BP Energy Center Today’s Date: \_\_\_\_\_\_\_\_\_\_\_

### Usage Request Form

|  |  |
| --- | --- |
| Preferred Meeting Setup - we will do our best to accommodate your set-up request | BP Energy CenterOfficial Use Only **[ ]  Birch** **[ ]  Aspen** **[ ]  Alder** **[ ]  Cottonwood** **[ ]  Fir** **[ ]  Spruce** **[ ]  Willow** **[ ]  *BOOKED*** |
| [ ]  Classroom-style | [ ]  U-Shape [ ]  Living Room (club chairs) |
| [ ]  Theater-style (no tables) | [ ]  Rounds (groups of 6) [ ]  Conference (hollow square) |
| [ ]  Other/special (describe): |
| **Catering:** [ ]  Yes\* [ ] No \*If yes, please request all catering directly to NMS by calling 564-4107. **You will be billed directly by NMS Catering Services for this service****Organization Name:** |
|  |
| **Organization Address:** | **Number of People:** |
| **Name of Function:**(as it will appear on directory) |
| **Meeting Day & Date:** | **Alternate Day & Date:** | **Arrival Time & Departure Time:** |
| **Meeting Coordinator:** | **Phone Number:** |
| **E-mail Address:** | **Fax Number:** |
| **Purpose of Event:** |
| **EQUIPMENT SELECTION** |  |  |
| **[ ]  Podium** | **[ ]  LCD Projector** | **[ ]  Wireless Handheld Microphone** |
| **[ ]  Registration Table** | **[ ]  TV/VCR/DVD** | **[ ]  Wireless Lapel Microphone** |
| **[ ]  Flip Chart ([ ]  1 [ ]  2)** | **[ ]  Teleconferencing** | **[ ]  Table Microphone** |
|  |  | **[ ]  Stand Microphone****[ ]  NO EQUIPMENT NEEDED** |
|  |  |  |
|  |  |  |
| ***\*\*\* EQUIPMENT PROVIDED UPON AVAILABILITY \*\*\****Room setup & equipment request must be finalized no later than 5 business days prior to event |

I have read and agree to abide by the BP Energy Center Usage Guidelines.

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Signature Date

**ALL REQUESTS MUST BE SUBMITTED A MINIMUM OF TWO WEEKS IN ADVANCE.**

**PLEASE FILL OUT FORM COMPLETELY. INCOMPLETE REQUESTS WILL BE RETURNED.**

Email: bpenergycenter@bp.com

Fax Number (907) 564-4955

Phone Number (907) 743-4271

[www.bpenergycenter.com](file:///C%3A%5CUsers%5Cbrews2%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CAQPFMFBY%5Cwww.bpenergycenter.com)