



EXTERNAL ORGANIZATION REQUESTING USE OF EVENT SPACE

OFFICE OF FACILITIES AND ADMINISTRATIVE SERVICES

Requestor Information

First Name _____ Last Name _____

Email _____ Phone _____

Organization Name _____

Organization Address _____

Type of Organization Federal Agency Non-Federal Organization Status if Non-Federal Profit Non-Profit

I have a Tax Exempt Status for the IRS. Please provide Tax Exempt Number if YES: _____

Event Information

Event Activity _____ Number of Attendees _____

Date of Event _____ Start Time _____ AM PM End time _____ AM PM

Customer Signature _____ Date _____

*PLEASE SUBMIT THIS FORM AT LEAST ONE MONTH BEFORE YOUR EVENT TO: ofas_meetings_events@ios.doi.gov.
IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE CONSULT CONFERENCE AND SPECIAL EVENTS OFFICE: 202-208-4412.*

DOI Approval

Approve Deny

First Name _____ Last Name _____

Title _____

Email _____ Phone _____

Approval Official Signature _____ Date _____

NOTE:

1. EVENTS HELD AFTER HOURS WILL HAVE COSTS FOR USE OF THE FACILITY AND SERVICES. THE COST WILL BE ASSESSED ONCE THE REQUEST HAS BEEN APPROVED.
2. SOLICITATION IN A FEDERAL BUILDING IS PROHIBITED.
3. FOOD AND BEVERAGES ARE PROHIBITED IN THE SIDNEY YATES AUDITORIUM.
4. THE IMMEDIATE OFFICE OF THE SECRETARY HAS PRIORITY USE OF ALL FACILITIES, THEREFORE, IF THERE IS AN URGENT NEED FOR THE FACILITY, THE REQUESTOR WILL BE BUMPED.