Terms of Museum Facilities Use

Additional Information about Room Equipment

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Additional photos of the spaces and AV user guides are available at [https://navalunderseamuseum.org/facility-reservations/](https://navalunderseamuseum.org/facility-reservations/)

Details

1. Auditorium

![Figure 1: View of Auditorium seating and stage from back row of seating. Lights dimmed for presentation.](image)

1.1. Dedicated entrance and restrooms, separate from museum galleries entrance

1.2. 448 seats

1.3. 207 seats in center section each have a fold-up writing surface

1.4. Several folding tables available for use in the Auditorium lobby and/or on stage for handouts, awards, ceremonies, etc.
1.5. **Five (5) Navy blue chairs** for use on stage

1.6. **U.S. flag and base**

1.7. **Navy flag and base**

1.8. **Bell** on stand

1.9. **U.S. flag bunting** for use on two lecterns – affixed with velcro

1.10. **Two (2) lecterns** for use on stage, including **one fixed ADA-accessible with built-in AV controls**

1.11. **Eight (8) hand-held wireless microphones** available (mic stands available for six); Two (2) wireless **lapel** microphones. **User brings own AA batteries for mics** (two per microphone).

1.12. **Projector**

1.13. **Projection screen** (on stage behind curtain)

1.14. **Ten pre-programmed lighting schemes**

1.15. **NMCI computer** (NMCI is the Navy’s IT system; access to computer requires Navy credential)

1.16. **NMCI Wi-Fi** (accessible only through NMCI machines with CAC credential)

1.17. **Full audio and video controls** from stage lectern or control room

1.17.1. **Acceptable inputs:** **VGA, HDMI, and audio jack** connection from any source. User must provide converter to one of these inputs if the user’s source is not VGA or HDMI.

1.18. **Assistive listening devices:** six (6) over-ear speakers and two (2) neck loops for compatibility with TCoil-equipped hearing aids

1.19. Carpeted walls – Materials may be **adhered** to walls with Velcro tabs applied to the back of posters and must be removed at the end of the event

1.20. Carpeted hallways, stage; house seating is painted concrete floor

1.21. **Multi-stall restrooms**

1.22. **Diaper-changing stations** in men’s, women’s, and single-stall restrooms

1.23. All **food and beverages prohibited**

1.24. **Accessibility:** The Auditorium is physically accessible via a ramp into the space. Once inside, the Auditorium itself is ramped. Wheelchair access to the stage is from the adjacent hallway. ADA-compliant lectern on stage. One wheelchair accessible restroom. Assistive listening devices available. Sign language interpretation is the responsibility of the user. Lighting levels able to be set by user.
2. Mary Bonnin Room

2.1. Located on lower level of the museum

2.2. Measures 45’ x 39’ (two projection screens on long wall)

2.3. Can seat 95 lecture style; ~42 classroom style (with a seat at a table); fire code maximum occupancy is 123 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 people comfortably)

2.6. 37 upholstered (padded) chairs (stacking)

2.7. 58 molded plastic (no padding) chairs (stacking)

2.8. NMCI Wi-Fi (accessible only through NMCI machines with CAC credential)

2.9. Two (2) projectors mounted to ceiling, power on independently

2.10. Two (2) projection screens, manual pull down

2.11. Overhead fluorescent lighting on two circuits

2.12. One (1) fixed ADA-accessible lectern with built-in AV controls

2.13. Full audio and video controls from lectern

2.13.1. Acceptable inputs: VGA, HDMI, and audio jack connection from any source. User must provide converter to one of these inputs if the user’s source is not VGA or HDMI.
2.14. Two (2) hand-held wireless **microphones**; Two (2) wireless **lapel** microphones. User brings own AA **batteries** for mics (two per microphone).

2.15. **Assistive listening devices**: Three (3) over-ear speakers and one (1) neck loop for compatibility with TCoil-equipped hearing aids

2.16. Digital **phone** line (360-396-2894) (phone in room)

2.17. Two (2) trash cans in room; recycling bin for plastic bottles and cans available outside room

2.18. Painted walls – Materials may be **adhered** to walls with low-tack painter's blue tape and must be removed at the end of the event

2.19. Carpeted floors

2.20. Food and beverages **permitted**

2.21. **Trash bags, cleaning solutions, and paper towels** provided in the room for user clean-up

2.22. The lower level of the museum is **accessible** via an elevator

2.23. Two (2) single-stall **accessible restrooms**

2.24. **Diaper-changing stations** in both restrooms

2.25. **Accessibility**: The Mary Bonnin Room is located on the museum's lower level and is physically accessible via stairs and an elevator. ADA-compliant lectern. Two wheel-chair accessible restrooms adjacent. Assistive listening devices available. Sign language interpretation is the responsibility of the user. Lighting is on two circuits, each one independently able to be turned on or off (no dimming).
3. Classroom

3.1. Located on lower level 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. 24 upholstered chairs (stacking)

3.6. NMCI Wi-Fi (accessible only through NMCI machines with CAC credential)

3.7. One (1) projector mounted to ceiling

3.8. One (1) projection screen, manual pull down

3.9. Overhead fluorescent lighting on two circuits

3.10. One (1) fixed ADA-accessible lectern with AV controls

3.11. Full audio and video controls from lectern

3.11.1. Acceptable inputs: VGA, HDMI, and audio jack connection from any source. User must provide converter to one of these inputs if the user’s source is not VGA or HDMI.

3.12. One (1) hand-held wireless microphone; One (2) wireless lapel microphone. User brings own AA batteries for mics (two per microphone).

3.13. Assistive listening devices: Three (3) over-ear speakers and one (1) neck loop for compatibility with TCoil-equipped hearing aids
3.14. One (1) trash can in room; recycling bin for plastic bottles and cans available outside room

3.15. Carpeted walls – Materials may be adhered to walls with Velcro tabs applied to the back of posters and must be removed at the end of the event

3.16. Carpeted floors

3.17. Food and beverages permitted

3.18. Trash bags, cleaning solutions, and paper towels provided in the room for user clean-up

3.19. The lower level of the museum is accessible via an elevator

3.20. Two (2) single-stall accessible restrooms

3.21. Diaper-changing stations in both restrooms

3.22. Accessibility: The Classroom is located on the museum’s lower level and is physically accessible via stairs and an elevator. ADA-compliant lectern. Two wheelchair accessible restrooms adjacent. Assistive listening devices available. Sign language interpretation is the responsibility of the user. Lighting is on two circuits, each one independently able to be turned on or off (no dimming).

4. Also located on the lower level of the museum:

4.1. Refrigerator (shared)

4.2. Galley sink with counter space (shared)

4.3. Two (2) single-stall, wheelchair accessible restrooms (one with shower), both with diaper-changing stations. Multi-stall restrooms are available on the main level.