



NATIONAL INDIAN PROGRAMS TRAINING CENTER

1011 Indian School Rd. NW, Suite 254 (12th Street and Menaul Blvd.)
Albuquerque, NM 87104

Main (505) 563-5400 Classroom Reservations (505) 563-5114

CLASSROOM RESERVATION FORM

Contact Person:

Date of Request:

Contact Person
Phone / Fax #:

Contact Email:

Bureau: ☐ BIA ☐ BIE ☐ OST
☐ Other

Agency/Office:

Title of Event:

Type of Event: ☐ Instructional Course
☐ Meeting

Instructor /
Facilitator Name:

Instructor /
Facilitator phone#:

Event Dates:

Number of Participants:

Start Time: No earlier than 8:00 AM

End Time: No later than 4:30 PM

Equipment Required: ☐ LCD Projector ☐ PA System ☐ TV/VCR/DVD ☐ Speaker Phone
☐ Video TeleConference Unit ☐ Other

Caterer Name / Phone # (if applicable):

Room Type: ☐ Classroom ☐ Computer Lab ☐ Breakout room

Room Style: ☐ Classroom ☐ Horseshoe ☐ Pods ☐ Other

Please provide IT sponsor info for computer based trainings:

IT Sponsor Name:

IT Sponsor Phone#:

NIPTC Staff Only

Cost: if applicable

Room Assignment:

of Days @ \$ = \$

Reserved By:

Reserved On:

Confirmed By: Date: With:

Please fax reservation request to **(505) 563-5076**. A confirmation will be faxed back to you. The NIPTC copying services fee schedule is now in effect (government credit cards only). Please have your instructors/facilitators come prepared with enough copies for your event.