

U.S. Army Aviation Museum - Standard Operating Procedure for Facility Use

1.0 PURPOSE

To establish a clear, fair, and stratified system for the scheduling and use of the U.S. Army Aviation Museum's facilities. This SOP codifies user priority, scheduling procedures, rules of conduct, and fee structures to ensure the preservation of the museum and its artifacts while maximizing its availability in an equitable manner.

2.0 APPLICABILITY

This policy applies to all individuals and organizations seeking to use the U.S. Army Aviation Museum for meetings, ceremonies, receptions, and other events.

3.0 USER PRIORITY TIERS

All requests for facility use will be categorized and prioritized according to the following tiered system.

Priority	User Category & Examples	Key Policies
Tier 1	Official DoW/US Army Functions: Events where a General Officer/SES is the official host and a formal participant. Brigade/higher level CoC/CoR.	- All requests must be made via the official online request portal.- May request any available museum event space: Main Museum Stage Area (max capacity: 300 seated), Museum Theater (max capacity: 37), TSF Classroom (max capacity: 49), or TSF Lobby (max capacity: 100).- <i>Use of the TSF Classroom and TSF Lobby is exclusive to Tier 1 users.</i> - All usage fees and deposits are waived.- Floral arrangements are permitted.- After-hours use requires appropriated funds & 45-day advance request.
Tier 2	Priority AvCoE Graduations: Coordinated through AvCoE G3. Includes basic skills graduations & foreign military graduations.	- All requests must be made via the official online request portal. The primary venue is the Main Museum Stage Area (max capacity: 300 seated). May defer to the Museum Theater (max capacity: 37) upon request. All usage fees and deposits are waived. Floral arrangements are permitted. After-hours events must conclude by 2200.

Tier 3	Other Command Ceremonies & PME: Battalion CoC/CoR, AvCoE PME, etc.	- All requests must be made via the official online request portal. The primary venue is the Main Museum Stage Area (max capacity: 300 seated). May defer to the Museum Theater (max capacity: 37) upon request. After-hours fees and cleaning deposits apply. (See Section 5.0). <i>Battalion CoC/CoR Only:</i> Authorized one (half-size) sheet cake & water/tea. After-hours events must conclude by 2200.
Tier 4	Army Aviation Community Partners & Lower Echelon Ceremonies: Company/Detachment level CoC/CoR. Non-profit Army Aviation community partners.	- All requests must be made via the official online request portal. The primary venue is the Main Museum Stage Area (max capacity: 300 seated). May defer to the Museum Theater (max capacity: 37) upon request. All fees and deposits apply. A standard fee waiver may be requested for duty-hour events. Preemption Risk: Main Stage reservations may be preempted no later than 14 days prior. The Museum Theater may be offered as an alternative. After-hours events must conclude by 2200.
Tier 5	Private/Unaffiliated Use: Private individuals and non-affiliated organizations.	- All requests must be made via the official online request portal. The primary venue is the Main Museum Stage Area (max capacity: 300 seated). May defer to the Museum Theater (max capacity: 37) upon request. All fees and deposits apply. Preemption Risk: Main Stage reservations may be preempted no later than 30 days prior. The Museum Theater may be offered as an alternative. After-hours events must conclude by 2200.

4.0 SCHEDULING AND RESERVATION

- 4.1 Request Submission: To ensure fair access and prevent administrative errors, all requests from all user tiers must be submitted through the official online request portal located at <https://www.armyaviationmuseum.org/events>.
- 4.2 Confirmation Process:
 1. Upon submission, the user will receive an automated email receipt.
 2. Museum staff will provide a formal response within three (3) business days with availability and an estimated cost (if applicable).

3. For Tier 4 and 5 users, a \$25 non-refundable deposit is required at this time to proceed.
4. A reservation is considered final only after the user receives a formal confirmation email from museum staff acknowledging receipt of any required deposits and final payment.

5.0 FEE SCHEDULE

- 5.1 Authority: All fees are treated as donations to the Army Aviation Museum Foundation per AR 1-10 and AR 870-20.
- 5.2 Non-Refundable Deposit: A \$25.00 deposit is required for all Tier 4 and Tier 5 requests to be considered for reservation. This deposit will be applied toward the final event cost.
- 5.3 Venue Usage Fees (2-Hour Block):
 - Main Museum Stage Area: \$250.00
 - Museum Theater: \$75.00
 - TSF Facilities: No fee (Tier 1 use only)
 - *Duty-hour fees are waived for Tiers 1-3. After-hours fees are waived for Tiers 1-2.*
- 5.4 Surcharges and Deposits:
 - After-Hours Surcharge: \$50.00 per hour, with a two-hour minimum. This is in addition to the base venue fee for Tier 3, 4, and 5 users.
 - Refundable Cleaning Deposit: \$200.00. This is required for:
 - Any after-hours event (Tiers 3-5).
 - Any event with approved food, beverage, or flowers (Tiers 3-5).
 - *This deposit will be fully refunded within 14 business days following the event, provided the facility is left in its original condition and all rules were followed.*

6.0 WAIVER REQUEST PROCESS

- 6.1 Principle: Waivers from the established policies and fees are infrequent and reserved for extraordinary circumstances.
- 6.2 Procedure: Users may formally request a waiver via the official online request portal at the time of submission. The user must provide a detailed written justification explaining why a waiver is warranted. All waiver requests are forwarded to the Museum Director for final determination.
- 6.3 Standard Fee Waiver: The standard request for a Tier 4 duty-hour fee waiver does not require detailed justification unless special circumstances apply.

7.0 RULES OF USE & SPECIAL REQUESTS

- 7.1 Prohibited Items: To ensure the preservation of priceless Army artifacts, the following items are strictly prohibited: balloons, candles, open flames of any kind,

aerosol sprays, confetti, glitter, and any other item deemed potentially harmful by museum staff.

- 7.2 Decorations: All decorations must be declared on the request form and approved in advance.
- 7.3 Cleanup and Materiel Removal: All users are responsible for removing all materials brought into the facility (boxes, pamphlets, decorations, etc.) at the end of their event. Units approved for food/beverage must remove all associated trash from the building and are prohibited from using the museum's public trash cans.

8.0 FINAL AUTHORITY

The Museum Director retains final authority on the interpretation and application of this policy and may make exceptions based on the best interests of the U.S. Army Aviation Museum.

9.0 POLICY ENFORCEMENT

Should any user or organization violate these standards, the Museum Director may determine that a significant violation has occurred. Upon such a determination, the requesting organization, and potentially its subordinate commands, will be prohibited from using the facility for a period of six (6) months.
