

**§ 1280.74**

(b) We must approve in advance any item that you plan to distribute or display during your use of NARA property, or any notice or advertisement that refers, directly or indirectly, to NARA, the Foundation for the National Archives, or the National Archives Trust Fund, or incorporates any of the seals described in 36 CFR 1200.2.

(c) We must approve in advance any vendor or caterer who will work in NARA facilities. You must comply with all NARA requirements for the use of food and drink at your event.

(d) No food or drink may be present or consumed in areas where original records or historical materials are displayed.

NATIONAL ARCHIVES BUILDING,  
WASHINGTON, DC

**§ 1280.74 What spaces in the National Archives Building are available for use by non-NARA groups and organizations?**

You may ask to use the following areas in the National Archives Building, Washington, DC:

Area	Capacity
Rotunda Galleries .....	250 persons.
William G. McGowan Theater	290 persons.
Archivist's Reception Room ..	125 persons.
Presidential Conference Rooms.	20 to 70 persons.

**§ 1280.76 When are the public areas available for private events in the National Archives Building?**

Most public areas are available for set-up and use on weekdays from 6 p.m. until 10:30 p.m. during the fall and winter seasons (day after Labor Day through March 14). The areas are available for set-up and use from 7:30 p.m. until 10:30 p.m. in the spring season (March 15 through Labor Day). The areas are not available during weekends or on Federal holidays. A NARA staff member must be present at all times when non-NARA groups use NARA spaces.

**§ 1280.78 Does NARA charge fees for the use of public areas in the National Archives Building?**

(a) NARA is authorized to charge fees for the occasional, non-official use of its public areas, as well as for services

related to such use, including additional cleaning, security, and other staff services. NARA will either exercise this authority directly, or, for activities co-sponsored with the Foundation for the National Archives, as part of your group's arrangements with the Foundation.

(b) We will inform organizations interested in using public spaces in the National Archives Building in advance and in writing of the total estimated cost associated with using the public area of interest. Fees NARA charges are paid to the National Archives Trust Fund.

(c) Federal and quasi-Federal agencies, State, local, and tribal governmental institutions using public space for official government functions pay fees to the National Archives Trust Fund only for the costs for additional cleaning, security, and other staff services NARA provides.

**§ 1280.80 How do I request to use NARA public areas in the National Archives Building?**

(a) Direct your request to use space to: Special Events Division Director (AI); National Archives and Records Administration, 700 Pennsylvania Avenue, NW., Room G-9, Washington, DC 20408. Request by telephone at 202-357-5164 or by fax at 202-357-5926.

(b) You must submit requests, signed by an authorized official of your organization, to use NARA public areas at least 30 calendar days before the proposed event is to occur.

(c) OMB control number 3095-0043 has been assigned to the information collection contained in this section.

**§ 1280.82 How will NARA handle my request to use public areas in the National Archives Building?**

(a) When you ask to use property in the National Archives Building, we review your request to:

- (1) Ensure that it meets all of the provisions in this subpart;
- (2) Determine if the public area you have requested is available on the date and time you have requested;
- (3) Evaluate whether your proposed use is appropriate for the requested space; and
- (4) Determine the costs of the event.

(b) When we have completed this review, we will notify you of the decision. We may ask for additional information before deciding whether or not to approve your event.

(c) NARA reserves the right to review, reject, or require changes in any material, activity, or caterer you intend to use for the event.

**§ 1280.84 May I ask to use the Rotunda?**

The Rotunda is primarily used for the public exhibition of the Charters of Freedom and other documents from NARA's holdings. NARA also uses the Rotunda for activities that further its Strategic Plan. Therefore, the use of the Rotunda for private events is not permitted. NARA may, upon application, permit other Federal agencies, quasi-Federal agencies, and State, local, and tribal governments to use the Rotunda for official functions, with NARA as a co-sponsor. Governmental groups that use the Rotunda for official functions must reimburse NARA for the cost of additional cleaning, security, and other staff services.

NATIONAL ARCHIVES AT COLLEGE PARK,  
MD

**§ 1280.85 What space in the National Archives at College Park is available for use by non-NARA groups and organizations?**

You may ask to use the following areas:

Area	Capacity
Auditorium .....	300.
Lecture Rooms .....	30 to 70 persons (or up to 300 with all dividers removed).

**§ 1280.86 When are the public areas available for events in the National Archives at College Park?**

Most areas are available for set-up and use from 8 a.m. until 9:30 p.m., Monday through Friday, and from 9 a.m. until 4:30 p.m. on Saturday. A NARA staff member must be present at all times when the public area is in use. If the space and staff are available, we may approve requests for events held before or after these hours and on Sunday.

**§ 1280.87 Does NARA charge fees for the use of public areas in the National Archives at College Park?**

NARA may charge a fee under 44 U.S.C. 2903(b) for the use of public areas at the National Archives at College Park. We inform organizations in advance and in writing of the total estimated cost of using the public area. Federal and quasi-Federal agencies, State, local, and tribal governmental institutions using public space for official government functions pay fees to the National Archives Trust Fund only for the costs for additional cleaning, security, and other staff services NARA provides.

**§ 1280.88 How do I request to use NARA public areas in the National Archives at College Park?**

(a) Direct your request to use space to: Special Events Coordinator (AII); Facilities and Personal Property Management Division; National Archives and Records Administration; 8601 Adelphi Road, College Park, MD 20740-6001. Request by telephone at 301-837-1900, or by fax at 301-837-3237.

(b) You must submit requests for use of NARA public areas at least 30 calendar days before the proposed event is to occur.

(c) OMB control number 3095-0043 has been assigned to the information collection contained in this section.

**§ 1280.89 How will NARA handle my request to use public areas in the National Archives at College Park?**

(a) When you ask to use public areas at the National Archives at College Park, we will review your request to:

- (1) Ensure that it meets all of the provisions in this subpart;
- (2) Determine if the room you have requested is available on the date and time you have requested; and
- (3) Determine the cost of the event.

(b) When we have completed this review, we will notify you of the decision. We may ask for additional information before deciding whether or not to approve your event.

(c) NARA reserves the right to review, reject, or require changes in any material, activity, or caterer you intend to use for the event.