



1 Garnett Way
Keyport, WA 98345
(360) 396-4148

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version of this form!
Fields outlined in **red**
are required.

Facilities Use Request Form

Email completed form to NUM_OPERATIONS@navy.mil (click on the button at the bottom of the form to submit). Your reservation will be confirmed by an email message from U.S. Naval Undersea Museum staff.

<p>Date of Event: _____</p> <p>Arrival Time: _____ (earliest arrival time is 8:30am)</p> <p>Official Event Start Time: _____</p> <p>Departure Time: _____ (latest departure time is 4:00pm)</p> <p>➤ See Terms of Use #7 & #8 for access info.</p> <p><input type="checkbox"/> Please check here to indicate that your group will abide by these time requirements.</p>		<p>Group (Command, Shop, Code, etc.): _____ _____</p> <p>Event Name: _____ _____</p>									
<p>Rehearsal or Set-up</p> <p>If you would like to rehearse or set up for this event, provide the following information:</p> <p>Date: _____</p> <p>Start Time: _____</p> <p>Finish Time: _____</p>											
<p>Number of Attendees / Parking Info</p> <p>How many <i>people</i> do you expect to attend? _____</p> <p>➤ See Terms of Use #19 for important information about parking.</p>											
<p>Point of Contact (POC) Name: _____</p> <p>POC1 Phone: _____</p> <p>POC1 Email: _____</p>		<p>On-Site Day of Event POC2 (if different): _____</p> <p>POC2 Phone: _____</p> <p>POC2 Email: _____</p> <p>(POC2 is responsible for clean-up; see Terms of Use #17.)</p>									
<p>Preferred Space(s) (See Terms of Use #6 & #10 for details about each room.)</p> <p><input type="checkbox"/> Auditorium</p> <p><input type="checkbox"/> Mary Bonnin Room</p> <p><input type="checkbox"/> Classroom</p>		<p>Purpose of Event</p> <table border="0"><tr><td><input type="checkbox"/> Change of Command</td><td><input type="checkbox"/> Reenlistment</td></tr><tr><td><input type="checkbox"/> Retirement</td><td><input type="checkbox"/> Meeting</td></tr><tr><td><input type="checkbox"/> Commissioning</td><td><input type="checkbox"/> Training</td></tr><tr><td><input type="checkbox"/> Other:</td><td></td></tr></table>		<input type="checkbox"/> Change of Command	<input type="checkbox"/> Reenlistment	<input type="checkbox"/> Retirement	<input type="checkbox"/> Meeting	<input type="checkbox"/> Commissioning	<input type="checkbox"/> Training	<input type="checkbox"/> Other:	
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FOR OFFICIAL USE ONLY

PRIVACY SENSITIVE: ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES.

Please Describe Your Organization

- ☐ U.S. Navy (Ship or Shore Command)
☐ U.S. Navy (Civilian)
☐ Other:

- ☐ Other Federal Government Organization
☐ State, County, or Local Government

Audio-visual Equipment Requirements

- ☐ Podium
☐ CD player (Auditorium only)
☐ Computer (Auditorium, Mary Bonnin Room, Classroom)
☐ DVD player (Auditorium only)
☐ Projector for presentations (Auditorium and Mary Bonnin Room)
☐ Microphones (each microphone requires one 9-volt battery which you must provide; mics in Auditorium only).

The museum staff does NOT provide audio visual support other than turning equipment on. Each group is responsible for providing their own personnel for A/V support. **See Terms of Use #10 & #11 for equipment info.**

☐ Please check here to indicate that your group will abide by these equipment requirements.

Food Service, Food Remnants, and Clean-up

Will you have a reception or will food be on site? ☐ Yes ☐ No

- It is your responsibility to ensure that **all** trash is taken out and any food/drink remnants cleaned following your event.
- If you plan to serve anything other than cake/cookies/pastries/doughnuts and coffee/water/soda, you **must** contract with West Sound Catering of Navy Region Northwest. Please contact the Catering Manager at (360) 396-5466 for assistance.
- **See Terms of Use #12, #13, #17 for food and clean-up info.**

☐ Please check here to indicate that your group will abide by the food service and clean-up requirements.

By signing below, you certify you have **read** and **will comply** with the **Terms of Museum Facilities Use** regarding use of the U . S . Naval Undersea Museum. You are responsible for communicating the terms of use to your guests and you are responsible for their actions. You understand that submission of this request does not constitute its approval.

Terms of Use are available at www.navalunderseamuseum.org/facility-reservations/.

Signature

Date

Suggestion: Ensure your email program is open before clicking the "Submit" button.

SUBMIT

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