



# *The Military Museum of North Florida*

*Honoring Those Who Served*

One Bunker Ave  
Green Cove Springs, FL 32043

## **Hold Harmless Statement**

**I acknowledge that I have elected to participate in an activity that includes some risk of injury to me. I hereby release The Military Museum of North Florida, its board members and volunteers from any injury or damage I may suffer as a result of my voluntary participation in activities related to the museum and hereby hold harmless The Military Museum of North Florida, its board members and volunteers from any liability as a result of any injury or damage of whatever nature I may suffer as a result of my participation in museum activities.**

**I understand that the museum carries no health and accident insurance on individual volunteers and that I will not hold the museum liable for any injuries that I may sustain while involved on normal museum activities. I also understand there are some hazards involved and that I will take necessary precautions to be sure that I am not injured nor cause any injuries to any volunteers or museum guests.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of parent or guardian if under 18

\_\_\_\_\_  
Date



## Military Museum of North Florida Code of Conduct

1. The mission of the Military Museum of North Florida is to honor the service and sacrifices of American citizens that have served in the armed forces in peace and war and to ensure that these sacrifices are not forgotten by today's young adults and children.
2. Courtesy will be shown to all visitors. They are what keep the museum operating.
3. The docent "on duty" is in charge normally unless the curator or a member of the Board of Directors is present.
  - a. The docent "on duty" will be reasonable for the monies in the gift shop which will be inventories at the opening and closing of the museum.
  - b. The docent "on duty" has the authority to have an disruptive person removed from the premises and is authorized to call the city police to have them removed.
  - c. Just prior to opening the museum the docent "on duty" will conduct a walk through and rectify any discrepancies (dirt/dust, artifacts out of place etc.) before opening for guests. Any discrepancies found that cannot be rectified by the docent will be brought to the attention of the curator.
4. Nothing will be moved in or removed from the museum without the authorization of the curator. The inventory manager will be informed prior to any movement or removal.
5. Foul and obscene language is not acceptable.
6. The museum is a smoke free organization. Smoking is permitted behind the museum.
7. Any volunteer considered to be generating a hostile environment in the opinion of the curator and/or the Board of Directors will be required to leave.

8. Any volunteer with a complaint concerning museum operations or those working at the museum will forward it to the curator for action. If the complaint cannot be addressed by the curator it will be passed to a member of the Board of Directors with a recommended course of action.
9. Construction of displays, movement of artifacts and other such actions that would interfere with visitors being present in the museum must be approved by the curator and will normally be done when the museum is closed.
10. Volunteers are welcome to take meals at the conference table in the work/office area but will clean up after themselves and take all garbage and trash outside immediately after finishing. In the same manner, all trash & debris resulting from work in the museum and on museum property will be removed immediately.
11. The strength of all organizations, especially ours, is harmony. As volunteers and veterans we must understand that we have a common goal and served under the same flag. Respect will be sworn by all while at work at the museum.
12. Any decision made by the Curator will be final unless changed by the Board of Directors.

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Name (printed)

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Name (signature)

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Date



## ***Volunteer Information Sheet***

Name: \_\_\_\_\_

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

Phone(s): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Special skills (carpentry, mechanic, artist, etc):

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Area of interest (docent, renovation of vehicles, display construction, etc):

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Days/Time(s) available:

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Comments:

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