UNITED STATES NAVAL UNDERSEA MUSEUM

# Facilities Use Request Form

**SUBMISSION INSTRUCTIONS:**

Save and submit this completed PDF via email as an attachment to: NUM_OPERATIONS@us.navy.mil

Note: Your reservation is confirmed ONLY when you receive a confirmation email from U.S. Naval Undersea Museum staff.

**SPONSOR & CONTACT INFORMATION**

Sponsoring Organization (Command, Ship, Shop, or Code): _____

Requester Category (Select One): ☐ U.S. Navy ☐ Other Federal Govt Agency

☐ State / Local Govt Agency ☐ Other: _____

**PRIMARY POINT OF CONTACT** Full

Name: _____ Rank/Title: _____

Phone: _____ Email: _____

**ONSITE POINT OF CONTACT**

☐ Check if same as Primary POC

Full Name: _____ Rank/Title: _____

Phone: _____ Email: _____

**EVENT SCHEDULE**

Event Name: _____

Expected Number of Attendees: _____ Date of Event: _____

Arrival Time: _____ (No earlier than 0830 Guest/Participant Start Time: _____

Departure Time: _____ (No later than 1600)

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**REHEARSAL** (IF APPLICABLE)

Rehearsal Date: _____

Rehearsal Arrival Time: _____ Rehearsal Departure Time: _____

**ROOM SELECTION & EVENT PURPOSE** ROOM(S) REQUESTED (Check all that apply):

☐ Auditorium ☐ Mary Bonnin Room ☐ Classroom

**PRIMARY PURPOSE** (Select One):

☐ Change of Command ☐ Retirement ☐ Commissioning ☐ Decommissioning
☐ Meeting (Unclassified) ☐ Meeting (Classified) ☐ Training
☐ Other _____

* RESTRICTION NOTE: Museum facilities cannot be used for political, religious, fundraising, or funeral/memorial activities.

**EVENT LOGISTICS & COMPLIANCE**

Will your event include Active Duty participants? ☐ Yes ☐ No

Will you collect registration or admission fees? ☐ Yes ☐ No

Do you plan to provide food/beverages for your guests? ☐ Yes ☐ No

**IMPORTANT OPERATIONAL ACKNOWLEDGMENTS:**

• IT & AV Support: Museum staff does NOT provide AV/IT troubleshooting or staffing. The museum has NMCI Wi-Fi (requires an NMCI device). Non-NMCI Wi-Fi is NOT available.

• Food and Drinks: You may bring cake/cookies/pastries/donuts and coffee/water/soda for events in the Mary Bonnin Room, Classroom, and Lobby (Change of Command receptions only). ALL other food catering for these spaces MUST be contracted through MWR Catering (360-396-5466). No food or drinks are allowed in the Auditorium at any time.

• Clean-up: Requester is responsible for removing all trash and cardboard recycling from Mary Bonnin Room, Classroom, or Lobby at the end of each day to outside dumpsters.

• Ceremonial Items: Auditorium includes U.S./Navy flags, bell, 2 lecterns, 5 stage chairs, and AV system. For other ceremonial items, contact SRS 31 (360-396-7564).

• Terms & Access: Access routes change based on operating hours. Full Terms of Use, room photos, equipment lists, and guides are available at: http://www.navalunderseamuseum.org/facility-reservations/

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**CERTIFICATION & SIGNATURE**

☐ By checking this box, I (POC) certify I have read and will comply with the Terms of Museum Facilities Use regarding my event at the U.S. Naval Undersea Museum, including NHHCINST 1710.1 Museum Events. I understand I am responsible for communicating the terms of use to my event guests and for their respect of the space. I understand that submission of this request does not guarantee approval.

Signature of Point of Contact: _____ Date: _____