UNITED STATES NAVAL
UNDERSEA
MUSEUM

Facilities Terms of Use

1. Purpose:

These terms set forth the qualifications for groups and individuals authorized to use facilities at the U.S. Naval Undersea Museum. It establishes procedures for reserving facilities and defines terms of use based on NHHCINST 1710.1 *Museum Events*. **Failure to comply with these Terms of Use may cause your Command, Ship, Shop, or Code to be restricted from future use of the facility.**

The purpose for which museum facilities are used must be related to the mission of the U.S. Naval Undersea Museum and/or the U.S. Navy. Museum facilities may only be used by organizations and groups that comply with Equal Employment Opportunity and Civil Rights laws and regulations. The museum is a federal facility and is subject to federal laws and regulations that prohibit its use for religious, political, or fundraising events.

2. Eligible Groups:

The following organizations or personnel may apply to use the facilities of the U.S. Naval Undersea Museum:

- Department of Defense and other federal agencies
- Public agencies of state and local government

3. Reservations:

An organization or individual may request the use of a space by submitting a *Facilities Use Request Form* to NUM_Operations@us.navy.mil or the current Volunteer & Events Coordinator via email. Requests are processed and confirmed in the order in which they are received. There is no charge to reserve or host an event in the U.S. Naval Undersea Museum facility spaces.

4. Cancellations:

You must notify the Volunteer & Events Coordinator in advance if you wish to cancel your scheduled event. Day-of-event “no shows” may cause your Command, Ship, Shop, or Code to be restricted from future use of the facility.

5. Conduct:

All event participants must adhere to the museum visitor conduct guidelines, as described at https://navalunderseamuseum.org/conduct-guidelines/. Failure to follow guidelines may result in event participants being asked to leave the museum. Personnel attending meetings or training are approved to carry bags into the museum building regardless of current physical threat level.

6. Room Capacity:

Use of the museum facilities is restricted by the safe occupancy limits established by fire codes. If your organization anticipates attendance that exceeds the limits listed below, please make your meeting arrangements at a larger facility. A larger facility will provide safer and more comfortable accommodations for your participants.

Room	Recommended Occupancy
Auditorium	448 fixed seats
Mary Bonnin Room	Seats 107 lecture style, 50 classroom style (maximum occupancy 123 standing)
Classroom	Seats 24 classroom style (maximum occupancy 58 standing)
Lobby	154

7. Hours of Facilities Use:

Access to all facility spaces begins at 0830 and ends at 1600. Due to the museum's security policy, we cannot make exceptions to this rule.

8. Access:

From 0830-1000, you may access the Mary Bonnin Room and Classroom via the white staff door. When the main lobby doors to the museum open at 1000, the staff door is locked. The Mary Bonnin Room and the Classroom can then be accessed from 1000-1600 via the museum main lobby doors. Facility users will have to go down a flight of stairs or take the elevator to access these rooms. Access to the elevator prior to 1000 can be provided upon request. Auditorium event users may enter the Auditorium through its front entrance doors from 0830-1600.

9. Use of Museum Audio-Visual (AV) Equipment:

The U.S. Naval Undersea Museum staff will turn on and provide instructions during rehearsal on AV equipment. However, staff does NOT provide ongoing equipment support during events.

Room / Equipment	Auditorium	Mary Bonnin Room	Classroom	Museum Lobby (Change of Command receptions only)
Audio System (microphones & media)	✓	✓	✓	
Projector/Screen	1	2	1	
NMCI Laptop (requires CAC)	✓ with CD drive			
NMCI WiFi (Requires NMCI machine and CAC)	✓	✓	✓	✓
Lectern	2	1	1	
Assistive Listening Devices	8	4	4	
DVD Player	✓			
Tables	Fold-down desks in center section, 6 presentation tables	30	15	
Chairs	448 theater seating, 5 stage seats	50+	24	
Sink and Fridge Access		✓	✓	

See www.navalunderseamuseum.org/usnum-facilities-room-equipment for additional information about equipment available in each room.

10. Event Set-Up and Clean-Up:

Set-up and clean-up are the sole responsibility of the group using the museum spaces. Rooms must be left in the same or better condition as before their use. Trash bags and other cleaning supplies are provided. Tables and chairs will be set up and cleaned up by the group using the facility.

