

**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY**  
**U.S. ARMY CENTER OF MILITARY HISTORY**  
**102 4TH AVENUE, BUILDING 35**  
**FORT LESLEY J. MCNAIR, DC 20319-5060**



14 March 2018

AAMH-MD-3ID

MEMORANDUM FOR RECORD

SUBJECT: Third Infantry Division Museum Multi-purpose room information and standards

1. The Museums Multi-purpose room is free and available on a first come first serve basis. We recommend calling and reserving the room as soon as you can. After hour events are only held on Thursday night's contingent on museum staff availability.
2. The Multi-purpose room maximum capacity is 75 people.
3. The museum will provide chairs and tables. The tables can be set to two different heights, tall standing cocktail type or adjusted to a height for sitting.
4. Also available is the museums catering room with refrigerator, sink and microwave.
5. It is the responsibility of the unit/activity to supply a labor detail for room set up /tear down for your event.
6. You are required to clean up after your event, cleaning supplies will be provided by museum staff. Once room is clean, please locate a museum staff member for a walkthrough.
7. Official Division and brigade events take precedence over all others.
8. It is the unit/activity's responsibility to contact Division protocol to ensure proper Army protocol is adhered to at your event.
9. While museum staff will be available to assist or answer any questions prior to your event. One will not be assigned to your event in its entirety as it takes them away from their official duties. If a problem or concern arises during your event, please make contact with the museums front desk Soldier, who will then locate the Curator or Museum Director.
10. To reserve the Multi-purpose room please call 912-767-7885

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SCOTT A. D. DAUBERT  
Director  
Third Infantry Division Museum

