

**Naval History and Heritage Command (NHHC) Policy  
After-Hours Events at the Museums  
October 2012**

**References:**

Department of Defense Joint Ethics Regulation, DoD 5500.7-R, Section 3-210  
SECNAV Instruction 7042.7K – Guidelines for Use of Official Representation Funds (ORF)  
OPNAV Instruction 1700.7E - Responsibility for Morale, Welfare and Recreation (MWR) and Navy Exchange (NEX) Programs in the Navy  
OPNAV Instruction 5350.4D - Navy Alcohol and Drug Abuse Prevention and Control

**Purpose:** This policy sets forth the requirements for use of facilities operated by the Naval History and Heritage Command (NHHC), including its museums, to host events scheduled to be held after normal working hours.

**Scope:** This policy applies only to NHHC museums that do not have American Alliance of Museums (AAM) accreditation and/or fewer than five federal employee staff members. Those museums that have entered into Memoranda of Agreement/Understanding (MOA/MOUs) with their respective installation or support foundation that specifically govern the use of the museum facility to host events shall adhere to the terms of their respective agreement.

**Policy:** NHHC facilities may only be used for purposes related to the mission of the Museums, NHHC, or to the U.S. Navy. As scheduling permits and with the approval of the museum director, museums may be used to host official events and some related unofficial events outside of the respective museum's posted hours of operation. Only Department of Defense organizations and personnel, and in limited circumstances other federal agencies, may use NHHC facilities for events scheduled after hours.

**Availability:** Events will not be scheduled to be held on days when the Museum is closed, on Federal holidays, or on evenings prior to Federal holidays. Similarly, events will not be scheduled to be held during times that will require staff support or set-up on a day that the Museum is closed or on Federal holidays.

**Requests:** The organization or individual sponsoring the event to be held after posted hours of operation must submit a request to the respective museum director at least fourteen (14) days in advance of the requested date. All events must be confirmed in writing by the museum director. Cancellations must be made at least 24 hours in advance of the scheduled event. Failure to cancel a scheduled event with at least 24 hours advanced notice may result, at the discretion of the museum director, in the organization or individual being prohibited from booking further events.

**Types of Events:**

Official Events – Ceremonies, and other events, that have been approved as official and necessary for accomplishing the mission of the Navy may be held at NHHC facilities after posted operating hours. These events include changes of command, command-sponsored retirements, and promotion/pin-on ceremonies. Other events supported by,

or authorized to be supported by, appropriated funds, including Official Representation Funds (ORF), are considered official events.

Unofficial Events – Luncheons, dinners, and receptions that are not supported by, or authorized to be supported by, appropriated funds are considered unofficial events. When held in conjunction with an official event, unofficial events may be held at NHHC facilities after posted operating hours. The museum may be required to assess a user fee on the requesting organization or individual for use of the museum to host unofficial events.

Prohibited Events and Activities – Certain events may not be held at NHHC facilities at any time, they include, but are not limited to:

- Fundraising events, except those permitted by Section 3-210 of the DoD Joint Ethics Regulation.
- Funerals
- Political activities
- Events restricted by other federal, state, or local statutes or regulations
- Support of commercial activities of any kind including distribution of any material, advertising, or sale of any item to the public or event attendees
- Gambling or games of chance to include raffles
- Religious programs
- Events for controversial organizations or organizations that discriminate based on race, creed, color, sex, national origin, age, or condition of handicap
- Activities that are not appropriate to associate with the Department of Defense (DoD), the U.S. Navy, or NHHC. Appropriateness will be ultimately determined by the Director of NHHC.
- Use that presents an unfair competition with commercial sources; i.e., hotels, banquet halls, convention centers, etc.
- Events that exceed the Museum's capability for support and/or that adversely impact the Museum's mission, to be determined by the Director of NHHC
- Events that charge admission and/or are open to the general public
- Events that charge event attendees for use of Museum-owned equipment or Museum-provided services
- Activities presenting a risk of damage to facilities, exhibits or artifacts, including, but not limited to compromising security, events that would negatively alter temperature, humidity, light levels, etc.

