



Terms of Museum Facilities Use

- 1. Purpose:** This document sets forth the qualifications for groups and individuals authorized to use facilities at the National Museum of the American Sailor. It establishes procedures for reserving facilities and defines terms of use. Failure to comply with these Terms of Use may cause your Command or organization 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 National Museum of the American Sailor 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.**
- 3. Scope:** The following organizations or personnel may apply to use the facilities of the National Museum of the American Sailor:
 - a. Department of Defense or other federal agencies
 - b. Public agencies of state and local government
 - c. Veterans or military family organizations
- 4. Reservations:** An organization or individual may request the use of the event spaces by submitting the Facilities Reservation Form. The National Museum of the American Sailor has first priority of museum facilities, and other U.S. Navy agencies have secondary priority.
- 5. 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.

Room	Recommended Occupancy
South End	Up to 100 people, lecture style Up to 150 people, standing or seated meeting style

- 6. Hours of Facility Use:** Access to museum facilities is limited to the hours of 9:00 and 5:00 pm, Monday through Saturday. Your reservation time includes setup and cleanup. Please note that most Friday afternoons, 12:00 pm to 5:00 pm, the South End is unavailable due to Sailor graduation.

7. **Safety and Security:** All event participants shall adhere to the museum's safety and security guidelines, as described at www.history.navy.mil/nmas. This exempts personnel attending meetings or trainings who are approved to carry bags into the museum building regardless of current threat level.
8. **Audio-Visual Equipment:** The South End is equipped with a projector and screen that can be hooked up to any NMCI or standard laptop. A limited Wi-Fi connection is available in the South End. The museum can provide a converter for guests using a Mac. When using museum audio-visual equipment, a museum staff member must be present for setup.
9. **Ceremonial Equipment:** The museum can provide the U.S. flag, the Department of the Navy flag, a red carpet, ceremonial bell, and ceremonial bullets upon request. Any other ceremonial equipment must be provided by those making the reservation.
10. **Other Materials and Equipment:** Reservation of the facility does not include supplies such as flip charts, pads of paper, markers, pens and pencils, printing services, and other office supplies. Organizations needing these or similar materials must provide their own.
11. **Food and Drink:** Full catering must be booked through Naval Station Great Lakes MWR Port O' Call, including all alcoholic beverages. Light appetizers and/or baked goods may be provided independently of Port O' Call with prior approval by museum staff.

All food and beverage must remain in the South End. All food and drinks (except capped water bottles) are prohibited everywhere else in the museum.

