

Facility Rental Application

Please return Form via email or snail mail, to:
Sherre Oke, Assistant Director for Visitor Engagement and Operations at
sherre.oke@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 (allow 3-5 business days for a response) of application, you will receive a contract and invoice, as well as additional associated documents, to the email address indicated below.*

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:

Events will be scheduled contingent upon availability and staffing. Museum rentals are recommended, to be scheduled after 4 p.m., so that our space remains available for museum programs and group visits during our normal hours of operations. In the event that you are interested in utilizing the facility between 8a and 4p, please be advised that you may incur additional charges at Moton Museum's designated staff discretion. Otherwise, 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
- _____ 4. Moton Lounge (available in November of 2025)
Maximum Capacity: 15

Set-Up Specifications and Special Requirements:

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.

Does this event require decorations?

☐ Yes

☐ No

If yes, please explain:

Food & Beverage

Will food be served during this event?

Please note that catering is required. A list of suggested 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

