



How to Contact the Facility Rental Department:

For basic questions about holding an event at the Ronald Reagan Presidential Library, please refer to our website at www.reaganlibrary.com or give us a call at 805-577-4118. Please note that the Foundation is available only for corporation and non-profit events.

1. Reserve the date: Please fill out this form with your event and group information and send us your inquiry via email or fax. We will respond to your request within 48 hours.

Event Date Choice #1:
Event Date Choice #2:
Time of Event:
Company/Organization Name:
Contact Name:
Phone:
Fax:
Address:

Approximate Number of Guests:
Type of Event:
Location of Event (if known):

2. Event Confirmation: Upon our receiving your inquiry, we will contact you with pricing and venue availability for your desired date. You may then place a hold on your event date.

3. Facility Use Contract: Upon our receiving your confirmation, we will send you a Facility Use agreement. You then have 30 days to send in your signed contract with the non-refundable deposit of 50% of the facility rental fees. **Please note that your organization must also make arrangements with our in-house catering department. You will receive a separate contract from catering.*

4. Schedule a Visit: Please call the Facility Rental Department at 805-577-4118 to schedule a visit to see the facility and to discuss the details of your event.

Facility Rental Department

Phone (805) 577-4118

Fax (805) 577-4094

E-mail: events@reaganfoundation.org

www.reaganlibrary.com

Presidential Catering

Command Performance

Kirk Memoli / Molly Litburg

Office: (805)-522-5163

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