure to comply with obligations of this permit.

Please Keep This Copy of the Conditions of License for Your Records.

John F. Kennedy Presidential Library and Museum Guidelines for Silent Auctions

All silent auctions held at the John F. Kennedy Presidential Library and Museum must benefit non-profit or community organizations. Auctions may not benefit commercial or business entities. All auctions must fall under the guidelines of being 'silent' in nature. Live auctions run by auctioneers are not permitted.

Organizations are prohibited from representing, implying, or suggesting in their invitations, publicity, or otherwise that the John F. Kennedy Presidential Library and Museum endorses, sponsors, or in any way approves of the organization or items to be auctioned.

Silent auctions may be a part of the event but must not be the entire focus of the event. The John F. Kennedy Presidential Library and Museum must be informed of and approve of silent auction start and end times, prior to the event date.

The John F. Kennedy Presidential Library and Museum reserves the right to approve all auction items. The client must submit a list of all items to be auctioned at the event no later than seven days in advance of the event. The John F. Kennedy Presidential Library and Museum reserves the right to refuse items to be included in the auction.

The auction display and set up, including the layout of the items and the tables must be pre-approved by the John F. Kennedy Presidential Library and Museum. All items for auction must have uniform placement and signage. Auction items may be displayed with appropriate signage naming the items, the donor, the value, and other descriptive information needed to explain to the guests the contents of the item or package to be bid upon. All descriptive signage must be no larger than 9 inches by 12 inches unless otherwise requested and approved. Additional commercial signage of sponsors donating the items is not permitted.

The John F. Kennedy Presidential Library and Museum is not responsible for the storage or the security of auction items. Auction items may only be delivered on the day of the event and the client must designate one contact person to accept all deliveries. Auction items may not be delivered in advance of the day of the event, nor may they be stored on site before or after the event. It is the responsibility of the organization to ensure all auction items are removed from the premises at the end of the event. The client must contact the Special Events Department to coordinate and schedule the times for all deliveries and load-outs.

All bid sheets must be 9 inches by 12 inches or smaller and all bid sheets must be uniform.

All bids must be paid by credit card or by check. Exchange of cash is not permitted.

Silent Auction Client Agreement

Client Concurrence

I have read the client guidelines regarding silent auctions and agree to follow the guidelines.

Organization

Event Date

Signature of Client

Date

Please submit the original signed copy of this agreement only if a silent auction is part of the event.

**John F. Kennedy Presidential Library and Museum
Client Agreement for Catering and Audio-Visual Services**

Please review the following guidelines, sign on the designated line and return to the Special Events office with your application letter and application permit.

The John F. Kennedy Presidential Library and Museum is part of the National Archives and Records Administration. Use of the building and grounds are governed by federal guidelines. Caterers and Audio-visual companies who service events in the facility must meet Library standards.

I. Catering Regulations

1. Gourmet Caterers, Inc. is the on-site caterer for all special events at the John F. Kennedy Library.
2. All events must be professionally catered if food or beverage is to be served. Drop off food or beverages are not permitted.

II. Audio-visual Services Guidelines

For event audio-visual services, other than viewing of the introductory film, such as video projection, slide projection, and audio-reinforcement, you must contract with one of the Library's Preferred Audio-visual vendors listed in the information packet.

1. The audio-visual company must be selected from the Library's Preferred Audio-visual Vendor List. "Outside" audio-visual companies are not permitted. The audio-visual company you select from the Preferred List must be reported to the Special Events office a minimum of **4 weeks prior** to your event.
2. An audio-visual supervisor approved by the Library must be present during your entire audio-visual program, including the load-in and the load-out.

III. The Museum and the Introductory Film

The Special Events program provides clients and their guests access to the Museum exhibits at the following times:

1. During the day: 9:00 a.m. to 5:00 p.m. with the general public. The introductory Museum film is shown every 20 minutes.
2. During evening events: 6:00 p.m. to 8:00 p.m. Viewing of the introductory film is optional. To view the introductory film during evening events, you must contact the Special Events office a minimum of 4 weeks in advance of your event date. There is an audio-visual fee of \$100 to have the film shown in the evening. If the Special Events office does not receive your request a minimum of 4 weeks in advance, we will be unable to run the introductory film for your group.

Client Concurrence

I have read the client guidelines regarding catering and audio-visual services and agree to follow the guidelines.

Organization

Event Date

Signature of Client

Date

Please submit the original signed copy of this agreement.