**Staffing:** The museum director will provide staff availability (as determined by the museum director) for logistical support prior to the event and as needed during the event and opening/closing of the facility. Because of the sensitive environment required for museums and the significant value of artifacts contained therein, only federally employed museum staff members are authorized to open and close NHHC facilities. This responsibility cannot be transferred or delegated.

The Museum will not provide staff to unload, set up, tear down, or load equipment; escort guests; or actively participate in scheduled events. The organization or individual sponsoring the event must provide any staff required for the successful execution of their event.

**Catering and Alcohol:** All food service, bar service, and catering must be provided and served by the local Morale, Welfare, and Recreation (MWR) caterer. Catering negotiations and costs are the sole responsibility of the organization or individual sponsoring the event. All catering arrangements must be approved by the museum director. All alcohol service shall comply with applicable Navy policies. The museum director shall have sole discretion as to the location within the facility of any alcohol service and may limit the amount of alcohol service as necessary.

All catering equipment rental, décor, entertainment and any other services provided by outside vendors will be contracted for and paid by the organization or individual sponsoring the event. NHHC shall not be responsible for lost, stolen or damaged equipment or décor provided by outside vendors or the user. The event sponsor is required to clean up after all events within one and a half hours of completion of the event.

**Media:** The museum director must be notified a minimum of 72 hours in advance of and approve all notifications and invitations to the media by an organization or individual sponsoring an event.

**Speakers:** The museum must approve all event speakers. The following information must be provided in writing for approval: speakers name, background, organizations, topic and relevance to the group using the museum. Because all speakers are subject to approval, the using organization should request this approval prior to announcement of the speaker.

**Relationship between Museums and Local Command Installations:** Once the museum director/NHHC approves after hours events, the museum director will inform the Installation to ensure there are no issues associated with the museum's hosting of the event.

If after-hours events are scheduled by third parties (i.e. Foundations), the museum director is responsible for ensuring they comply with proper protocols and procedures. Foundations, and other parties, shall work through the museum personnel at all times and not directly with Installation personnel.

All events must be cleared through NHHC in a reasonable amount of time. An event involving Politicians or Fund Raising must be approved by Director, NHHC or his/her designated representative as soon as practicable and then sent to NHHC Chief of Staff no later than three working days from receipt., no later than four weeks prior to the event is preferred.

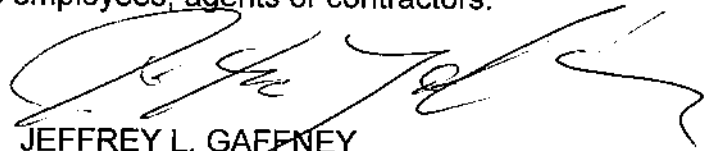
- a) Events involving fund raising and politicians shall be coordinated with NHHC Office of Counsel and/or the Installation Staff Judge Advocate as well as NHHC Public Affairs.
- b) A fund raising event is any event where patrons must pay to attend, pay for food, etc., and the Foundation receives a portion of the fees from hosting the event.
- c) A political event is any event wherein a sitting politician or a candidate campaigning for public office is a guest at the event.

Once an event is approved by Director, NHHC or his/her designee, the NHHC or local museum representative will inform the Installation Executive Officer of the nature and time of event. This will be done within 72 hours of the event. Once the event is approved by NHHC Director and the Installation Executive Officer has been so apprised by the NHHC Director or local Museum representative the installation will have the opportunity review the event for compliance with installation, Region and/or CNIC instructions and policies as needed.

The respective installation, region, and/or CNIC shall not be bound by any contracts, promises, expectations, or decisions made by third party entities onboard any USN installation unless express, explicit authorization is made by the respective installation commanding officer or higher in the CNIC chain of command.

Installation will provide security including after-hours gate access as an approved exception, rather than the rule.

**Release of Liability:** The using organization agrees that it will hold the United States, its officers, employees, agents and contractors harmless, and will indemnify and defend them against any and all suits, actions and claims of any kind whatsoever, including costs and attorney fees, which may arise from or be the result of this agreement or the items provided by the using organization, its employees, agents or contractors.



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