Smithsonian
Anacostia Community Museum

Application For Use of Facility

MUSEUM CONTACT:
Jenelle Cooper Tolson
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Name of Organization:

Address of Organization:

Type of Event:
(meeting, reception, luncheon, etc.)

Day(s), Date(s) of Event: Start Time: End Time:

Number of People Expected: Space Desired:
(Program Room, Galleries, Kitchen, Lobby, Terrace area, etc.)

Organization Contact(s):

Phone(s): Daytime: Cell:

Fax: E-Mail Address:

Required Set Up:
(List how many tables, chairs, etc. that you will need. Do you need the podium w/mic? What is your logistical layout? List any other requirements – LCD Projector, Screen, TV Monitor, etc.)

IT IS REQUIRED THAT YOU PROVIDE US WITH YOUR SET UP NEEDS AS REQUESTED ABOVE AND THAT YOU ATTACH A DETAILED DESCRIPTION OF YOUR EVENT AND A SCHEDULE OF ACTIVITIES OR AGENDA. IF NOT INCLUDED, YOUR ROOM RESERVATION MAY BE SUBJECT TO CANCELLATION. *SEND ALL INFORMATION TO JENELLE COOPER TOLSON AT JCTOLSON@SI.EDU OR FAX (202) 287-3183.*

There may be fees associated with the use of the space. All fees will be discussed with the Museum's event coordinator. If fees are necessary, payment must be received 5 days prior to the event date. MAKE CHECK PAYABLE TO: ANACOSTIA COMMUNITY MUSEUM.

INFORMATION TO BE COMPLETED BY ACM PERSONNEL

FEE? Yes A check or money order is needed in the amount of $_____

No

All applications are subject to approval by the Director or Deputy Director of the Museum.

If this form is not submitted your event will be removed from the Museum's schedule of activities.

This application has been approved by: _____