

SPECIAL EVENTS

SPACE EVENT GUIDELINES

During a private event in the National Archives building, guests can learn more about the vast holdings of the National Archives through viewing various exhibits including the Rotunda for the Charters of Freedom, permanent home to the original Declaration of Independence, U.S. Constitution, Bill of Rights and the Public Vaults.

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.

The National Archives Building event space is not available for: Events scheduled during public hours Events of a primarily personal, political or fund-raising nature Events where the co-host organization is planning to:

- charge admission fees
 - make collections
 - seek contributions
 - give door prizes
 - have auctions or raffles
- Events that promote commercial enterprises or products Events for partisan political, sectarian, or similar purposes.



Photo by Alexander Morozov

EVENT TIME FRAMES

As a matter of National Archives policy, private events should not interfere with the general public access to exhibit spaces and facilities.

The regular operating hours of the National Archives Experience exhibit space are:

Labor Day through March 14 10:00 a.m. - 5:30 p.m. daily
closed Thanksgiving and Christmas

March 15 through Labor Day 10:00 a.m. - 7:00 p.m. daily

The earliest access time for the National Archives Experience exhibit space for event vendors is 30 minutes after closing time. Private events in the Rotunda Galleries exhibit space may not take place during public hours. All evening events must conclude by 10:30 p.m.



Photo by Alexander Morozov

REQUEST PROCEDURES

Please submit an Event Request letter including a complete description of the event and the planned agenda, expected audience, funding, and program content to the Center for the National Archives Experience, Special Events and Scheduling staff. 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.

Event requests must be submitted at least 90 calendar days before the proposed event is to occur.

CONFIRMATION/APPROVAL PROCEDURE

Once approved, the Special Events and Scheduling 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 must be signed by the organization's representative and returned to the Special Events and Scheduling staff by date specified in the letter.

NATIONAL ARCHIVES PARTICIPATION

All private events are co-hosted by the National Archives or the Foundation. 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 Special Events and Scheduling 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.

CANCELLATION

If an event is cancelled, such notification must be received by the Special Events and Scheduling staff no less than five working days before the event is scheduled. If an event must be cancelled, the event may be rescheduled for a mutually convenient date.



Photo by Quinn Bruster



Photo by Alexander Morozov

EVENT VENDORS

The National Archives has final approval of all vendors contracted by co-host organization, see Approved Event Vendors. The selected event vendor is responsible for operating under the National Archives Building Catering and Vendor Policies and Guidelines (see below).

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

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 shall 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 non-commercial 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, image or role of the National Archives in any manner, or through any medium, for any purpose, including advertising, marketing, promotion, or publicity.

SPEAKING PROGRAM

Should a guest speaker be included as part of the event, the speaking program and/or topic must be non-partisan 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 and Scheduling staff at least six weeks prior to the event for approval.

SMOKING

No smoking Policy Smoking is not permitted anywhere in the National Archives Building.

INVITATION/PROGRAM DESIGN AND COPY

The National Archives reserves the right to review and approve all materials related to the event, including the event invitation or program, use of the National Archives name, seal or image, 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 (3) 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 and Scheduling staff 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.

CATERING AND VENDOR POLICIES AND GUIDELINES

The National Archives requires all vendors and staffs 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. Therefore, we have strict policies in security, fire prevention and cleanliness.

For these reasons, we require the following:

All caterers must be fully licensed and have full liquor liability insurance.

The proper documents must be on file in the Special Events Office and updated annually.

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.

The co-host organization must provide, at least two 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.

1. LIABILITY INSURANCE:

Any caterer 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

2. FOOD AND BEVERAGE:

- Under no circumstance is food and beverage allowed - served or carried - in the Rotunda or any exhibit space. Drop tables must be provided and located near these areas. Two (2) at the entrance to the Rotunda, one (1) at the entrance and exit of the Public Vaults, one (1) at the entrance of the O'Brien Gallery and one (1) in front of the Magna Carta. The National Archives will provide staff to prevent food and drink from entering these areas.
- 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 liquor 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.
- The National Archives reserves the right to restrict the service of red wine and red berries in certain event spaces.
- Only professional bartenders provided by the caterer are permitted to serve alcohol.



