



Space Request Inquiries

Thank you for your interest in renting space at the National Entrepreneur Center. In order for us to determine eligibility we ask that you submit a space inquiry request clearly outlining the following information:

1. **Who:** The Full Contact Information for the Organization who will be using the space (including name, physical address, phone, and website). Identify if you are a for profit or non-profit entity.
2. **What:** -What is the purpose of the event? (Educational seminar, Sales Event, Reception)
-Is it open to the public (advertised and promoted) or a private event/clients only?
-Will there be a charge to attend the event?
-What is the specific topic to be covered?
-Have you conducted this event before? (Provide sample material from that event.)
-How many attendees do you anticipate?
3. **When:** Requested Date & Time -including any additional time needed for set-up or clean-up. (if the date is flexible, please include alternative date/time options).
4. **Where:** Which space is being requested? (estimated attendance may determine room options)
5. **What type of (if any) Audio/Visual assistance is needed?**

After all items above (1 through 5) are complete and documented in a written inquiry, the individual requesting the use of the space should email the proposal to the NEC's Client Experience Specialist for review at: Monique@nationalec.org or Daisy@nationalec.org

Upon receipt, the NEC Client Experience Specialist will submit the request to NEC Management for approval and will provide a response within 10 business days of proposal submission.

**Please note that no political events can be authorized at the National Entrepreneur Center. Furthermore, any events, seminars, or workshops that provide similar content, purposes, or intent to what might be offered by the National Entrepreneur Center's Residence Resource Partners will be considered duplication of services and the request for space may be denied.*