



# UNITED STATES NAVY SEABEE MUSEUM

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

**Policy Update: October 15, 2021**  
Director: Lara Godbille, Ph.D.

(805) 982-5165  
SeabeeMuseumVisitor@navy.mil

## Event Reservation Rules and Information

### Use of Facility Rules

*The Museum and its facilities are for public enjoyment; adherence to the Policies and Expectations ensures the Museum can pass down the Navy's history and heritage to future generations. **All events are subject to health protection requirements and local base policy, which may change at any time, but will be provided via email within 48 hours of your event.** Number of Guest set at 35 which includes those participating in event.*

### 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. **No part of the event shall impede the flow of visitors through the Museum.**
- \* 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 (805) 982-5293. This office must have first right of refusal for all catering needs.
- \* The Museum will not provide materials for the event, including chairs, tables, and decorations. 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). *Please not there are no linen in the ceremonial gear boxes.*
- \* 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. **Please request that guest with base access park on base and walk to the even, when feasible.**
- \* 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: \_\_\_\_\_

# Event Reservation Form

**Before you begin your request, please review information on the reverse, and take note of the following:**

1. Events are scheduled in the order they are received, and we prefer at least 2 weeks notice when feasible.
2. Monday-Friday events may take place between **1100-1600**, Saturday events may take place between **1100-1500**. **Event request taking place outside of these hours must be approved by the Director.** *We are not authorized to host events on Sunday or Federal Holidays.*
3. Your event is not confirmed until you receive a confirmation email from Museum staff. (3-5 business days).
4. *We Strongly* recommend that for large events that anyone with base access park on base and walk or carpool to the museum. We have limited parking on site.
5. Health protection precaution may be in effect for your event. **All requirements will be communicated within 48 hours prior to your event via email, and attendees must adhere to these health policies or be denied entry.**

**Please remember that the Museum is open during all events and the event shall not impede visitors.**

## Contact Information

Name \_\_\_\_\_

Best Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

## Event Details

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

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

Event date \_\_\_\_\_ Time \_\_\_\_\_ - \_\_\_\_\_

**\*Note all setup and take down will have to be completed within the designated time block you state. Monday—Friday reservations are allowed between 1100-1600. Saturday reservations are only allowed between 1100-1500.**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Are you affiliated with the Base?

Yes  No

## Type

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

## Location

- Grand Hall
- Bee Fun Zone
- Memorial Patio
- Foyer
- Other \_\_\_\_\_

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