Photo by Alexander Morozov

3. KITCHEN/EVENT PREP AREA:

- Designated kitchen/event prep areas will be determined by the Special Events staff in coordination with the Facilities Management Branch.
- The carpeted floors of a designated kitchen staging area must be covered with plastic to protect the floors.
- 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.

4. FLAMES:

- Locations for all food stations using sterno must be approved in advance. A Burn permit must be completed and submitted to the Special Events staff at least 3 business days before the event. All shaded areas must be complete before submitting to the Special Events Office.
- Votive candles may be used during events. Taper candles and open flames (such as a flambé and stir frying) may not be used 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. The Special Events staff has the right to review and approve the final menu.



Photo by Alexander Morozov

5. ELECTRICAL REQUIREMENTS:

- 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.

6. LIGHTING/DECOR/FLORAL/SOUND/STAGING:

- 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.
- If pipe and drape are used, their use must be approved in advance and cannot block any doorways.

7. DELIVERIES:

- Load in times must be coordinated with the Special Events office at least two weeks prior to the event. All equipment, food, beverage, 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.
- Within seventy-two hours prior to the event, all vendors must submit the attached Vendor Delivery/Pickup form and complete list of staff working at the event to the Special Events office.
- All vendor staff are required to enter the building through the Pennsylvania Avenue entrance with proper 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 circumstance will an 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 7th street between Pennsylvania and Constitution Avenues.
- Vendors are required to use the freight elevators for transporting all food, equipment and materials



Photo by Alexander Morozov

8. SETUP/CLEANUP

- Event vendors are permitted a maximum of three (3) hours for breakdown, clean up 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 three (3) hours.
- 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.
- Caterers must place and affix plastic to the floor space of any carpeted prep area before beginning work in that area.
- It is the responsibility of the event vendor and staff to break down all event equipment and remove all trash from the premises.
- Use of the National Archives building 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.

Please use this template to prepare the request letter

[Date]

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

Dear :

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 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]

[Organization name] agrees to pay the **[Foundation for the National Archives Corporate council donation of \$ (determined by the FNA)]** or **[National Archives Trust Fund a space use fee of \$ (determined by Special Events and Scheduling staff)]**. We will also pay the National Archives administrative fee of \$1,500 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. **[Name of event contact with organization]** will be in touch with your Special Events and Scheduling staff to discuss this proposal.

Sincerely,

[Signed by head of the organization]

NATIONAL ARCHIVES EVENT SPACES



Photo by Alexander Morozov

The Rotunda Galleries are just steps away from the centerpiece of the National Archives Experience, the Rotunda for the Charters of Freedom where the original Declaration of Independence, U.S. Constitution and Bill of Rights are permanently displayed. This magnificent and breathtaking space, with 75-foot high vaulted ceilings, is suitable for receptions and seated dinners. The Galleries can accommodate 100 to 200 people for a seated dinner or standing cocktail reception for 250.



