

COVID-19 RESTRICTIONS LIMIT MAXIMUM CAPACITY TO 38 INDIVIDUALS

Travis AFB Aviation Museum

Event Hosting Request



Please plan your event during Aviation Museum business hours (Tuesday – Saturday, 10am – 3pm), to include setup and tear down. Please allow for one hour before and after event for preparations, setup and tear down.

Special arrangements can be made for other than duty hours, however please understand that we have a very limited volunteer staff so we cannot accommodate all requests.

Dates cannot be confirmed until this form is presented to the Aviation Museum administrative staff

Maximum Number of Guests Limited to 38

Title of Event/Ceremony: _____

Event Recipient: _____

Date/Time (start-end): _____

Point of Contact: _____

The Travis AFB Aviation Museum has the following items available for use:

- Open floor space for event
- Charis (200 each)
- 2 High Back Leather chairs
- Tables (17 each)
- Podium
- Conference room
- Garbage cans (you need to provide trash bags)

POC will ensure compliance with the following items (please initial next to each item):

_____ The Aviation Museum is under the leadership and guidance of the 60 AMW/CC and the National Museum of the Air Force.

_____ DO NOT ALTER, MOVE, CHANGE, OR TOUCH ANY DISPLAYS OR EXHIBITS.

_____ Food and Drink are NOT PERMITTED IN THE EXHIBITION AREAS. Must remain in the lobby area.

_____ DO NOT place/lay anything on the displays, exhibits, artifacts, or cases.

_____ Docents have the authority to stop any activity and ask you to leave if you do not take corrective action to follow the regulations of the Travis AFB Aviation Museum.

_____ Please have event attendees park in the designated main visitor/public parking area.

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_____ You must supply all office and table supplies (i.e. tape, scissors, garbage bags, etc.) needed for the event. We do not supply table clothes, silverware, plates, serving utensils, decorations, etc.

_____ The museum is open to our visitors. We recommend posting an individual at the door to direct your guests to the ceremony.

_____ Children must be watched at all times. Docents will ask that unsupervised children be removed from the building.

_____ We do not provide refrigeration for food.

_____ Animals/pets are not allowed except service dogs.

_____ We do not have a snack bar or refreshments.

_____ This is an approved facility for serving alcohol. Please remember to ensure that safety measures are taken to protect all personnel in the facility. The Aviation Museum staff are not responsible for ensuring the safety of any personnel participating in the event.

_____ If something is damaged please bring it to the staff's attention immediately.

_____ Please clean up after the event. Empty trash cans and place new bags in the cans. Police and sweep the floors for any food or drink that may have dropped.

_____ Perform a walk through with one of our staff before leaving the facility to verify the area has been cleaned, equipment used put away, and the area returned to its original condition.

_____ If anything is left unattended, not cleaned, or damaged you will be called to take care of the issue. If you cannot be reached, your chain of command will be contacted to correct the issue.

Everything provided for you by the Travis Aviation Museum is FREE OF CHARGE

DONATIONS to the Travis Aviation Museum are greatly appreciated

POC Printed Name & Signature _____

POC Cell Phone _____ POC Duty/Work Phone _____

POC Squadron/Office _____

Supervisor's Name _____ Duty Phone _____

TRAVIS AVIATION MUSEUM USE ONLY	
Received by: _____	Date Received: _____
Approved by: _____	Confirmation Number : _____