All trash must be taken to the dumpster behind the Auditorium at the end of your event, and every day if your event spans multiple days and food shall not be left out overnight. Failure to take out the trash or properly maintain the event spaces may cause your Command, Ship, Shop, or Code to be restricted from future use of the facility. Non-compliant groups will also be responsible for custodial or repair fees if extra maintenance is required.

11. Ceremonial Equipment:

The museum HAS the following ceremonial equipment available for use:

- U.S. flag & Navy flag
- Ceremonial chairs
- Bell on stand

The museum DOES NOT have the following ceremonial equipment:

- State flags
- Red carpet
- Bullets
- Bunting

Organizations must make their own arrangements for any required ceremonial equipment not provided by the museum. We recommend reaching out to Submarine Readiness Squadron 31, as they may have common ceremonial items available: (360) 396-7564

12. Food Service and Receptions:

The Catering Service of the Morale, Welfare, and Recreation (MWR) Division of Navy Region Northwest will provide ALL food and beverage services at the U.S. Naval Undersea Museum to protect individuals and the Navy from the consequences of improper food handling, unless MWR is unable to do so. Contact the Catering Manager at MWR for questions concerning menu selections and other questions: (360) 396-5466

- An exception to this policy allows event organizers to provide cake, pastries (cookies, donuts, etc.), and beverages (soda, coffee, water, etc.) to event participants without MWR.
- Events for which individuals bring or pay for their own food, e.g. brown bag meeting, are exempt from this term.

Food and beverages are permitted in the following spaces:

- Mary Bonnin Room
- Classroom
- Main Lobby (Change of Command Receptions Only)

Food and beverages are NEVER permitted in the Auditorium, including the Auditorium lobby or hallways, except for lidded water bottles.

If MWR is catering your event, they will handle all set-up, tear down, and clean-up of your reception. If MWR is NOT catering your event, YOU are responsible for all set-up, tear down, and clean-up of your reception.

13. Alcoholic Beverages:

Alcoholic beverages are NOT permitted in the museum.

14. Coolers:

Coolers are NOT permitted in the museum.

15. Changes / Alterations to Museum Space:

Use of the facilities must be non-destructive. Organizations may make no temporary or permanent alterations, including nailing items to the wall or floors, or attaching items with tape that will leave residue. The reserving organization assumes full financial responsibility for any physical damage to museum property caused by event attendees. Questions regarding permissible alterations should be addressed to the museum's current Volunteer & Events Coordinator prior to making alterations: (360) 396-5812

16. Flowers and Plants:

All petals and droppings from cut florist flowers distributed at your ceremony must be cleaned. If you bring a water bucket to hold cut florist flowers in, you MUST take it with you when your ceremony is over. Cut florist flowers are NOT permitted in the museum exhibit galleries. Live flowers cannot be used as decorations for your event; only artificial flowers or foliage may be used. Live, potted, or homegrown plants are not permitted in any space of the museum.

17. Meeting Materials:

Reservations for a facility space do not include the following items and organizations requiring the following items must provide their own:

- Batteries
- Flip charts
- Pads of paper
- Markers, pens, or pencils
- Coffee pots, coffee cups, or coffee
- Printing or copying services
- Other consumables

Meeting materials up to 50 pounds total and smaller than 3' x 3' may be delivered to the museum if arranged with the Volunteer & Events Coordinator prior to the event. Organizers should arrange alternate delivery methods for materials over this weight and dimensions.

18. Signage:

Groups wishing to direct attendees to their events via signage must provide their own signs. Groups must remove all signage at the end of the event.

19. Public Access:

The museum does NOT close to the public during events being held in the facilities. Organizers should consider how the presence of the public may affect their event.

20. **Parking**:

Parking is limited, with a total of 75 parking spots, including accessible spaces. Facility users may use museum traffic cones and signage to reserve spots for VIP guests. VIP parking may never be reserved on museum reserved parking, such as accessible, volunteer, or staff parking. Facility users must remove all reserved parking signs and return cones to their storage area at the end of their event.