

# **USER AGREEMENT**

*U.S. Army Basic Combat Training Museum  
Building 4440 Jackson Blvd | Fort Jackson, SC 29207  
Mailing Address: 2464 Anderson St | Fort Jackson, SC 29207  
Phone: (803)751-7419*

The U.S. Army Basic Combat Training Museum welcomes military organizations, outside community organizations, and individuals to utilize the museum and the museum's executive conference room for events, ceremonies or classes. The museum has recently undergone a total renovation, and due to the new appearance of the facility, new policies and guidelines must be met and adhered to by anyone requesting the use of the museum and the museum's conference room.

The use of the conference room is still offered free of charge, but donations to the US Army Basic Combat Training Museum are appreciated and accepted. These donations help maintain the museum, collections and this room.

The museum's conference room is available upon request for events held during normal museum hours.

## **Policy and guidelines for the use of the Heroes Among Us conference room:**

### **1. Scheduling:**

- a. Military events, training or ceremonies take precedence over civilian requests. Military organizations will have priority for scheduling, but if the room is already scheduled by an outside organization the room will not be considered available. If a military event is command directed to be held at the museum other events may have to be rescheduled.
- b. Call the museum and request a reservation form. Your guidelines and registration form will be emailed to you. The reservation form must include: title of event, date, beginning/ending times, number of people attending (seating capacity is 50), equipment requirements, point of contact, phone number and signature. The reservation is not official until this is received by the museum.
- c. The museum will take room reservations up to 8 months in advance.

### **2. Furnishings:**

- a. The conference room is furnished with an executive conference table (seats 8) with 11 matching leather conference chairs, and 40 stackable chairs. Additional fold-out tables are available upon request. The user is responsible for setting up the chairs and/or tables as needed. Any additional chairs needed are the user's responsibility.
- b. The museum staff will provide the table and chairs and may assist in set up, but users are ultimately responsible for set up and break down.
- c. The room is equipped with a podium. Other items needed by the user such as easels, extension cords, flags, stands or other furnishings are the responsibility of the user.
- d. The room will be returned to original configuration by the user at the conclusion of the event.

### **3. Audio/Visual Equipment:**

- a. The room is equipped with an overhead projector and a drop down screen. Users are free to use the system for presentations or other requirements, but users are responsible for bringing their own laptops.

- b. A TV is also available with DVD capabilities, available upon request.
- c. Any other A/V requirements are the responsibility of the user.

#### **4. Room Set Up:**

- a. During normal working hours, the conference room is used as the Heroes Among Us gallery with conference table and chairs configured for exhibit use. The user is responsible for returning the room to this configuration at the conclusion of their event.
- b. The podium will remain in the room, but can be positioned as needed by the user.
- c. The user will be responsible for setting up tables and chairs into whatever configuration is needed for their event.
- d. The display cases cannot be moved.
- e. All food and drink must be approved by museum staff prior to an event.
- f. Do not drag anything across the floor (i.e., coolers, chairs, tables). The carpet in this room is made of recycled plastic which will melt and leave permanent stains if heavy objects are dragged across it.

#### **5. Use:**

- a. No food or drink will be allowed in the room except for bottled water or by prior approval from the museum staff.
- b. All food or drink allowed in the room must remain in the room. No food or drink is allowed in the museum outside of the conference room without prior approval from the museum staff.
- c. Events with catered food or drink will be approved by museum staff prior to the event.
- d. All food will be required to be brought into the conference room in covered containers.
- e. No classified briefings will be conducted in the room.
- f. The point of contact for any event scheduled in the museum will be required to do a pre-event inspection of the space with a museum staff member and conduct a post-event inspection with a staff member.
  - i. Any discrepancies, damage, stains or other issues requiring repair will be the responsibility of the user.
  - ii. The user will be responsible for cleaning the floors and other areas within the space at the conclusion of each event as needed. Vacuum cleaners, trash bags and brooms will be provided by the museum.
  - iii. No event will be allowed to occur without a signed agreement between the user and the museum staff.
- g. Except for emergencies, museum telephones are not available for use nor will messages be taken by museum staff.
- h. All trash will be emptied in outside dumpsters by users at the conclusion of each event.

# U.S. Army BCT Museum Reservation Form

Please fill out the below information, sign and submit to:

US Army Basic Combat Training Museum, 2464 Anderson Street, Fort Jackson, SC 29207  
Registration forms may also be faxed to 803-751-4434 or emailed to Ms. Stephanie Sapp, Museum  
Technician, [stephanie.g.sapp.civ@mail.mil](mailto:stephanie.g.sapp.civ@mail.mil) .

**YOUR RESERVATION IS NOT OFFICIALLY SCHEDULED UNTIL THIS SIGNED FORM IS RECEIVED**

DATE: \_\_\_\_\_ TIME: (Start) \_\_\_\_\_ (Finish) \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT: \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_

FOOD/DRINK REQUESTED: \_\_\_\_\_

\*\*Museum Curator - Approved/Denied: \_\_\_\_\_

SPECIAL REQUIREMENTS: \_\_\_\_\_

I have read the policies and guidelines for the use of the Heroes Among Us gallery  
and agree to adhere to all requirements.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_

**The below portion will be filled out and signed at the museum prior to an event:**

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## Conference Room Inspection

INSPECTION CONDUCTED BY (To be completed prior to and at the conclusion of the event):

EVENT POC: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

MUSEUM STAFF: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRE INSPECTION \_\_\_\_ POST INSPECTION \_\_\_\_

### ITEMS NOTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ABUSE OF PRIVILEGES CAN DENY FUTURE USE