



# UNITED STATES NAVY SEABEE MUSEUM

NBVC Port Hueneme Bldg. 100  
3201 N. Ventura Road  
Port Hueneme, CA 94043

**Policy Update: September 26, 2018**  
Director: Lara Godbille, Ph.D.

(805) 982-1249  
SeabeeMuseumVisitor@navy.mil

## Reservation Rules and Information

*The Museum and its facilities are for public enjoyment; adherence to the Rules ensures the Museum can pass down the Navy's history and heritage to future generations. All patrons must adhere to the policies set forth in this document.*

### Tour Policy:

- \* Reservations are made on a first come, first serve basis. Please have an alternative date ready if your first requested date has already been taken.
- \* Please submit your requests at least two weeks before your preferred visitation date.
- \* Coordinate all scheduling (including meeting time, breaks, and informational material if any is needed) through the Head of the Education Department.
- \* All school tours must be scheduled Monday—Thursday starting between the hours of 8:30—13:00. All tours will be conducted during regular Museum hours, unless otherwise approved by the Museum Director. Please check in with Museum staff upon arrival.
- \* For **school group tours**, 1 adult is required for every 10 students. For school groups in the STEM center, 1 adult is required for every 5 students. Children must be under adult supervision at all times while in the Museum - **no running or climbing is allowed.**
- \* No food or drinks are permitted in the Museum.
- \* No pets allowed in the building, except for designated **Service Animals** (visitors may be asked what work or task has the animal been trained to perform; emotional support animals are not permitted).
- \* Tours conducted at the U.S. Navy Seabee Museum are “**at-your-own-risk.**” This means the signatory of the reservation document and all members of the tour group releases the U.S. Navy Seabee Museum from liability of personal injury that may occur as a result of personnel mismanagement or negligence.
- \* A docent, or tour guide will be assigned for groups of no less than 10 people. For groups of less than 10, a self-guided tour is recommended. Guided tours and groups that arrive more than 30 minutes late may be cancelled and your group will be asked to self-tour.
- \* The Museum will remain open to all visitors during scheduled tours; and tours will not interrupt, or interfere with Museum operations, or its staff. The STEM center will be closed to the public for private use when reserved in-advance.
- \* Parking is allowed only in designated parking area; **vehicles are not permitted to park alongside the building**, or in-between the parking areas.
- \* Digital Media: in accordance with ‘FP policies,’ all photographic and video recording devices are restricted to the event location and immediately surrounding the museum **only**. *No photography or videography will capture base structures or property without written consent from the base public affairs officer.*

### Consequences of Violation

- \* Violation of the Rules will result in the **sponsoring organization** being barred from future events, and depending upon the severity of the violation ‘permanently barred’ from the Museum.
- \* Criminal Actions: The appropriate law enforcement authorities will prosecute all Criminal Actions to include (but are not limited to) willful destruction of Museum property, theft, and unlawful surveillance of government property.
- \* The Guest-Host, upon signing the event documentation, assumes all responsibility for the costs to replace, or repair damaged/destroyed property by any member of the event party.
- \* The Museum Director will coordinate any *dispute resolution*.

Date of Request: \_\_\_\_\_



# Education Reservation Form

**Important Notes:**

1. Tours are scheduled on a first come first serve basis, 2 weeks advance notice is preferred.
2. Estimated turnaround time for schedule requests is 3-5 business days.
3. Your tour is not confirmed until you receive a confirmation email from the Tour Coordinator.

**Contact Information**

Teacher \_\_\_\_\_

School \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Day of Field Trip School Representative**

On-site School Contact Name: \_\_\_\_\_

Cell Phone : \_\_\_\_\_

**Request Type** (check all that apply)

For more info visit <https://www.history.navy.mil/content/history/museums/seabee/education/K-12GuidedTourProgram.html>

**Self-Guided Tour:**

- Explore the Museum on your own after a brief orientation by a Museum Educator.

**Guided Tour Program:**

- K—3rd Grades: STEM Center
- 4th Grade: Ocean Exploration Map Activity
- 5th Grade: Exploring History through Art
- 6th—8th Grades: Investigating History
- 9th Grade: Ocean Exploration Map Activity
- 10th—12th Grades: Guided Museum Tour

**Lunch** (Not provided by Museum)

Offsite  Onsite: Museum Education Room (Seats 24)  Onsite: Museum Patio (Seats 60)

Total \_\_\_\_\_

**Details**

Tours Available 8:30 - 1300 Monday—Thursday.

Preferred date \_\_\_\_/\_\_\_\_/\_\_\_\_

Preferred time \_\_\_\_\_ - \_\_\_\_\_

Alternate date \_\_\_\_/\_\_\_\_/\_\_\_\_

Alternate time \_\_\_\_\_ - \_\_\_\_\_

**Demographics** (check all that apply)

For school group tours, 1 adult is required for every 10 students. For K-3 groups in the STEM center, 1 adult is required for every 5 students.

- K—3rd                      Number of students \_\_\_\_\_
- 4th                              Number of students \_\_\_\_\_
- 5th                              Number of students \_\_\_\_\_
- 6th—8th                      Number of students \_\_\_\_\_
- 9th                              Number of students \_\_\_\_\_
- 10th —12th                      Number of students \_\_\_\_\_
- Chaperones                      Number of adults \_\_\_\_\_

Please note any special needs, considerations, or useful information below about your group:

By signing below, you confirm that you have read and fully agree to the U.S. Navy Seabee Museum's policies and expectations.

\_\_\_\_\_  
Signature

Staff Use Only:

CONFIRMED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date