



# NEPPA Training Center Room Request Form

200 New Estate Road, Littleton, MA 01460

NEPPA has three fully functional meeting rooms (which may be opened into one large room) available to members (free of charge) and non-members (at a fee). Rooms and meeting space are offered based on availability.

**NOTE:** NEPPA is open Monday – Friday, 7:30 am to 3:30 pm except for holidays.

To reserve space, please complete and return this form to Sarah Klingler at [sklingler@neppa.org](mailto:sklingler@neppa.org).

Company Name: \_\_\_\_\_

Member Status:

**Utility Member (\$0)**  **Affiliate Member (\$0)**  Corporate  Associate **Non-Member (\$500)**

Primary Contact: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Date & Time: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Description (use separate sheet, as needed): \_\_\_\_\_

Intended Audience (select all that apply):

General Managers     General Foremen     Business Managers     Engineers     Metering  
 IT     Customer Service/Collections     Lineworkers     Other: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Room Set-Up:

Theater     Rounds     Hollow Square     Classroom     U-Shape

### Food & Beverage:

NEPPA will provide coffee upon request. All other catering costs must be arranged by the company/individual requesting room space. A list of caterers is available at [www.neppa.org](http://www.neppa.org) (under the "Training Center" Tab).

Do you need NEPPA to provide coffee at your event?     Yes     No

### A/V:

NEPPA will supply a data projector, white board, markers and erasers. Please specify any other A/V requirements (including audio, video, etc.).

We will do our best to accommodate your request: \_\_\_\_\_

### Marketing & RSVP's:

You are responsible for collecting RSVP's for the event. NEPPA will post your event at [neppa.org](http://neppa.org) and include it in our monthly e-newsletter, Newsliner. Any additional marketing is your responsibility. If you have any questions, please contact Sarah Klingler at [sklingler@neppa.org](mailto:sklingler@neppa.org).

### Questions?

Contact Sarah Klingler, Director of Education & Programs at [sklingler@neppa.org](mailto:sklingler@neppa.org) or call the office at (978) 540-2200.



**NEPPA TRAINING FACILITY**  
**RELEASE AND WAIVER OF LIABILITY**

In consideration of being granted permission to use meeting rooms or outside training space at the Northeast Public Power Association (“NEPPA”) Training Facility located at 200 New Estate Road, in Littleton, MA 01460 (“Site”), the undersigned individual or entity (“Site User”), and its officers, employees, agents, affiliates, successors, assigns and heirs, as applicable, hereby releases, waives and forever discharges NEPPA, and their respective members, officers, employees, agents and assigns, from any and all liability for personal injury (including death) or property damage or loss resulting from, or related in any way to use of the Site and agrees to defend, indemnify and hold harmless NEPPA from any and all claims of third parties arising from Site User’s entry into, and use of the Site.

The individual executing this Release and Waiver of Liability hereby represents that acknowledges and agrees that he/she is duly authorized to execute this Release and Waiver of Liability on behalf of the entity that will be using the Site, and if executed on behalf of an individual, he/she assumes all risk from entering and using the Site, and has reviewed and understands the foregoing release and waiver of liability.

\_\_\_\_\_  
**Name** (please print below)

\_\_\_\_\_

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company/Member Name**

(print address below)

\_\_\_\_\_

\_\_\_\_\_

**Dated:** \_\_\_\_\_