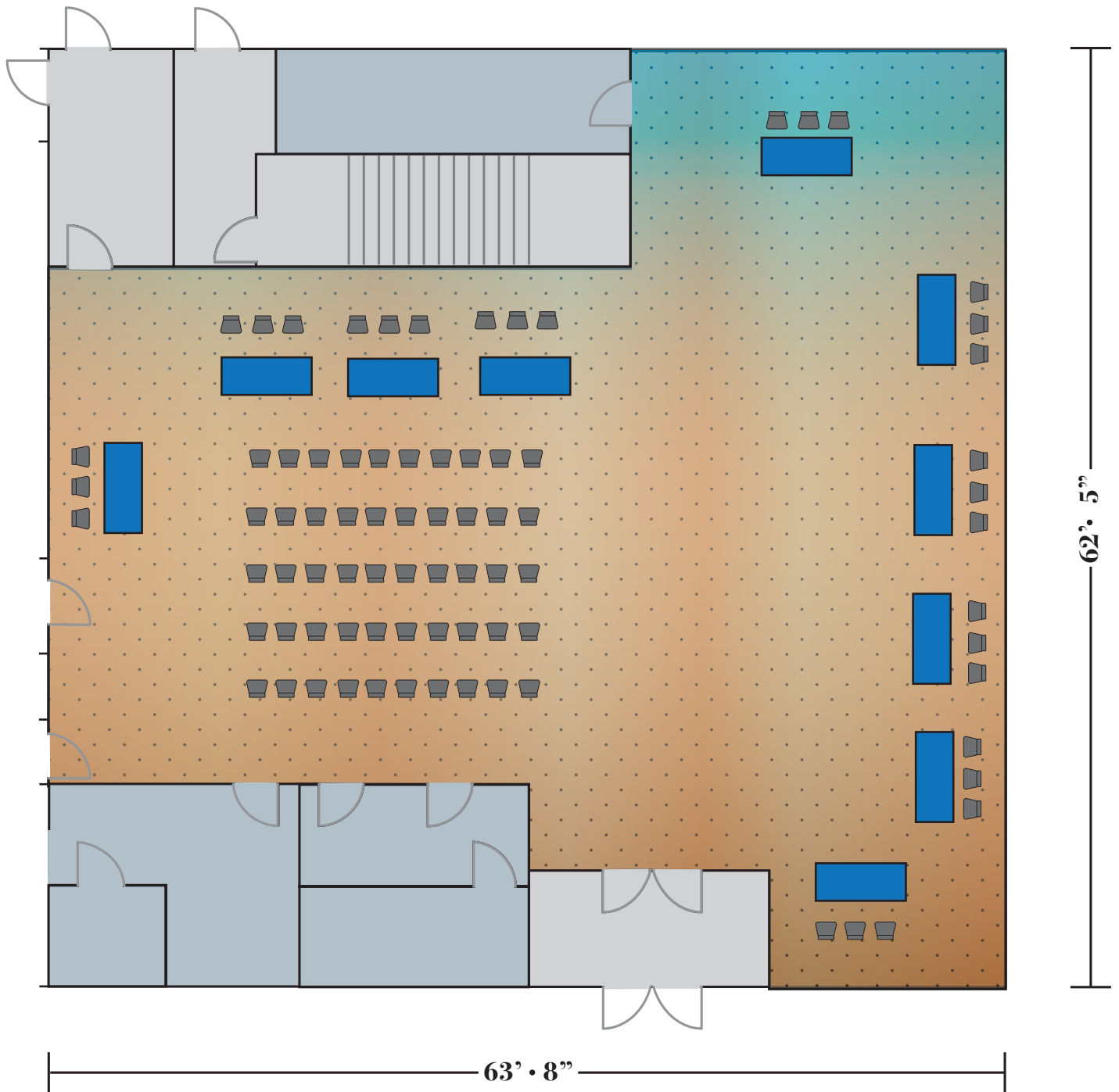
12. **Event Setup and Cleanup:** Setup and cleanup are the sole responsibility of the group using the museum spaces. Rooms must be left in the same clean condition, or better, as before your use. The National Museum of the American Sailor can provide a limited number of tables and chairs to be set up and cleaned by the group using the facility. Tables and chairs are provided on a first come, first serve basis and may not always be available due to museum programs and events. The museum will setup museum-owned tables and chairs prior to your group's arrival. Any additional setup is the responsibility of the group.

The museum will provide trash receptacles but it your responsibility to empty them after your event. Dumpsters are located in the public parking lot outside of the museum.

13. **Public Space:** The museum will remain open to the public during events held in the facilities. Groups should consider how the presence of the public will affect their event. No physical obstruction or personnel shall prevent public access to the museum at any time. Museum staff reserves the right to set up direction stanchions to help guide visitors around the scheduled events on days of high museum traffic.

- 14. 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. Signs must not obstruct museum signage or panels. Museum attendants are able to assist event attendees in the museum lobby who ask for assistance finding the event.
- 15. Decorations and Alterations to the Space:** Use of the facilities must be non-destructive. Organizations may make no temporary or permanent alterations to the rooms. This includes nailing items to the walls or floor, or attaching items with tape that will leave marks when removed. Decorations may not be placed outside of your reserved facility without approval by the museum. Open flame of any kind, including candles, is prohibited. Questions regarding permissible decorations or alterations should be addressed to the museum at (847) 688-3154 or nmas.fct@navy.mil.
- 16. Parking:** Facility reservations do not include parking. Parking is available in the public lot in front of the National Museum of the American Sailor.
- 17. Cancellations:** You must notify the museum if you decide to cancel your scheduled event. Cancellations must be made at least 48 hours before your scheduled event. **Failure to do so may cause your Command or organization to be restricted from future use of the facility.**
- 18. Museum Cancellations:** The National Museum of the American Sailor is located at an actively operating military installation. As such, the museum retains the right to cancel facility reservations at any time/date. If for any reason, the museum must cancel or change the time and/or location of your reservation, museum staff will notify you as soon as possible.

National Museum of the American Sailor's South End



Temporary Exhibit/Event Space

150 Standing/100 Seating

2875 SqFt.

