



UNITED STATES NAVY SEABEE MUSEUM

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

Policy Update: October 9, 2018
Director: Lara Godbille, Ph.D.

(805) 982-1249
SeabeeMuseumVisitor@navy.mil

Event Reservation Rules and Information

Use of Facility Rules

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.

Event Responsibilities of the Guest-Host

- * Reservations are made on a first come, first serve basis. Be prepared with an alternative date, should your first choice be already taken.
- * To use the Seabee museum facility the Guest-Host, and their guests, releases the Museum from liability for personal injury from set-up to clean-up.
- * Events will not interrupt the regular operations of the Museum and its staff, and the Museum will remain open to all visitors.
- * The Museum will not provide materials for the event, including chairs, tables, and decorations.
- * Artifacts and exhibits are not to be moved. Exhibit cases are not to be used as a platform for event materials (i.e. papers, covers, flowers, etc.).
- * At the end of the event, the area will be cleaned to its previous state of cleanliness, and all furniture will be returned to its previous location.
- * Food and drinks are not permitted in the exhibition areas.
- * Catering requests must be coordinated through NBVC MWR catering office. The phone number is (805) 982-5293.
- * To secure a ceremonial gear box, please contact the NBVC 1st Lieutenant's Office (805-469-3997), or the Naval Operational Support Center (805-469-3845).
- * Coordinate all scheduling, including rehearsal time, through the Museum's Event Coordinator.
- * Check in with Museum staff upon arrival, and prior to departure.
- * All aspects of the event (including practice, set-up and breakdown) will only take place at the designated time approved by the Museum team.
- * Upon approval event equipment can only be stored in the designated area, no more than 24 hours prior to the event in accordance with NBVC Force Protection policy.
- * Park only in designated guest parking; in accordance with NBVC Force Protection policy.
- * Parking near the building is prohibited, except for the "load/unload area" in back of the Museum.
- * In accordance with 'with NBVC Force Protection policy, 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 security officer and the 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*.



Request Date: _____

Banner & Event Reservation Form

Important Notes:

1. Events 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. Each event date needs its own form.
4. Your event is not confirmed until you receive a confirmation email from the Event Coordinator.

Use this form to reserve Seabee History pull-up banners for off-site events.

Contact Information

Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Event Details

Name of Group _____

Number of People _____

Preferred date _____ Preferred time _____ - _____

Rehearsal date _____ Rehearsal time _____ - _____

***Note all setup and take down will have to be completed within the designated time block you state. Monday—Thursday reservations are allowed between 1200-1600. Friday and Saturday reservations are only allowed between 1000-1600.**

Seabee History Banner Set-up (1 Set of 5 banners)

Address of Banner Display: _____

City, State, Zip _____

Date of Event: _____ Return Date: _____

Host checked and inventoried banners at pick-up.

Are you affiliated with the Base?

Yes No

Type

- Retirement
- Reenlistment
- Change of Command
- Commissioning/Promotion
- Graduation
- Class
- Banner Request
- Other _____

Location

- Grand Hall
- Museum Education Room
- Memorial Patio
- Foyer
- Off-Site (Banner Request Only)

Staff Use Only: CONDITION OF RETURNED:

Excellent Fair Poor

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 _____