Application for Use of
LANCASTER EXTENSION EDUCATION CENTER
Conference Facilities

TO RESERVE A CONFERENCE ROOM:
1) Call 402-441-7180
2) Submit this form as confirmation at least two days prior to event

Event Information

| Title of Event: | ________________________________ |
| Date of Event: | ________________________________ |
| Time of Event:  | From: __________ To:__________ |
| Estimated number of participants: | _______________ |
| Room(s) requested: | ☐ One ☐ Two ☐ Three* |
| Setup style requested: | (see below) |
| Will food be served? | ☐ Yes ☐ No |

Note: all catered food to be served in front lobby foyer only
Note: NO food or beverages in rooms set up with chairs only.

Organization/Agency Information

| Contact person: | ________________________________ |
| Organization/Agency: | ________________________________ |
| Address: | ________________________________ |
| City: | ________________________________ |
| Zip Code: | ________________________________ |
| Telephone: | ________________________________ |
| Special Instructions: | __________________________________ |

Requested Equipment:

- Podium
- Multimedia Projector (available in Room B and C)
- Television (one 32" TV available)
- VCR/DVD (available for use with Multimedia Projector or TV)
- Satellite Reciever (please fax satellite coordinate sheet)
- Overhead Projector
- Slide Projector
- 30 Cup Coffee Pot
- 55 Cup Coffee Pot
- 101 Cup Coffee Pot

WE DO NOT DELIVER MESSAGES TO ATTENDEES

Row Table Setup
- 1 room: up to 48
- 2 rooms: up to 102

Table Setup in "U"
- 1 room: up to 27

Table Setup in "O"
- 1 room: up to 34

Round Table Setup
- 1 room: up to 36
- 2 rooms: up to 70

Chair Only Setup
- 1 room: up to 105
- 2 rooms: up to 196

SEATING CAPACITY