



UNITED STATES INSTITUTE OF PEACE

OFFICE OF CONFERENCES, MEETINGS AND EVENTS

2301 Constitution Avenue NW

Washington, DC 20037

Sample Application for Third-Party Event Requests

[DATE]

Michael Graham

Senior Vice President for Management
and Chief Financial Officer

United States Institute of Peace

2301 Constitution Avenue, N.W.

Washington, D.C. 20037

Dear Mr. Graham:

On behalf of [organization], I am inquiring about the use of the United States Institute of Peace [name of room] on the evening of [date] for [event].

The [organization] is a corporation or a [Identify whether your organization is a cultural, educational, literary, scientific or other organization as defined in section 501(c)(3) of the Internal Revenue Code, or another type of organization.]

[Describe the type, purpose, and time frame of the planned event, and/or the event's relation to the United States Institute of Peace mission, programs, or collections.] Describe existing or proposed relationship with the United States Institute of Peace; e.g., sponsorship of a current or forthcoming initiative.]

[Organization] agrees to pay the standard administrative fee of [\$ amount] plus direct expenses for the event, such as overtime, cleaning, and signage. I understand that the USIP Events Office will provide a budget outlining these costs.

I hope that you will give serious consideration to this request. [Name and title of senior level contact] will be in touch with your Events Office to discuss this proposal.

Sincerely,

[Signed by the head of the organization]

Proposal should be on organization letterhead and be signed by the head of the organization.