



# Facilities Reservation Form

## Military Ceremonies

Completed forms can be submitted to [nmas.fct@navy.mil](mailto:nmas.fct@navy.mil) Reservations are not confirmed until you receive a confirmation message from National Museum of the American Sailor staff.

| POINT OF CONTACT   |                          |
|--|--------------------------|
| <b>Name:</b>   |                          |
| <b>Email:</b>  | <b>Phone:</b>            |
| ABOUT THE EVENT  |                          |
| <b>Military Sponsor or Command:</b>  |                          |
| <b>Event Name:</b>   | <b>Ceremony Honoree:</b> |
| <b>Event Type:</b><br><input type="checkbox"/> Retirement <input type="checkbox"/> Reception <input type="checkbox"/> Memorial Service<br><input type="checkbox"/> Change of Command <input type="checkbox"/> Commissioning/Promotion <input type="checkbox"/> Reenlistment<br><input type="checkbox"/> Other: |                          |
| <b>Date of Event:</b>  |                          |
| <i>When scheduling your arrival and departure times, please note that this time block includes setup and cleanup of event. Time of event refers strictly to the time guests or participants are at the museum.</i>   |                          |
| <b>Arrival Time:</b><br>*Earliest arrival time is 9:00 am  |                          |
| <b>Departure Time:</b><br>*Latest departure time is 5:00 pm  |                          |
| <b>Time of Event:</b>  |                          |
| <b>Preferred Space:</b><br><input type="checkbox"/> Classroom (maximum capacity: 25) <input type="checkbox"/> South End (maximum capacity 150)   |                          |
| <b>Number of Expected Attendees:</b>   |                          |

| EVENT NEEDS   |
|---|
| <p><b>A/V Equipment Needed:</b></p> <p> <input type="checkbox"/> NMCI laptop            <input type="checkbox"/> Regular laptop            <input type="checkbox"/> TV (Theatre only)<br/> <input type="checkbox"/> Projector screen (South End only)            <input type="checkbox"/> Projector (South End only) </p>   |
| <p><b>Tables and Chairs Needed (indicate how many, when applicable):</b></p> <p> _____ Chairs (100 available)            _____ 6 ft. rectangular tables (9 available)<br/> <input type="checkbox"/> Bell (1 available)            <input type="checkbox"/> Podium (1 available)            <input type="checkbox"/> U.S. flag (1 available)<br/> <input type="checkbox"/> Navy flag (1 available) </p>  |
| FOOD/DRINKS   |
| <p style="text-align: center;"><i>Food and drink are allowed in museum facility reservations. Any catering and serving of alcoholic beverages must be provided by Naval Station Great Lakes MWR Port O' Call. Light appetizers and/or baked goods may be brought in independently of Port O' Call with the prior approval of museum staff.</i></p> <p> <b>Will food or drink be served?</b>            <input type="checkbox"/> Yes            <input type="checkbox"/> No<br/> <b>Will alcohol be served?</b>            <input type="checkbox"/> Yes            <input type="checkbox"/> No </p> <p><u>Please note:</u> By signing this form, you agree to independently contact MWR and to only serve alcohol served by MWR.</p> |

I have read and **will comply** with the Terms of the Museum Facilities Use regarding use of the National Museum of the American Sailor.

Terms of Use are available at [www.history.navy.mil/nmas](http://www.history.navy.mil/nmas) under the Events tab.

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**STAFF USE ONLY:**

Confirmation Number: \_\_\_\_\_ Confirmation Date: \_\_\_\_\_

Confirmed by: \_\_\_\_\_