



## Terms of Museum Facilities Use

1. Purpose: This enclosure sets forth the qualifications for groups and individuals authorized to use facilities at the U.S. Naval Undersea Museum. It establishes procedures for reserving facilities and defines terms of use. **Failure to comply with these Terms of Use may cause your Command, Shop, or Code to be restricted from future use of the facility.**
2. Restrictions on Use: The purpose for which museum facilities are used must be related to the mission of the U.S. Naval Undersea Museum or to the U.S. Navy. Museum facilities may only be used by organizations and groups that comply with Equal Employment Opportunity and Civil Rights laws and regulations. **The museum is a federal facility and is subject to federal laws and regulations that prohibit its use for religious, political, or fundraising events.** Change of Command receptions are held in the museum lobby. All other receptions are held in the Mary Bonnin Room. No events are permitted on the mezzanine level in the exhibit hall.
3. Scope: The following organizations or personnel may apply to use the facilities of the U.S. Naval Undersea Museum:
  - a. Department of Defense and other federal agencies
  - b. Public agencies of state and local government
4. Reservations: An organization or individual may request the use of a space by submitting the Facilities Use Request Form. The U.S. Navy shall have priority in the use of museum facilities.
5. Cancellations: **You must notify the museum in advance if you decide to cancel your scheduled event. Failure to do so may cause your Command, Shop, or Code to be restricted from future use of the facility.**
6. Room Capacity: Use of the museum facilities is restricted by the safe occupancy limits established by fire codes. If your organization anticipates attendance that exceeds the limits listed below, please make your meeting arrangements at a larger facility. A larger facility will provide safer and more comfortable accommodations for your participants.

Room	Recommended Occupancy
Auditorium	448 fixed seats
Mary Bonnin Room	Seats 83 lecture style, 44 classroom style (maximum occupancy 133 standing)
Classroom	Seats 24 classroom style (maximum occupancy 58 standing)

7. Hours of Facilities Use: Access to the facility (Auditorium, Mary Bonnin Room, Classroom, and lobby) is between the hours of 8:30am and 4:00pm. Due to security policy, there are no exceptions to this rule.
  - a. The latest start time for a Change of Command or retirement ceremony with a reception is 1:00pm.
8. Access: Access to the Mary Bonnin Room and the Classroom from 8:30pm-10:00am is via the museum staff door. When the main entry doors to the museum open at 10:00am, the staff door is locked. Access to the Mary Bonnin Room and the Classroom from 10:00am-4:00pm is via the museum main entry doors and down the stairwell or elevator.
9. Conduct: All event participants shall adhere to the museum visitor conduct guidelines, as described at [www.navalunderseamuseum.org/conduct-guidelines/](http://www.navalunderseamuseum.org/conduct-guidelines/), with the exception of personnel attending meetings or trainings, who are approved to carry bags into the museum building regardless of current threat level.
10. Use of Museum Audio-Visual Equipment: The U.S. Naval Undersea Museum staff will turn on and provide instructions on audio-visual equipment; however, staff **does not** provide equipment support during events. If you plan to use the museum's computers you must have a DoD-issued Common Access Card (CAC) in order to log on to the computers.

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
<b>Auditorium</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓		
<b>Mary Bonnin Room</b>	✓	✓	✓	✓				✓	✓		✓
<b>Classroom</b>	✓	✓		✓				✓	✓	✓	✓
<b>Museum Lobby (Change of Command receptions only)</b>											

See [www.navalunderseamuseum.org/usnum-facilities-room-equipment](http://www.navalunderseamuseum.org/usnum-facilities-room-equipment) for additional information about equipment available in each room.

11. Ceremonial Equipment: The museum does not provide ceremonial equipment such as state flags, red carpet, or bullets. You must make your own arrangements for these. Naval Submarine Support Center at Bangor may have these items available. (360) 396-7564.
12. Food Service: **The Catering Service of the Morale, Welfare, and Recreation (MWR) Division of Navy Region Northwest will provide ALL food and beverage services at the U.S. Naval Undersea Museum.**

- a. An exception to this policy allows event organizers to provide the following food/beverages to event participants without involving MWR: doughnuts/pastries/cookies, cake, coffee/soda/water.
- b. Events for which individuals bring or pay for their own food, e.g. brown bag lunch meeting, are exempt from this term.

The purpose of this policy is to protect individuals and the Navy from the consequences of improper or uncertified food handling.

- c. Food and beverages **are** permitted in the Mary Bonnin Room and Classroom, and in the case of the museum lobby, for Change of Command ceremonies only.
- d. Food and beverages **are not** permitted in the Auditorium, Auditorium entry, and museum exhibition galleries.
- e. The Catering Manager at MWR, (360) 396-5466, is the Point of Contact for food service for catered events. The Catering Manager will provide you with menu selections and answer questions you may have.
- f. Set-up and Clean-up: MWR is responsible for set-up and clean-up of all events it caters.

13. Alcoholic Beverages: Alcoholic beverages are not permitted in the museum.
14. Materials: The museum is not organized as a conference center. Reservation of the facility does not include supplies such as flip charts, pads of paper, markers, pens and pencils, coffee pots, coffee, cups, printing/copying services, and other consumables. Organizations needing these or similar materials must provide their own.
15. Signage: Groups wishing to direct attendees to their events via signage must provide their own signs. Groups must remove all signs at the end of the event. Museum Attendants are able to assist event attendees in the museum lobby who ask for assistance finding an event.
16. Public Space: The museum does not close to the general public during events held in the facility. Groups should consider how the presence of the public will affect their event.
17. Event Set-Up and Clean-Up: Set-up and clean-up are the sole responsibility of the group using the museum spaces. Rooms must be left in the same clean condition, or better, as before their use. The U.S. Naval Undersea Museum will provide tables and chairs to be set up and cleaned by the group using the facility. **All trash must be taken to the dumpster behind the Auditorium at the end of your event, and each day if your event spans multiple days.**
18. Changes/Alterations to the Space: Use of the facilities must be non-destructive. Organizations may make no temporary or permanent alterations to the Auditorium. This includes nailing items to the walls or floor, or attaching items with tape that will leave marks when removed. Questions regarding permissible alterations should be addressed to the museum's Volunteer & Events Coordinator at (360) 396-5812 prior to requesting the facility and prior to making any alterations.
19. Parking: Parking is limited at the museum, with a total of 75 parking spaces, including those reserved for handicapped. Generally, Monday-Thursday, nearly half of the spaces are taken by Keyport base personnel. Fridays and weekends there is more parking available. Please encourage event attendees to carpool, or arrange bus transportation for crews from areas with more abundant parking. You may wish to reserve parking spots for special invited guests and you may use museum traffic cones to do so. You are required to remove reserved signs and cones from parking spaces at the end of your event.