



NBVC Port Hueneme Bldg. 100
3201 S. Ventura Road Port Hueneme,
CA 94043

Policy Update: June 2021
Director: Lara Godbille, Ph.D.
(805) 982-5165
NHHC_USNSMVisit@us.navy.mil

Reservation Rules and Information

The Museum and its facilities are for public enjoyment; adherence to these Rules ensures the Museum can pass down the Navy's history and heritage to future generations. All patrons must adhere to the policies set forth in this document. All events are subject to health protection requirements and local base policy, which may change at any time, but will be provided via email 48 hours prior to your event.

Tour Policy:

- * Reservations are made on a first come, first serve basis. Please have an alternative date ready in case your first choice has already been booked. Please submit your requests at least two weeks in advance of your tour date.
- * Coordinate all scheduling (including meeting time, breaks, and informational material if any is needed) through the Education Department via email SeabeeMuseumVisitor@navy.mil or by calling 805-982-5165 All school tours must be scheduled Monday—Friday starting between *8:30—13:00.
- * All tours will be conducted during regular Museum hours (10:00-5:00), unless otherwise approved by the Museum Director. For **school group tours**, we ask that you bring a minimum of 1 adult for every 10 students. For school groups in the Bee Fun Zone (STEM center) or students under age 10, 1 adult for every 5 students is preferred. Children must be under adult supervision at all times while in the Museum—**no running or climbing is allowed.**
- * No food or drinks are permitted in the Museum. There are tables available behind the Museum for school groups who arrange for to eat on site. All trash must be removed and taken with you when you leave. No pets allowed in the building, except for designated **Service Animals** (visitors may be asked what work or task has the animal been trained to perform; emotional support animals are *not* permitted). Tours conducted at the U.S. Navy Seabee Museum are "**at-your-own-risk.**" This means the signatory of the reservation document and all members of the tour group releases the U.S. Navy Seabee Museum from liability of personal injury that may occur as a result of personnel mismanagement or negligence. A docent, or tour guide will be assigned upon request for groups of 10 or more people. For groups of less than 10, a self-guided tour is recommended. Guided tours for groups that arrive more than 30 minutes late may be cancelled and your group may be asked to self-tour. The Museum will remain open to all visitors during scheduled tours; and tours will not interfere with Museum operations. The STEM center may be closed to the public for private use when reserved in-advance.
- * Parking is allowed only in designated parking area; **vehicles are not permitted to park alongside the building,** or in-between the parking areas.
Digital Media: in accordance with 'Force Protection policies,' all photographic and video recording devices are restricted to the event location and immediately surrounding the museum **only.** *No photography or videography will capture base structures or property without written consent from the base public affairs officer.*

Consequences of Violation

- * Violation of the Rules will result in the **sponsoring organization** being barred from future events, and depending upon the severity of the violation 'permanently barred' from the Museum.
- * Criminal Actions: The appropriate law enforcement authorities will prosecute all Criminal Actions to include (but are not limited to) willful destruction of Museum property, theft, and unlawful surveillance of government property.
- * The Guest-Host, upon signing the event documentation, assumes all responsibility for the costs to replace, or repair damaged/destroyed property by any member of the event party.
The Museum Director will coordinate any *dispute resolution.*



Date Request submitted: _____

Education Reservation Form

Important Notes:

- 1. Tours are scheduled on a first come first served basis, 2 weeks advance notice is preferred.
- 2. Estimated turnaround time for schedule requests is 3-5 business days.
- 3. Your tour is not confirmed until you receive a confirmation email from the Education Team.

Contact Information Teacher _____

School _____

Phone _____

Email _____

Details

Tours Available 8:30 - 1300 Monday–Thursday.

Preferred date ____/____/____

Preferred time _____ - _____

Alternate date ____/____/____

Alternate time _____ - _____

Day of Field Trip School Representative On-site School Contact Name: _____

Cell Phone : _____

Request Type and Group Demographics: Please indicate the number of students attending each tour session. For all school group tours, 1 adult is required for every **10** students. For K-5 groups, 1 adult is required for every **5** students. **If you cannot meet this guideline, please contact Museum staff before booking to see if we can help.**

Self-Guided Tour:

Explore the Museum on your own

Guided Tour Program:

K–2 Seabees: Making a difference

3–5 Adapting in Antarctica

6–8 Diverse Voices and Primary Sources

9–12 WWII and Identifying Propaganda

Number of students _____

Number of students _____

Number of students _____

Number of students _____

Number of students _____

Number of adult chaperones _____

Total _____

Lunch (Not provided by Museum) Onsite: Museum Education Room (Seats 24) Not available

Offsite Onsite: Museum Patio (Seats 60) _____

Please note any special needs, considerations, or useful information about your group:

By signing below, you confirm that you have read and fully agree to the U.S. Navy Seabee Museum’s policies and expectations.

Signature

Staff Use Only:

Confirmed by Date