

Building 92 - 15010 NE 36th St, Redmond, WA, 98052  
Regular Business Hours - Monday to Friday - 10:00 am - 5:00 pm  
mvc@microsoft.com

Please note, the max tour capacity is 10 people per tour guide – For larger groups, we can hold simultaneous tours.  
Tours vary in length from 15-30 minutes. **\*Required\***

**Requestor Name:**

**Email:**

**Tour Date(s):**

**Tour Time(s):**

**Number of attendees:**

**Any special requests/notes?**

Completion of this form will start the process of booking your tour at the Visitor's Center. A confirmation email will be sent when a mutually agreeable request is reached. **\* Conference Room reservations\***

**Would you like to reserve the Conference Room Portion of the MVC  
If so, please provide approximate time usage**

**The Conference Room contains 14 chairs. Will you be needing any  
additional seating?**

**Do you have an Events contact?**

**Will you be hosting food in the Conference Room?**

**If so, have you already contacted Events to schedule cleanup?**

**Will you be presenting any Media with our projector?**

**If so, what port connections will you need to connect to your device?**