

Terms of Museum Facilities Use

Additional Information about Room Equipment

Room	Equipment Available										
	<i>Inquire about operational status prior to event if success of event is dependent on a single piece of equipment</i>										
	Podium	Navy Computer (requires credential)	Projector	Projection Screen (pull/drop down)	Audio Amplification (microphones and speakers)	DVD Player	CD Player	Tables	Chairs	White-board	Sink and Fridge Access
Auditorium	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Mary Bonnin Room	✓	✓	✓	✓				✓	✓		✓
Classroom	✓	✓		✓				✓	✓	✓	✓
Museum Lobby (Change of Command receptions only)											

Details

1. Auditorium



- 1.1. 448 seats**
- 1.2.** Seats in center section (207) each have a fold-up **writing surface**.
- 1.3.** Several folding **tables** available for use in the Auditorium lobby and/or on stage for handouts, ceremonies, etc.
- 1.4.** Ten (10) hand-held **microphones** available (mic stands available); Two (2) lapel microphones. User brings own 9V **batteries** for mics.

- 1.5. **Projector**
- 1.6. NMCI **computer** (NMCI is the Navy's IT system; access to computer requires Navy credential)
- 1.7. Full sound/audio booth
- 1.8. Carpeted walls – Materials may be **adhered** to walls ONLY with Velcro tabs applied to the back of posters and removed at the end of the event.
- 1.9. Carpeted floors
- 1.10. Multi-stall **restrooms**, wheel-chair **accessible**.
- 1.11. All **food** and **beverages prohibited**.
- 1.12. The Auditorium is **accessible** via a ramp into the space. Once inside, the Auditorium itself is ramped.

2. Mary Bonnin Room



- 2.1. Located in basement of the museum.
- 2.2. Measures 45' x 39' (screen on short wall)
- 2.3. Can seat 83 lecture style; **~44 classroom style**; fire code maximum occupancy is 133 standing.
- 2.4. 14 rectangular **tables** (30" x 5', seat 2 people on one side comfortably)
- 2.5. Five (5) round **tables** (4') (seat 4-5 people comfortably)
- 2.6. 30 upholstered (padded) **chairs** (stacking)
- 2.7. 53 molded plastic (no padding) **chairs** (stacking)
- 2.8. NMCI **computer** in/on media cabinet (NMCI is the Navy's IT system; access to computer requires Navy credential)

- 2.9. **Projector** mounted to ceiling
- 2.10. Projection **screen** manually pulls down from ceiling
- 2.11. Digital **phone** line (360-396-2894) (phone in room)
- 2.12. Mobile **podium**
- 2.13. Two (2) trash cans (recycling bin for plastic bottles and cans available outside room)
- 2.14. Painted walls – Materials may be **adhered** to walls ONLY with low-tack painters blue tape and removed at the end of the event.
- 2.15. Carpeted floors
- 2.16. Food and beverages **permitted**.
- 2.17. The basement of the museum is **accessible** via an elevator.

3. Classroom



- 3.1. Located in basement of the museum.
- 3.2. Measures 35' x 24' (screen on short wall)
- 3.3. Best suited for up to **24 seated classroom style**; fire code maximum occupancy is 58 standing.
- 3.4. 12 rectangular **tables** (30" x 5', seat 2 people on one side comfortably)
- 3.5. One (1) table useful for holding projector that user of the room brings with them
- 3.6. 24 upholstered **chairs** (stacking)
- 3.7. NMCI **computer** on media cart (NMCI is the Navy's IT system; access to computer requires Navy credential)
- 3.8. Projection **screen** on switch

- 3.9. **Whiteboard** mounted to wall – behind projection screen when screen is in use
- 3.10. Mobile **podium**
- 3.11. One (1) trash can (recycling bin for plastic bottles and cans available outside room)
- 3.12. Carpeted walls – Materials may be **adhered** to walls ONLY with Velcro tabs applied to the back of posters and removed at the end of the event
- 3.13. Carpeted floors
- 3.14. Food and beverages **permitted**.
- 3.15. The basement of the museum is **accessible** via an elevator.

4. Also located in the basement of the museum:

- 4.1. **Refrigerator**
- 4.2. **Galley sink** with counter space
- 4.3. Two (2) single-stall **restrooms** (one with shower), wheelchair **accessible**. Multi-stall restrooms are available on the ground level.