

## 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 Musuem and its facilities. Please note that this application **does not** serve as official approval of your request. Upon receipt and approval (allow 3-5 business days for a response) of application, you will receive a contract and invoice to the email address indicated below. Please review the rental program policy in full at [www.motonmuseum.org/rental/](http://www.motonmuseum.org/rental/) 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., so that our space remains available for museum programs and group visits. The museum will be available for rental Monday – Saturday, 4 p.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 (has A/V capabilities)  
Maximum Capacity: Banquet Style Seating – 70  
Maximum Capacity: Theater Style Seating – 100
- \_\_\_\_ 2. Tar Paper Shack Building Meeting Room (doesn't have A/V capabilities)  
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

