



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



**Request for Use of the Auditorium**

**Facility Requested:**

**Contact Person:**

**Telephone Number:**

**Fax Number:**

**Organization:**

**Purpose of Event:**

**Number of Attendees:**

**Signature:**

**Date(s) and Times Requested:**

**Account Number:**

**Date and Time of Logistical/Technical Meeting (scheduled by Conference and Special Events Office):**      **Date (mm/dd/yyyy):**      **Time:**

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**Charges will be identified for use of the facility. Contact the Conference and Special Events Office on (202) 208-4412 for information and billing procedures. Charge will be assessed if notification of cancellation is not received 48 hours before the program. FOOD AND BEVERAGES ARE PROHIBITED. Cafeteria arrangements may be made by contacting the Cafeteria Manager at (202) 347-7657. CAUTION: The Office of the Secretary has priority use of all facilities, therefore, if there is an urgent need for the facility, the requester will be bumped. Attached is a floor plan with emergency exits and other information that you should be aware of.**

**Fax or mail the entire request form to: Mariane Gately, Conference and Special 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:**

**Support Services Specialist**

**Signature:**

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

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**Questionnaire Form  
for the Use of the  
Main and South Interior Auditoriums**

1. Activity (Person or Organization):

Department of the Interior

Other Federal Agency

Non-Federal Agency

2. Non-Federal Agency Status:

Non Profit

Profit

3. Do you have a tax exempt status from the IRS?    Yes                      No

If yes, please provide tax exempt number:

4. Will you be soliciting funds or selling items?    Yes                      No

If yes, please provide description of what will be sold, method, and the price per item:

5. Name of Organization and Billing Address:

6. Describe the type of program that would be held (e.g., Lecture, Panel, Discussion,  
Meeting/Conference, Slide Show):

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**Checklist for Auditorium Facilities**

**FURNITURE**

<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>QUANTITY</b>
<b>Folding Tables</b>			
<b>Round Tables (SIB ONLY)</b>			
<b>Stacking Chairs</b>			

**AUDIO-VISUAL**

<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>QUANTITY</b>
<b>VCR (VHS OR BETA Format)</b>			
<b>DVD Player</b>			
<b>Overhead Projector</b>			
<b>LCD Projector (computer image)</b>			
<b>Internet Access</b>			
<b>35" Computer Monitor</b>			
<b>5' Portable Screen</b>			
<b>Audio Record</b>			
<b>Video Record</b>			
<b>Stand-up Mic</b>			
<b>Podium w/Mic</b>			
<b>Table Top Mic(s)</b>			
<b>Wireless Mic - Lavalier(s)</b>			
<b>Wireless Mic - Handheld(s)</b>			
<b>Satellite Uplink</b>			
<b>Satellite Downlink</b>			
<b>Fax Hook-up</b>			
<b>CD Player</b>			
<b>Cassette Player</b>			
<b>Other</b>			

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**SUPPORT FURNISHINGS**

<b>ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>QUANTITY</b>
<b>Flip Chart w/paper</b>			
<b>Table Skirts</b>			
<b>Piano</b>			
<b>Tripod Easel</b>			
<b>Press Riser</b>			
<b>Portable Platform</b>			

<b>Refreshments:</b>	<b>Yes</b>	<b>No</b>
<b>Accessible Access:</b>	<b>Yes</b>	<b>No</b>
<b>General</b>		
<b>Video Taped</b>		
<b>Extra Security:</b>	<b>Yes</b>	<b>No</b>
<b>Hearing Interpreter:</b>	<b>Yes</b>	<b>No</b>

**\*Program Office is required to obtain the interpreter for their event. Below is a list of referral agencies:**

<b>Sign Language Associates</b>	<b>(301) 946-9710</b>
<b>Partners in Sign</b>	<b>(202) 638-5630</b>
<b>Bimbaum Interpreting</b>	<b>(301) 587-8885</b>
<b>Signing Hands</b>	<b>(703) 451-4828</b>

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