



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

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 _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Group Type

- Senior
- Family
- Military
- Retired Military
- Other _____

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