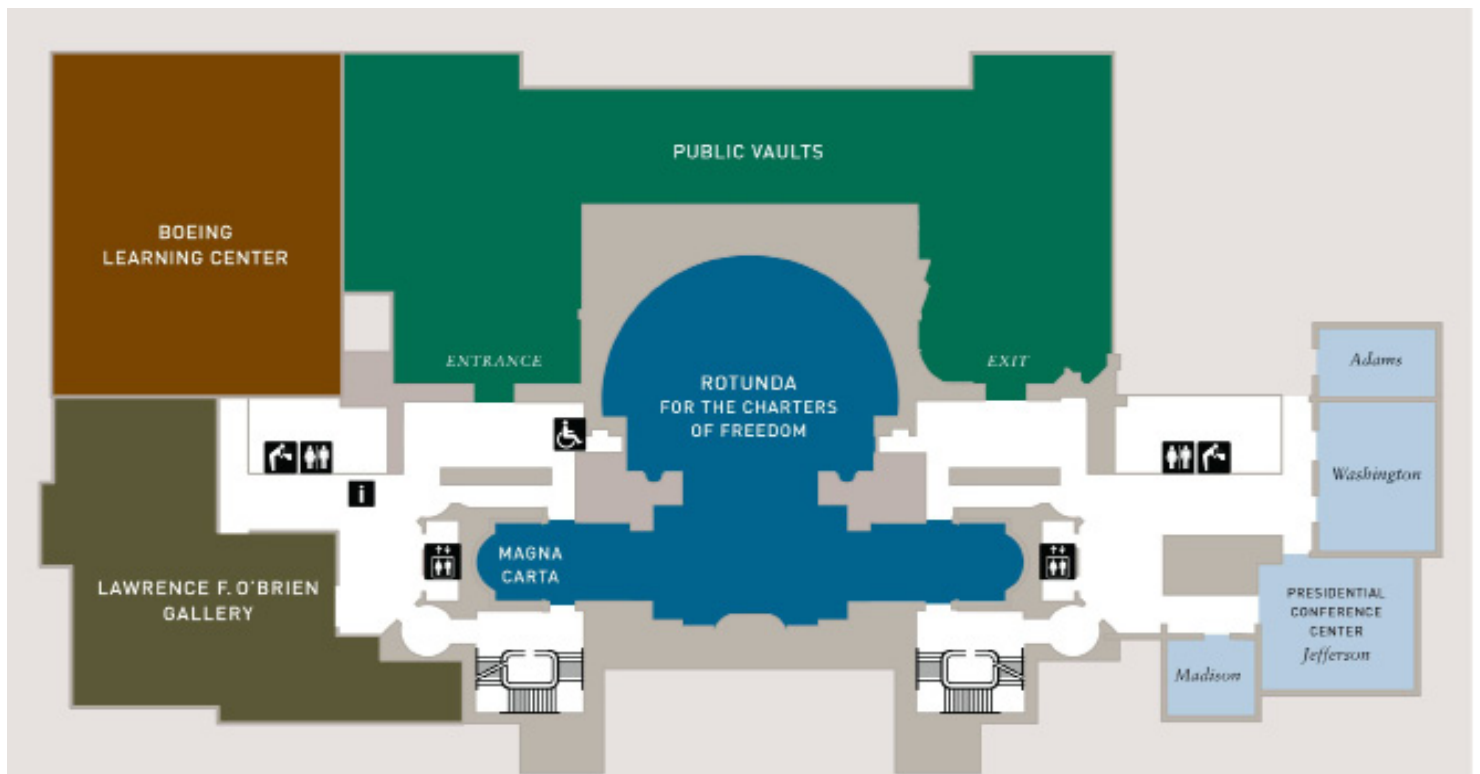
Photo by Jermaine Scott

Patterned after the elegantly decorated U.S. Department of State Diplomatic rooms, the **Archivist's Reception Room's** elegant and stately reception room is suitable for receptions and dinners. It can accommodate up to 80 people for a seated event or cocktail reception and up to 125 people for a standing reception.



Photo by Alexander Morozov

The William G. McGowan Theater can accommodate private event audiences of up to 286 for film screenings, lectures, and briefings. The room has a built-in theater screen and a booth with equipment for projecting various formats of media (e.g. motion picture film, video, and computer projections). Audio/video equipment in the theater must be operated by professional technicians, who are scheduled through the Special Events Office. Small receptions, in conjunction with an event in the theater, can be held in a foyer located just outside of the theater.



These rooms are elegantly adorned with facsimiles of National Archives' records pertaining to the Presidency and times of four of our Founding Fathers. These rooms may be used during public hours

Jefferson Conference Room - Our largest Presidential conference room is ideally suited for lectures, meetings or conferences. This room can accommodate up to 60 people in a theater-style setup.

Washington Conference Room - This room is well suited for lectures, meetings or conferences. It can accommodate up to 40 people for theater-style setup.

Adams Conference Room - The Adams room can accommodate up to 20 people for a boardroom arrangements and 30 people for a lecture or presentation.

Madison Conference Room- This room is ideally suited for intimate engagements for up to 20 people for a lecture.