



Airborne and Special Operations Museum Facility Use Request



Contact Person: _____

Organization: _____

Phone: _____ Email: _____

Description of Event: _____

Requested Facilities

*** Events are limited to two hours**

	DATE	TIME	# PEOPLE
Yarborough Theater (capacity: 244)	_____	_____	_____
Small Video Theater (capacity: 42)	_____	_____	_____
Lobby	_____	_____	_____

Please read carefully, users agree to the following:

- This request is subject to approval. If you haven't received a reply within 7 days of submission, contact ASOM POC to obtain status of request.
- Requestor will contact ASOM POC ASAP for approval of any changes to this request.
- Requestor is responsible for providing all event 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.
- There is absolutely no food or drink allowed inside of the Museum.**
- 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 must contact the ASOM Foundation (910-643-2778) for permission to use the Reflection Garden/Parade Field.

Requestor Signature: _____ Date: _____

ASOM Army Staff Signature: _____ Date: _____