



AMERICAN MUSEUM OF SCIENCE AND ENERGY

300 South Tulane Avenue | Oak Ridge, TN 37830
Phone: (865) 576-3200 | Fax: (865) 576-6024

Date of Request: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Facility Use Form

User Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Requestor: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Day Rentals table with columns: Facilities, Half Day, Full Day. Rows include Auditorium, 1/2 Lecture Room, Full Lecture Room, Lobby, Classroom, Conference Room.

Night Rentals table with columns: Facilities, Price per Hour. Rows include 1st Floor, Both Floors.

Will this event be catered? [ ] Yes [ ] No
If so, by whom? \_\_\_\_\_

Detail any set-up request (some set-up may incur additional charges)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Equipment Rentals section containing a list of items like Tables, Chairs, LCD Projector, Laptop, etc. with checkboxes and prices.

The Discovery Shop, demonstrations, birthday parties and other services are available upon request. Please ask for availability and prices.

User Agreement:

This authorization and all obligations of the user organization of terms on the reverse side and in attached are accepted by:

Requester Representative \_\_\_\_\_ Date \_\_\_\_\_

## **TERMS AND CONDITIONS OF FACILITY USE**

The using organization agrees that the use of the American Museum of Science and Energy facilities (AMSE) as provided on the face of this authorization entails its observance of the following obligations, limitations, or other terms, as may be established by the U.S. Department of Energy (DOE) and UT-Battelle, LLC, management and operating contractor for the Oak Ridge National Laboratory (ORNL).

- The using organization will have a responsible representative present at all times.
- Alterations to facilities, including attaching decorations and displays to the walls, floors, and equipment, shall only be made with the written concurrence of the museum's representative.
- Refreshments will not be permitted on the premises unless special arrangements are made in advance with the museum's representative.
- No meetings or other use of the facility shall be for political or sectarian purposes.
- The using organization does not practice or advocate discrimination based on age, race, color, religion, sex, physical or mental handicap, or national origin, and will not use the facility under the authorization in a manner that permits such discrimination.
- Neither UT-Battelle, LLC nor the U.S. Department of Energy shall be responsible for loss of personal property or for injury to persons or property as a result of use of the facilities.

### **EXHIBITS**

Organizations leasing museum facilities may include exhibit(s) as part of their program, according to the following guidelines:

- Requests for the display of exhibits in conjunction with use of the museum facilities must be submitted for approval using the facility use form.
- All exhibits and displays must comply with federal, state, and local environment safety, and health regulations.
- The AMSE management reserves the right to limit the amount of space and time an exhibit is on display.
- Exhibit components cannot exceed the floor load capacity of 5,000 pounds.