



# UNITED STATES NAVY SEABEE MUSEUM

NBVC Port Hueneme Bldg. 100  
3201 N Ventura Blvd  
Port Hueneme, CA 33043

**Policy Update: March 31, 2022**  
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## Tour 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 Museum's Tour Coordinator.
- \* Tours are rarely scheduled on Saturdays due to limited permanent and volunteer staff on the weekends.
- \* 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.
- \* All tours will be conducted during regular Museum hours, unless otherwise approved by the Museum Director. Please check in with Museum staff upon arrival.
- \* 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 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.
- \* 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*.



# Tour 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.

Date \_\_\_\_\_

Are you affiliated with the Base?

Yes     No

**Contact Information**

Name \_\_\_\_\_

If yes, what unit or command?  
\_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Group Type**

- Senior
- Family
- Military
- Retired Military

**Tour Details**

Name of Group \_\_\_\_\_

Number of People \_\_\_\_\_

**Tour Type**

- Self-guided
- Guided: Regular tour

*Requests must be between 10:00 - 15:30 Monday—Saturday. Allow at least 1.5 hours for guided tours. Guided tours are rarely scheduled on Saturdays.*

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

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

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