



# Travis AFB Aviation Museum

641 Burgan Blvd, Bldg 80  
Travis AFB, CA 94535  
707-424-8180

## Event Hosting Request

- Please plan your event during Aviation Museum business hours (Tuesday – Saturday, 10am – 4pm, Sunday 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***

Title of Event/Ceremony: \_\_\_\_\_

Event Recipient: \_\_\_\_\_

Date/Time (start-end): \_\_\_\_\_ - \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

***DONATIONS  
to the Travis Aviation Museum  
are greatly appreciated!***

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

- |                              |   |
|------------------------------|---|
| • Open Floor space for event | • Podium  |
| • Chairs (200 each)          | • Conference room                                       |
| • High Back chairs (2)       | • Garbage cans (user provides trash bags)               |
| • Tables, round and square   | • Sound system (for microphones, 2 AA batteries needed) |

*Museum does not provide flags, table cloths, napkins, plates, silverware, serving utensils decorations, etc.*

**The Point of Contact (POC) is responsible for ensuring participants are aware of museum rules on the back of form**

POC Printed name and signature \_\_\_\_\_

POC cell phone \_\_\_\_\_ POC Duty/Work phone \_\_\_\_\_

POC Squadron/office \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Duty phone \_\_\_\_\_

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
- DO NOT place anything on the displays, exhibits, artifacts, or cases.
- Please have event attendees park in the designated main visitor/public parking area.
- You must supply all office and table supplies (i.e. flags, 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 have a limited snack bar for 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
- 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.

TRAVIS AVIATION MUSEUM USE ONLY

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Docents(s): \_\_\_\_\_

Approved by: \_\_\_\_\_ Event Complete: \_\_\_\_\_