



**Museum and Archives Visitor Request Form for
Hampton University Campus Faculty, Staff and Students Only**

The Museum will open **ONLY** for Hampton University faculty, staff and students to visit on Monday -Friday, 9 a.m. – 4:00 p.m. **by appointment only, beginning June 14, 2021.** We ask that Hampton University Instructors schedule an appointment with the Museum's Visitation Request Form.

Individuals from the campus community may visit during the same time and days to visit the Museum Store, the University Archives or take self-guided tour. Please note, **no more than 35 individuals will be allowed in the Museum at the same time** (this would include the limit of 1 individuals in the University Archives Reading Room). **The maximum duration for each visit will be 45 minutes. Please arrive 5 minutes early so as not to cut into your scheduled time.**

Visitors may enter and exit through the main entrance only.

Mask worn throughout your visit and social distancing are required throughout the museum.

To make a reservation please fill out the request form below and email it to museum@hamptonu.edu. A museum staff member will respond to your request.

To keep the Hampton University community safe, all visitors entering the University Museum and Archives building agree to abide by all rules and regulations including wearing a mask throughout your visit, no touching of objects and maintaining a distance of six feet.

- Name*

First

Last

- Email*
- Work phone*

- Cell phone*
- Class Name / Course Number / Department
- Predicted number of in-person students

Please note that depending on the number of students, we may need to split the class into multiple visits.

Instructors must attend the Museum with students

- Visit Type
- Requested date

Date Format: MM slash DD slash YYYY

- Requested time

HH:MM

- Second choice date

Date Format: MM slash DD slash YYYY

- Second choice time

HH:MM

- I have read and understand the Museum guidelines.