



MILITARY AVIATION MUSEUM

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Virginia Beach, VA 23457
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www.MilitaryAviationMuseum.org

SCOUT LOCK-IN AGREEMENT

*Thank you for your consideration of the Military Aviation Museum as host for your scout lock-in. Our site is located at the scenic Virginia Beach Airport. Your group will enjoy a facility unique to the area, whilst being able to observe a large collection of WWII-vintage military aircraft and other memorabilia. Nearly all of the airplanes at the Museum are maintained in a flightworthy condition. **Although we pride ourselves on our ability to afford patrons the opportunity of a close inspection of these aircraft, it is of the utmost importance the planes not be handled in any way by our guests.** Below are details and policies pertinent to use of the Military Aviation Museum. Before confirmation of any reservation, these guidelines must be read and acknowledged by each client.*

The Military Aviation Museum reserves the right to refuse the use of any themes, vendors, or plans of action.

___/___ **HOURS:** Although the Museum is open to the public seven days a week, from 9:00am to 5:00pm, it can make many accommodations for private functions. The Museum cannot close to the public, prior to 5:00pm, but arrangements can sometimes be made to allow early access to the facility, for set-up.

___/___ **AMENITIES:** Upstairs classroom with seating capacity for up to 36-guests. It is equipped with state-of-the-art multimedia equipment, including projection screen and digital video projector.

___/___ **LAVATORIES:** Full washroom facilities are located both downstairs and upstairs, inside the main Museum.

___/___ **DECORATIONS:** At no time should nails, tape or any other adhesive devices be used that could leave permanent marks on walls or fixtures. **NO OPEN FLAMES, such as table candles or votives, can be used in the Museum. Also, no confetti, rice, or balloons can be used inside the facility.**

___/___ **SMOKING:** There is absolutely **NO** smoking anywhere inside any of the Museum's facilities or on the Museum ramp. Designated smoking areas are located directly outside of the building's primary and ramp entrances, where appropriate receptacles have been provided. Because the Museum's airplanes are maintained in a flightworthy condition, we house in and around our facilities a large volume of inflammable materials. For the general safety of all in attendance, strict adherence to the Museum's smoking ban must be observed at all times.

___/___ **PARKING:** Ninety paved parking spaces and two large grass overflow parking lots are available. We recommend the use of parking attendants for groups in excess of 200-people, where individuals will be responsible for their own transportation.

___/___ **MUSEUM DOORS:** Outside doors will be locked after 11:00PM and no one will be permitted outside the building until 7:00AM.

___/___ **COVID 19:** All guests and participants must conform to CDC Guidelines.

___/___ **ANIMALS:** No animals or pets are allowed inside the Military Aviation Museum at any time, unless they are trained service animals.

___/___ **CLEAN-UP:** The client is ultimately responsible for a thorough clean up. Due to the fact the Military Aviation Museum is contracted by the client, the Museum will assess a \$300.00 clean-up fee if the facility is not returned to its original state of condition, following the conclusion of the client's event.

___/___ **TRASH REMOVAL:** A dumpster is located on site, which may be used by the client and the caterer for disposal of any and all garbage.

___/___ **EXHIBITS:** While the Military Aviation Museum makes every attempt to keep the majority of the exhibits on display, we do occasionally demonstrate our airplanes at air shows and cannot guarantee that any specific plane(s) will be on display at the time of your event.

___/___ **DEPOSIT:** A deposit of \$500.00 is required to reserve the Military Aviation Museum for events. This deposit reserves the date and serves as security against any damages. Cancellation 90-days prior to the event date a full refund will be issued. Cancellation 60-days prior, 50% of the deposit will be returned. A cancellation at less than 60-days will forfeit the entire deposit. Deposits must be delivered within 10-days.

The full balance is payable before the ultimate event date.

___/___ **PHOTOGRAPHS/VIDEO:** I hereby authorize Military Aviation Museum (hereinafter "Museum") permission to use Scout visits in a photograph taken by the museum in any and all of its publications, including but not limited to all of the Museum's printed and digital publications.

I understand and agree that any photograph using our likeness will become property of the Museum and will not be returned. We acknowledge that since our participation with the Museum is voluntary, we will receive no financial compensation. We hereby irrevocably authorize the Museum to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing Military Aviation Museum's programs or for any other related, lawful purpose as long as no material changes have been made to said photo or video. In addition, we waive the right to inspect or approve the finished product, including written or electronic copy, wherein said likeness appears. Additionally, we waive any right to royalties or other compensation arising or related to the use of the photograph or video. We hereby hold harmless and release and forever discharge the Museum from all claims, demands, and causes of action which our heirs, representatives, executors, administrators, or any other persons acting on our behalf or on behalf of our estates have or may have by reason of this authorization.

We will notify the Museum ahead of time of any known issue photographing any scout that would jeopardize their safety.

___/___ **COOKING:** Cooking is not permitted in the Museum at any time. Gas and oil lanterns or stoves are not permitted during Lock-ins.

___/___ **FOOD:** Dinner or Breakfast are not provided by the Museum. Scout Leaders are permitted to bring in dinner and breakfast during lock-ins. Food must be prepared ahead of time. There is no access to the kitchen. All food must be cleaned up and disposed of properly. Trash cans will be made available.

___/___ **WHAT TO BRING:** Scouts are encouraged to bring sleeping bags, pillows, flashlights, and night lights. Scouts are permitted to bring snacks as long as trash is placed in appropriate containers.

___/___ **LOCK-INS:** Lock-ins are only scheduled for Friday nights into Saturday mornings from 6:00PM til 8:45AM

RATES:

SCHEDULE OF RENTAL RATES (Effective 20 September, 2021:

Scouting Overnights - Mezzanine

\$40.00 per Scout

\$20.00 per Chaperone

Minimum 25 Scouts to book the Lock-in

Must have a 5 to 1 ratio of Scouts to Adults (min 18 yrs of age)

MERIT BADGES:

____/____ Aviation, Collection, and Public Speaking Merit Badge workshops may be added to the Saturday after Lock-ins for a discounted rate of \$15 per scout per Merit Badge.

**YOUR RENTAL HELPS TO PRESERVE THE HISTORY OF MILITARY AVIATION.
THANK YOU!**

FACILITY RESERVATION AND RENTAL AGREEMENT

Date of Event:

Times:

Group Name:

Point of Contact:

Address:

Phone:

E-mail:

Type of Event: Scout Lock-in

Number of Scouts:

Number of Chaparones:

How did you hear about us?

I have read the information listed on this contract. The date, time, and other information are correct. I understand the policy regarding payment and cancellation.

Signature:_____

Date:_____

MAM Education Coordinator: Nicole Lutz _____