

## Facility Rental Application

Please return Form to:  
Sherre Atkins, Guest Services Manager at [sherre.atkins@motonmuseum.org](mailto:sherre.atkins@motonmuseum.org) or  
900 Griffin Blvd, Farmville Virginia 23901

*The following application must be filled out in its entirety before being approved to utilize the Robert Russa Moton Museum and its facilities. Please note that this application **does not** serve as official approval of your request. Upon receipt and approval of application, the Museum will send a contract and estimated invoice to the address indicated below. Allow 3-5 business for response. Please review in full the rental program policy at [www.motonmuseum.org](http://www.motonmuseum.org) prior to submitting.*

### **Contact Information**

Renter/Event Host (Full Name): \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

If this is an organization, is it an IRS recognized not-for profit? \_\_\_\_ Yes \_\_\_\_ No

If yes, please submit IRS letter with returned application

## **Event Details**

Event Type:

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*Events will be scheduled contingent upon availability and staffing. Museum rentals will not be scheduled prior to 4 p.m. during the weekday so that our space remains available for museum programs and group visits. The museum will be available for rental Monday-Friday 4 p.m. – 10 p.m. and Saturday 8 a.m. – 10 p.m.*

Event Date: \_\_\_\_\_ Event Hours \_\_\_\_\_ Number of guest's \_\_\_\_\_

Set up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End time: \_\_\_\_\_

Space(s) requested to utilize

- \_\_\_\_\_ 1. Moton Museum Auditorium  
Maximum Capacity: Banquet Style Seating – 100  
Maximum Capacity: Auditorium Style Seating – 150
- \_\_\_\_\_ 2. Tar Paper Shack Building Meeting Room  
Maximum Capacity: 20
- \_\_\_\_\_ 3. Tarpaper Shack Building Pavilion (interior space that converts to exterior)  
Maximum Capacity Interior: 40  
Maximum Capacity Exterior: 50-75

Set-Up Specifications and Special Requirements:

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Will your event require use of our A/V Equipment (refer to # in Rental Policy for a list of our A/V equipment available for usage)? If so, please explain:

*A/V Equipment available for use is as follows: Wireless Microphone (1), Projector, Projector Screen, and Podium Microphone (1). Additional technology needs might be available, and should be requested at the time of your reservation. We encourage clients to provide your own laptop for presentations.*

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Does this event require decorations?

☐ Yes

☐ No

If yes, please explain:

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**Food & Beverage**

Will food be served during this event?

*Please note that catering is required. A list of approved caterers will be provide upon approval of application. Outside foods not requiring a caterer that are provided by the renter/ event host should not exceed \$100 in full value. This includes pot-luck style foods, pre-packaged foods, deli trays, etc.*

☐ Yes

☐ No

Will Alcohol be served during this event?

*Please consult our Guest Services Manager for our Alcoholic Beverage Policy.*

☐ Yes

☐ No

