



UNITED STATES NAVAL  
**UNDERSEA**  
MUSEUM

## Terms of Museum Facilities Use

### Additional Information about Room Equipment

Room	Equipment Available											
	Lectern	Navy Computer (requires credential)	Wi-Fi	Projector	Projection Screen (pull/drop down)	Micro-phones	Assistive Listening Devices	DVD Player	Tables	Chairs	White-board	Sink and Fridge Access
Auditorium	2	1	NMCI	1	1	10	8	1	6	5	0	
Mary Bonnin Room	1	0	NMCI	2	2	4	4	0	30	50+	4	✓
Classroom	1	0	NMCI	1	1	2	4	0	15	24	2	✓
Museum Lobby (Change of Command receptions only)	0	0	NMCI	0	0	0	0	0	0	0	0	

Additional photos of the spaces and AV user guides are available at <https://navalunderseamuseum.org/facility-reservations/>

## Details

### 1. Auditorium



Figure 1: View of Auditorium seating during Change of Command ceremony. USS Jimmy Carter (SSN 23) Welcomes New Commanding Officer, by CPO Amanda Gray

- 1.1. Dedicated entrance and restrooms, separate from museum galleries entrance
- 1.2. **448 seats**
- 1.3. 207 seats in center section each have a fold-up **writing surface**
- 1.4. Four (4) rectangular **tables** (30" x 60"), available for use in the Auditorium lobby and/or on stage for handouts, awards, ceremonies, etc.
- 1.5. Five (5) **Navy blue chairs** for use on stage
- 1.6. **U.S. flag and base**
- 1.7. **Navy flag and base**
- 1.8. **Bell** on stand
- 1.9. **U.S. flag bunting** for use on two lecterns – affixed with velcro
- 1.10. Two (2) **lecterns** for use on stage, including **one fixed ADA-accessible with built-in AV controls**
- 1.11. Eight (8) hand-held wireless **microphones** available (mic stands available for six); Two (2) wireless **lapel** microphones.
  - 1.11.1. Two hand-held stage mics, AV booth mic, and one lapel mic run on museum's **rechargeable** battery system. User shall provide AA **batteries** for any mics (two per microphone) needed beyond those four.
- 1.12. **Projector**
- 1.13. **Projection screen** (on stage behind curtain)
- 1.14. **Ten pre-programmed lighting schemes**
- 1.15. **NMCI computer** (NMCI is the Navy's IT system; access to computer requires Navy credential)
- 1.16. **NMCI Wi-Fi** (accessible only through NMCI machines with CAC credential)
  - 1.16.1. Guest access available with one week advance notice
- 1.17. Full **audio and video controls** from stage lectern or control room
  - 1.17.1. Acceptable inputs: **VGA, HDMI, and audio jack** connection from any source. User must provide converter to one of these inputs if the user's source is not VGA or HDMI.
  - 1.17.2. System **audio out** USB for hybrid meetings
- 1.18. **Assistive listening devices:** six (6) over-ear speakers and two (2) neck loops for compatibility with TCoil-equipped hearing aids

**1.19. Carpeted walls**

1.19.1. DO NOT adhere anything to walls in seating area

1.19.2. Materials **may** be adhered to **lobby** walls with Velcro tabs applied to the back of posters and must be removed at the end of the event

**1.20.** Carpeted hallways, stage; house seating is painted concrete floor

**1.21.** Multi-stall **restrooms**

**1.22.** **Diaper-changing stations** in men's, women's, and single-stall restrooms

**1.23.** All **food** and **beverages prohibited**

**1.24. Accessibility:** The Auditorium is physically accessible via a ramp into the space. Once inside, the Auditorium itself is ramped. Wheelchair access to the stage is from the adjacent hallway. ADA-compliant lectern on stage. One wheel-chair accessible restroom. Assistive listening devices available. Sign language interpretation is the responsibility of the user. Lighting levels able to be set by user.

## 2. Mary Bonnin Room



*Figure 2: View of Mary Bonnin Room set up classroom style; view from doorway at back of the room.*

- 2.1. Located on lower level of the museum
- 2.2. Measures 45' x 39' (two projection screens on long wall)
- 2.3. Can seat 107 lecture style; **50 classroom style (with a seat at a table, as pictured)**; fire code maximum occupancy is 123 standing
- 2.4. Thirty (30) trapezoid **tables** (20" x 70") for classroom seating (can also be configured into octagons or open circle)
- 2.5. Five (5) rectangular **tables** (20" x 72") for sign-in station, handouts, etc.
- 2.6. 50 upholstered (padded) **chairs** (stacking)
- 2.7. 57 molded plastic (no padding) **chairs** (stacking) available for lecture-style events
- 2.8. Four (4) mobile dry-erase **whiteboards** (markers not provided)
- 2.9. **NMCI Wi-Fi** (accessible only through NMCI machines with CAC credential)
  - 2.9.1. Guest access available with one week advance notice
- 2.10. Two (2) **projectors** mounted to ceiling, power on independently
- 2.11. Two (2) projection **screens**, manual pull down
- 2.12. Overhead fluorescent **lighting** on two circuits
- 2.13. One (1) **fixed ADA-accessible lectern with built-in AV controls**
- 2.14. Full **audio and video controls** from lectern

