



# Airborne and Special Operations Museum

## Official Military Event Request (Jan 2020)



Contact Person: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: (2 hour limit): \_\_\_\_\_

### Space Requested (choose one only)

\_\_\_\_\_ **Yarborough Theater (capacity 230)**

\_\_\_\_\_ **Small Theater (capacity 40)**

\_\_\_\_\_ **Lobby**

*The Airborne and Special Operations Museum is a U.S. Army Museum with the mission to collect, preserve, research, accurately interpret, and communicate the U.S. Army's airborne and special operations history and material culture from 1940 to the present. We try to accommodate all Military event requests from Active Duty Military Personnel. Please keep in mind that we are a museum with a small staff and limited budget, not an event venue.*

### Please read carefully, users agree to the following:

- Request subject to approval. If you haven't received a reply within 7 days, contact ASOM POC to obtain status.
- Requestor will contact ASOM POC for approval of any changes to this request.
- ASOM is closed for maintenance/cleaning on Mondays.
- Requestor is responsible for providing all required equipment to include tables, chairs, podium, flags, etc.
- ASOM does not provide AV support.** Requestor must bring all projectors, computers, PA systems etc.
- Due to limited space and high demand, events are limited to two hour time blocks.
- Requestor will clean the area and remove all trash from inside and outside of the facility.
- Absolutely no food or drink allowed inside of the Museum.** Food and drink are permitted in our Reflection Garden. Please have an inclement weather plan. Moving receptions/food/drink/cakes etc. inside is not an option.
- The ASOM is a public institution, the event cannot disrupt normal museum operations or public access.
- ASOM front doors will remain locked until museum opening time unless requesting organization posts personnel at the door to monitor entry into the museum (and prevent unauthorized entry).
- Events must be concluded, area cleaned etc. NLT 1600.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_