

# National Library of Medicine

## Request to Use the LHC Auditorium

Use prescribed by NIH Manual 1363-1

**Today's Date**

mm/dd/yyyy

<b>Sponsoring IC or Organization</b>	<b>Event Contact Coordinator's Name</b>	
	Phone:	E-mail:
Sponsor's Contact Name and Title:	<b>Event Onsite Coordinator's Name</b>	
Phone:	Phone:	E-mail:
E-mail:	IC or Organization:	

<b>Event Name</b>				
Event Start Date:	Event End Date:	Event Dates	Start Time	End Time
Event Set-up Time:		Day 1		
Request for Walkthrough Date:	Request for Rehearsal Date:	Day 2		
		Day 3		
Estimated Number of Guests: (Auditorium seats 176)	Press Coverage Expected?:	Day 4		
NIH:            Non-NIH:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Day 5		

<b>Purpose of Event (provide details known at this time)</b>

<b>For Internal Use Only</b>		<b>Return to LHC Auditorium Coordinator's Office</b>
Signature of LHC Auditorium Coordinator:	Date:	e-mail: <a href="mailto:nlmaud@nlm.nih.gov">nlmaud@nlm.nih.gov</a> fax: 301-480-0155 mail to: NIH Building 38A, Room 122 8600 Rockville Pike Bethesda, MD 20894