- 2.14.1. Acceptable inputs: **VGA, HDMI, and audio jack** connection from any source. User must provide converter to one of these inputs if the user's source is not VGA or HDMI.
- 2.14.2. System **audio out** USB for hybrid meetings
- 2.15.** Two (2) hand-held wireless **microphones**; Two (2) wireless **lapel** microphones.
  - 2.15.1. One hand-held mic and one lapel mic run on museum's **rechargeable** battery system. User shall provide AA **batteries** for any mics (two per microphone) needed beyond those two.
- 2.16. Assistive listening devices:** Three (3) over-ear speakers and one (1) neck loop for compatibility with TCoil-equipped hearing aids
- 2.17.** Digital **phone** line (360-396-2894) (phone in room)
- 2.18.** Two (2) trash cans in room; recycling bin for plastic bottles and cans available outside room
- 2.19.** Painted walls – Materials may be **adhered** to walls with low-tack painters blue tape and must be removed at the end of the event
- 2.20.** Carpeted floors
- 2.21.** Food and beverages **permitted**
- 2.22. Trash bags, cleaning solutions, and paper towels** provided in the room for user clean-up
- 2.23.** The lower level of the museum is **accessible** via an elevator
- 2.24.** Two (2) single-stall **accessible restrooms**
- 2.25. Diaper-changing stations** in both restrooms
- 2.26. Accessibility:** The Mary Bonnin Room is located on the museum's lower level and is physically accessible via stairs and an elevator. ADA-compliant lectern. Two wheel-chair accessible restrooms adjacent. Assistive listening devices available. Sign language interpretation is the responsibility of the user. Lighting is on two circuits, each one independently able to be turned on or off (no dimming).

### 3. Classroom



*Figure 3: View of Classroom set up classroom style; view from doorway at back of the room.*

- 3.1. Located on lower level of the museum
- 3.2. Measures 35' x 24' (screen on short wall)
- 3.3. Best suited for up to **24 seated classroom style (with a seat at a table, as pictured)**; fire code maximum occupancy is 58 standing
- 3.4. Fifteen (15) trapezoid **tables** (20" x 70") for classroom seating (can also be configured into octagons or open circle)
- 3.5. Two (2) rectangular **tables** (20" x 72") for sign-in station, handouts, etc.
- 3.6. 24 upholstered **chairs** (stacking)
- 3.7. Two (2) mobile dry-erase **whiteboards** (markers not provided)
- 3.8. **NMCI Wi-Fi** (accessible only through NMCI machines with CAC credential)
  - 3.8.1. Guest access available with one week advance notice
- 3.9. One (1) **projector** mounted to ceiling
- 3.10. One (1) projection **screen**, manual pull down
- 3.11. Overhead fluorescent **lighting** on two circuits
- 3.12. One (1) **fixed ADA-accessible lectern with AV controls**
- 3.13. Full **audio and video controls** from lectern

- 3.13.1. Acceptable inputs: **VGA, HDMI, and audio jack** connection from any source. User must provide converter to one of these inputs if the user's source is not VGA or HDMI.
- 3.13.2. System **audio out** USB for hybrid meetings
- 3.14. One (1) hand-held wireless **microphone**; One (1) wireless **lapel** microphone.
  - 3.14.1. One hand-held mic and one lapel mic run on museum's **rechargeable** battery system. Additional AA batteries are not needed in this room.
- 3.15. **Assistive listening devices:** Three (3) over-ear speakers and one (1) neck loop for compatibility with TCoil-equipped hearing aids
- 3.16. One (1) trash can in room; recycling bin for plastic bottles and cans available outside room
- 3.17. Carpeted walls – Materials may be **adhered** to walls with Velcro tabs applied to the back of posters and must be removed at the end of the event
- 3.18. Carpeted floors
- 3.19. Food and beverages **permitted**
- 3.20. **Trash bags, cleaning solutions, and paper towels** provided in the room for user clean-up
- 3.21. The lower level of the museum is **accessible** via an elevator
- 3.22. Two (2) single-stall **accessible restrooms**
- 3.23. **Diaper-changing stations** in both restrooms
- 3.24. **Accessibility:** The Classroom is located on the museum's lower level and is physically accessible via stairs and an elevator. ADA-compliant lectern. Two wheel-chair accessible restrooms adjacent. Assistive listening devices available. Sign language interpretation is the responsibility of the user. Lighting is on two circuits, each one independently able to be turned on or off (no dimming).

#### 4. Also located on the lower level of the museum:

- 4.1. **Refrigerator** (shared)
- 4.2. **Galley sink** with counter space (shared)
- 4.3. Two (2) single-stall, wheelchair **accessible restrooms** (one with shower), both with **diaper-changing stations**. Multi-stall restrooms are available on the main level.