



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

UNITED STATES NAVAL  
**UNDERSEA**  
MUSEUM

## Facilities Use Request Form

Send this completed form as an attachment to [NUM\\_OPERATIONS@navy.mil](mailto:NUM_OPERATIONS@navy.mil). Your reservation will be confirmed by an email message from U.S. Naval Undersea Museum staff.

<p><b>Date of Event:</b> _____</p> <p><b>Arrival Time:</b> _____ <i>(earliest arrival time is 8:30am)</i></p> <p><b>Official Event Start Time:</b> _____</p> <p><b>Departure Time:</b> _____ <i>(latest departure time is 4:00pm)</i></p> <p style="background-color: #00FFFF; padding: 2px;">➤ See Terms of Use #2, #8, &amp; #9 for access details.</p> <p><input type="checkbox"/> Please check here to indicate that your group will abide by these time requirements.</p>	<p><b>Group (Command, Shop, Code, etc.):</b></p> <p>_____</p> <p>_____</p> <p><b>Event Name:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>									
<p><b>Rehearsal or Set-up</b> Strongly suggested for any event involving slideshows, videos, or audio. Test your devices during rehearsal:</p> <p style="margin-left: 40px;">Date: _____</p> <p style="margin-left: 40px;">Start Time: _____</p> <p style="margin-left: 40px;">Finish Time: _____</p>										
<p><b>Attendees / Parking Info</b> How many <i>people</i> do you expect to attend? _____</p> <p>Will Active Duty personnel be among the participants?   <input type="radio"/> Yes   <input type="radio"/> No</p> <p style="background-color: #00FFFF; padding: 2px;">➤ See Terms of Use #2, #7, &amp; #20 for important information about room capacities and parking.</p> <p style="background-color: #00FFFF; padding: 2px;">➤ Group size may need to be limited depending on HPCON.</p>										
<p><b>Point of Contact (POC) Name:</b></p> <p>_____</p> <p><b>POC1 Phone:</b> _____</p> <p><b>POC1 Email:</b> _____</p>	<p><b>On-Site Day of Event POC2 (if different):</b></p> <p>_____</p> <p><b>POC2 Phone:</b> _____</p> <p><b>POC2 Email:</b> _____</p> <p style="background-color: #00FFFF; padding: 2px;">➤ If listed, POC2 is responsible for clean up; see Terms of Use #2 and #18.</p>									
<p><b>Preferred Space(s)</b></p> <p style="background-color: #00FFFF; padding: 2px;">➤ See Terms of Use #7 &amp; #11 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><b>Purpose of Event</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Change of Command</td> <td style="width: 50%;"><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

Other Federal Government Organization

State, County, or Local Government

Other:

**Audio-Visual / IT Support**

Museum personnel do not staff events to provide audio visual / IT support. Brief equipment tutorials can be provided during scheduled rehearsals, and quick start guides are located in the rooms. Facility users should plan event staffing to include AV or IT support personnel as needed.

➤ See Terms of Use #11 & #12 and the document "Additional Information about Room Equipment" for detailed information about equipment.

✓ Remember to bring TWO (2) AA batteries per microphone you intend to use. The museum cannot provide batteries.

**Food Service, Food Remnants, and Clean-up**

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

*Food may not be permitted to be served in the building during heightened HPCONs.*

- It is your responsibility to ensure that **all** trash is taken out and any food/drink remnants are cleaned following your event.
- If you plan to serve anything other than cake/cookies/pastries/donuts 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 #2, #13, #14, & #18 for food and clean-up information.

Please check here to indicate that your group understands and 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 <http://www.navalunderseamuseum.org/facility-reservations/>.

**Signature**

**Date (if not signed digitally)**

**Reminders:**

- Contact NSSC for ceremonial equipment: 360-396-7564
- Contact catering for food service: 360-396-5466
- Bring personal devices to test during rehearsal.
- Bring two AA batteries per microphone for rehearsal and the main event.

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