

**Contact Person:** 

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



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

| 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.   |  |  |  |  |  |
|   |  |  |  |  |  |
| 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. |  |  |  |  |  |
| 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   |  |  |  |  |  |
| 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.  |  |  |  |  |  |
| 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:   |  |  |  |  |  |

"Striving to provide quality service to fully meet your needs"

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## **Checklist for South Penthouse and Roof Terrace Facilities**

| SUPPORT FURNISHINGS       |              |     |    |          |
|---------------------------|--------------|-----|----|----------|
| ITEMS                     |              | YES | NO | QUANTITY |
| Flip Chart w/paper        |              |     |    |          |
| Table Skirts              |              |     |    |          |
| Tripod Easel              |              |     |    |          |
| AUDIO-VISUAL              |              |     |    |          |
| ITEMS                     |              | YES | NO | QUANTITY |
| VCR w/Monitor             |              |     |    |          |
| <b>DVD Player</b>         |              |     |    |          |
| <b>Overhead Projector</b> |              |     |    |          |
| LCD Projector (comp       | outer image) |     |    |          |
| Internet Access/LAN       |              |     |    |          |
| 54" TV Monitor            |              |     |    |          |
| 5' Portable Screen        |              |     |    |          |
| Audio Record              |              |     |    |          |
| Video Record              |              |     |    |          |
| <b>Stand-up Mic</b>       |              |     |    |          |
| Podium w/Mic              |              |     |    |          |
| <b>Table Top Mic(s)</b>   |              |     |    |          |
| Wireless Mic - Lavali     | ere(s)       |     |    |          |
| Wireless Mic - Handh      | neld(s)      |     |    |          |
| Satellite Uplink          |              |     |    |          |
| Satellite Downlink        |              |     |    |          |
| Fax Hook-up               |              |     |    |          |
| CD Player                 |              |     |    |          |
| Cassette Player           |              |     |    |          |
| 35mm Slide Projector      | r            |     |    |          |
| Other                     |              |     |    |          |
| Refreshments:             | Yes          |     | No |          |

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