



AMEDD MUSEUM

U.S. Army Medical Department Center of History and Heritage

AMEDD Museum Mission Statement: The AMEDD Museum supports the training, readiness, and educational missions of the United States Army Medical Department through the preservation, collection, and interpretation of its material culture, heritage, and history.

Thank you for your interest in booking an event with the AMEDD Museum. As part of our mission to promote AMEDD History and Heritage, the AMEDD Museum allows the reservation of locations on site for training and education sessions, as well as Army heritage events. Please note that the AMEDD Museum can only provide the venue for these events. Museum staff are not trained Audio-Visual technicians or Protocol specialists, and we are unable to provide full event support. As a public venue, we must remain open to visitors during standard business hours, and the safety and long-term preservation of our artifacts remains a key priority for our staff. We thank you for your understanding.

All events are processed in the order in which they are received, making the AMEDD Museum a first-come, first-serve facility. Please note that AMEDD Museum staff are not authorized to provide information about an event to individuals not directly related in the planning and preparation for the specified event.

In order to properly support our guests, we ask that every event submit the attached reservation form. The form can be returned to us via email or dropped off in person. There is also an online version that can be submitted on the AMEDD Museum website. Once received, we will contact you within two business-days regarding your reservation.

Building Usage Policies

In order to provide you the best support, while also ensuring the safety and long-term preservation of our historic artifacts, the AMEDD Museum adheres to the following policies regarding use of our facilities:

- 1) We ask that all groups provide their own manpower for set up and clean up.
- 2) To ensure we abide by officially-mandated building capacity limits, we require all events provide an expected number of guests to attend.
- 3) Our hours for events are from 0800 to 1600 daily Monday-Friday. With AMEDD C&S Command approval, we may be able to arrange for events outside of those hours. If your event will fall outside normal hours, we request a minimum 14-day notice.



AMEDD MUSEUM

U.S. Army Medical Department Center of History and Heritage

(Continued on next page)

- 4) Guided tours should allow for a minimum of 1 to 2-hours for tours. We additionally require a minimum 7-day notice to arrange for guides.
- 5) The museum does not currently supply assets such as tablecloths, serving utensils, paper plates and cups, dishwashing detergent, etc. Please see limited asset list below in our Event Request Form.
- 6) All events wishing to utilize Audio-Visual equipment are encouraged to arrange for IT support from their local unit. The AMEDD Museum is not responsible for internet and network errors, equipment malfunctions, missing equipment, or incompatible accessories.
- 7) Only UL approved electrical heating elements may be used for heating food. For safety reasons, Sterno containers and other **non-fire department approved heat sources are prohibited.**
- 8) Please note that **alcohol is prohibited** inside federal buildings unless prior approval is requested from JBSA- FSH, Post Commander. Please note that approval typically takes two weeks or more, and requests must be submitted through your command.
- 9) We request that all groups ensure spaces utilized are cleaned and restored to their original state. Clean up includes, but is not limited to: wiping down tables, cleaning spills, returning utilized assets to their original location, and hauling event trash to the dumpster located in the parking lot across the street.
- 10) Please note that failure to follow these policies may result in a request to return and rectify the discrepancy, and/or denied use of the museum's facilities for future events by the requesting party and/or associated organization.

Thank you for helping us preserve the Army Medical Department's history and heritage.
We look forward to serving you soon!



AMEDD MUSEUM

U.S. Army Medical Department Center of History and Heritage

Event Request Form

* Name of Organization: (Please spell out acronyms)			
* Primary P.O.C.:		* Primary P.O.C. Email:	
* Primary P.O.C. Phone:		Secondary P.O.C.:	
Secondary P.O.C. Phone:		* Type of Event: (i.e. Promotion, Retirement, Training, Tour, etc.)	
Secondary P.O.C. Email:			
Anticipated VIP's: (Please list)		If requesting a Tour, specify type & focus: (i.e. Self-paced or Guided)	
* # of Expected Attendees:		Name of individual(s) being honored: (i.e. Promotion for CPT Smith, Retirement for Mr. Smith)	
* Date of Event:			
* Time of Setup:			
* Time of Event:		Date of Rehearsal(s): (If applicable)	
* Time of Cleanup:		Time of Rehearsal(s): (If applicable)	
* Spaces & Assets Desired: (please select all that apply) List continues on next page	Outdoor Spaces		Notes
	<input type="checkbox"/> Helicopter Pergola		<ul style="list-style-type: none"> Capacity: 25 Covered area with lighting and electric outlets
	<input type="checkbox"/> Vehicle Pergola		<ul style="list-style-type: none"> Capacity: 75 Covered area with lighting and electric outlets
	<input type="checkbox"/> Brick Courtyard		<ul style="list-style-type: none"> Capacity: 300+ Open space adjacent to rail car with lighting and electric outlets
	<input type="checkbox"/> Fountain Courtyard		<ul style="list-style-type: none"> Capacity: 50 Centered within museum with four benches
	<input type="checkbox"/> Amphitheater <input type="checkbox"/> Podium		<ul style="list-style-type: none"> Capacity: 400 Covered seating with uncovered stage, lighting, electric outlets, and bathrooms Built-in stadium-style sound system with podium
	Indoor Spaces		Notes
	<input type="checkbox"/> Main Hallway		<ul style="list-style-type: none"> Capacity: 100 Used for mingling, overflow, or serving light faire in conjunction with other rooms



AMEDD MUSEUM

U.S. Army Medical Department Center of History and Heritage

	<input type="checkbox"/> Auditorium <input type="checkbox"/> Podium <input type="checkbox"/> Monitor** **Note: Must provide own IT support if connecting a computer**	<ul style="list-style-type: none"> Capacity: 55 Equipped with padded chairs, podium with speakers, and 70" monitor 	
	<input type="checkbox"/> Activities Room <input type="checkbox"/> Projector** **Note: System is NOT always reliable. Must provide own IT support**	<ul style="list-style-type: none"> Capacity: 75 Open, tile-floor room with small kitchenette Projector (VGA connection) 	
	<input type="checkbox"/> Reading Room <input type="checkbox"/> Monitor** <input type="checkbox"/> VTC** **Note: Must provide own IT support if connecting a computer or using VTC**	<ul style="list-style-type: none"> Capacity: 15 Boardroom with large table, a 70" monitor, and VTC capabilities. 	
Shared Assets: (Please select all that apply)* * All assets reserved on a first come, first serve basis	Assets	Notes	Requestor Comments
	<input type="checkbox"/> Tables	6' foot (10) or 8' foot (5)	
	<input type="checkbox"/> Chairs	Assorted design/color (60)	
	<input type="checkbox"/> US Flag	Indoor variety (2)	
	<input type="checkbox"/> AMEDD Regiment Flag	Indoor variety (2)	
	<input type="checkbox"/> Podium w/ speaker	Portable podium (2)	
Event Requests Accepted By:		Museum Information:	
Please complete Event Request forms digitally and email to: usarmy.jbsa.medcom.mbx.amedd-museum@mail.mil		Address: 3898 Stanley Rd., Bldg. 1046 JBSA Ft. Sam Houston, TX 78234 Front Desk: 210-221-6358 Hours of Operation: Monday – Saturday, 1000- 1600 Closed: Sundays and Federal Holidays	
Additional Notes: (Please list additional requests or questions requiring staff attention)			