**SOP-Museum/Conference Room Reservations**

Purpose: To provide procedures for the use of scheduling the Museum/Conference Room of the Delaware Military Museum

1. **The Conference Room is used by staff and visitors.** This Standard Operating Procedure is provided to ensure that visitors to the Museum are not distracted and that their experience is pleasant, and staff and volunteers are accommodated for meetings and meal consumption.

2. **Non-museum personnel** are never to be allowed in or through the kitchen. Except, for National Guard and Maintenance Personnel duties, or in case of emergency situations.

3. **Reserving the Museum/Conference Room,** The person wishing to reserve them must check the Staff Schedule on the Museum Website in the Volunteers Login. If the time is available, then the person must email the Executive Director for permission to officially reserve it.

4. **Museum personnel who are serving as the host**, and desire to use the Conference Room for meetings or conferences must reserve the Museum/Conference Room with the Executive Director (Sometimes referred to as the Director). The room will be reserved on a first come, first served basis. When reserved, Museum Personnel not included in the event must not interfere with the proceedings to include meetings, socializing, eating, etc. Check with the Executive Director and/or the Curator for alternative areas. The proposed alternate area, if the Conference Room be engaged, is the conference table in the Curator's Office.

5. **When the Museum/Conference Room is reserved,** it will be noted on the Staff Museums Schedule in the Volunteers Login on the Delaware Military Museum Website. This will denote the Date, Time (Start to End) of the meeting, and person/group who has reserved the Museum/Conference Room. Upon request, if available, the gray table may be reserved as well. The desk (This desk will only be removed with permission from the Director) is located behind the Director’s desk. This way, food and drink may be set up in the Conference Room as a smorgasbord style. Without the table being reserved, the person who reserved the room will act as the host/steward bringing food and drink in and out from the kitchen to the museum guests.

6. **When the Conference Room is not reserved,** it may be used for meetings, socializing, and meal consumption by Museum Personnel and their guests.

7. **Before leaving the Conference Room** at the end of the reserved function, remove all perishable items, dishware, and personal effects. Perishable items must be discarded in proper containers, and non-perishable dishware washed and placed in the strainer.

8. **The last person in the Conference Room,** check for extraneous items in

accordance with #5 above, neatly arrange chairs, turn off lights and secure the area.

Terry L. Wiley, BG USA Ret, Chair