



**National Business Center  
Administrative Operations Directorate  
Conference and Special Events Office**



**Request for Use of the South Penthouse and Roof Terrace**

**Contact Person:**

**Telephone Number:**

**Fax Number:**

**Organization/Bureau/Office/Agency:**

**Date and Time Requested:**

**Account Number:**

**Name of Sponsoring Official:**

(Secretary, Deputy Secretary, Chief of Staff, Deputy Chief of Staff/Assistant Secretary, and /or Head of Bureau or Office)

**Signature of Sponsoring Official:**

**Purpose of Event:**

**Number of Attendees:**

(Maximum of 50 persons in the South Penthouse and 200 on the Roof Terrace)

**I have read and will adhere to the policies and procedures for use of the South Penthouse and Roof Terrace.**

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**Fax or mail the entire request form to: Mariane Gately, Conference and Specials Events Office, National Business Center, U.S. Department of the Interior, 1849 C Street, N.W., Mail Stop 1346-MIB, Washington, D.C. Fax (202) 208-6141. For additional information call (202) 208-4412.**

**Approved:**

**Disapproved:**

**Chief, Division of Facilities Management Services**

**Signature:**

**Date (mm/dd/yyyy):**

*“Striving to provide quality service to fully meet your needs”*

