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.

      \_\_         
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](mailto:bpenergycenter@bp.com)

Fax Number (907) 564-4955

Phone Number (907) 743-4271

[www.bpenergycenter.com](file:///C:\Users\brews2\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AQPFMFBY\www.bpenergycenter.com)