

Application for Use of NEBRASKA EXTENSION IN LANCASTER COUNTY Conference Rooms



444 Cherrycreek Road, Suite A • Lincoln, NE 68528

Office phone: 402-441-7180

Fax: 402-441-7148 • After hours lobby phone: 402-441-7170



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

Organization/Agency Information

Title of event: _____

Contact person: _____

Date of event: _____

Organization/Agency: _____

Time of event: From: _____ To: _____

Address: _____

Check if evening event

City: _____ Zip: _____

Estimated number of participants: _____

Phone: _____

of room(s) requested (see below for capacity): 1 2 3

Email: _____

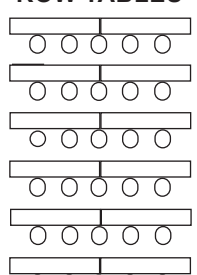
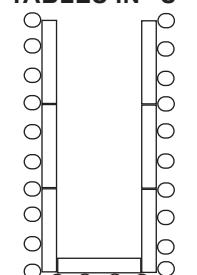
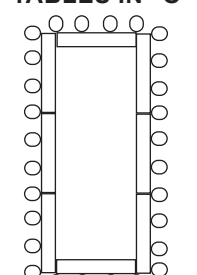
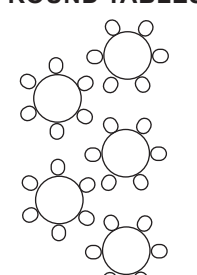

Setup style requested: (see below) _____

Special instructions: _____

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.*

Room Setup Styles (not to scale)

<p>ROW TABLES</p>  <p>SEATING CAPACITY 1 room: up to 48 2 rooms: up to 102</p>	<p>TABLES IN "U"</p>  <p>SEATING CAPACITY 1 room: up to 25</p>	<p>TABLES IN "O"</p>  <p>SEATING CAPACITY 1 room: up to 27</p>	<p>ROUND TABLES</p>  <p>SEATING CAPACITY 1 room: up to 36 2 rooms: up to 70</p>	<p>CHAIRS ONLY</p>  <p>SEATING CAPACITY 1 room: up to 60 2 rooms: up to 130</p>
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Note: All rooms have a podium with a microphone, multimedia projector, projection screen and telephone. You may bring a laptop, tablet or smart phone to hook up to the multimedia projector using an HDMI or VGA analog (DE-15) cable OR wifi. *Cable connection recommended. We do not provide dongle/adapters for HDMI or VGA connectors. Wifi instructions provided.*

Requested Equipment:

- | | | |
|--|---|--|
| <input type="checkbox"/> 1 or 2 lapel mics | } | available M-F, 8am-4:30pm only,
keys or ID required for check out at front desk |
| <input type="checkbox"/> Additional microphone on stand | | <input type="checkbox"/> Dry erase board |
| <input type="checkbox"/> DVD player | <input type="checkbox"/> Chalkboard | |
| <input type="checkbox"/> Speaker phone | <input type="checkbox"/> 30 cup coffee pot | |
| <input type="checkbox"/> Easel (flip chart not provided) | <input type="checkbox"/> 101 cup coffee pot | |

WE DO NOT DELIVER MESSAGES TO ATTENDEES

This facility is equipped with an automated external defibrillator (AED) device in case of emergency.

Submit this form by e-mail to lancaster@unl.edu or fax to 402-441-7148



Nebraska Extension in Lancaster County
Conference Rooms
POLICIES & AGREEMENT



Nebraska Extension in Lancaster County is dedicated to the promotion of education. Primary use of the conference rooms is for Nebraska Extension in Lancaster County programs and activities. When scheduling permits, the conference rooms are available to other government agencies and non-profit organizations. There may be a fee assessed.

Hours:

The Nebraska Extension in Lancaster County conference rooms, 444 Cherrycreek Rd., Suite A, Lincoln, NE will be available from 8 a.m. to 4:30 p.m., Monday-Friday with the exception of county-observed holidays. The facility may be available for evening meetings with approval from Extension staff.

Fees:

- \$100 per room, per day
- \$50 per room, per half day or portion thereof
- \$50 for lobby use (break-out sessions, displays for events, etc.) This will be charged according to your room usage. If you are using the room for a full day, you will be charged the full amount for the lobby. If you are only using the room for a half day, you will be charged \$25 for the use of the lobby. **YOU WILL NOT BE CHARGED TO USE THE LOBBY FOR SERVING LUNCH OR TAKING REGISTRATIONS.**

If you are an agency exempt from the above fees, you will be notified at the time of scheduling. An invoice will be sent after the event has occurred for those required to pay.

Rental Policies:

1. To rent a conference room, first call our office at 402-441-7180 to determine room availability. Then, if you want to rent, an "Application for Use" form and this "Policies & Agreement" form (signed) must be returned to the Extension office as soon as possible. Preferably, email to lancaster@unl.edu or fax to 402-441-7148. **If an "Application for Use" form is not returned at least two days prior to the event, we will assume you are not using the facility.** You will receive an email confirmation upon receipt of the "Application for Use."
2. Rooms will be setup as indicated on the "Application for Use" form filled out by the agency reserving the room. If setup is completed by our custodian and agency holding event wishes to have the setup changed on the day of the event, the agency will be responsible to make the changes and then return the room to its original configuration after the event is over.
3. Cancellation of facility reservation must be received by our office **no later than 48 hours** prior to the event. Failure to notify our office of a cancellation will result in a charge for the use of the room and may result in restricted use of our facility. Exceptions for weather-related cancellations will be allowed.

Food/Beverages Policies:

1. Snacks may be served in the room you have reserved. Meals must be served in the foyer and eaten in the **reserved meeting room(s) only**. Empty rooms will not be available for usage. **WE MAKE ROOM ARRANGEMENTS ONLY. CATERING AND OTHER ARRANGEMENTS ARE TO BE MADE BY THE SCHEDULING AGENCY.** There will be NO warming of food for lunches in the Extension office. Food should be removed at the completion of the meal. Please use recycling bins when appropriate. For sanitation purposes and proper/prompt disposal of food waste, please see the office receptionist.

2. **The following items are NOT PROVIDED by the Extension office: plates, cups, napkins, utensils, pitchers for water, coolers, ice, storage for ice, refrigerator for storing items, coffee, creamer, sugar, stirrers, etc.**
3. **Coffee pots are always available. It is the responsibility of the user to clean out the coffee pots after use.**
4. **For safety reasons and cleaning purposes, please report any food or drink spilled on the carpet or in the foyer to the receptionist or custodian immediately.**

Audio Visual:

1. **All rooms have a podium with a microphone, multimedia projector, projection screen and telephone. You may bring a laptop, tablet or smart phone to hook up to the multimedia projector using an HDMI or VGA analog (DE-15) cable OR wifi. Cable connection recommended. We do not provide dongle/adapters for HDMI or VGA connectors. Wifi instructions provided.**
2. **We have 2 lapel mics available for check-out for each room. You will need to provide your vehicle keys or an ID to check them out. These items will be returned to you when you bring back the mics. The mics are only available during office hours (8 a.m. – 4:30 p.m.). Please come to the front desk to check them out.**
3. **Damage to, or malfunction of any equipment provided by our facility must be reported immediately.**

Parking:

1. **Conference room participants are to PARK IN THE PARKING LOT SOUTH OF THE FACILITY ONLY. Participants parking in staff-designated areas are subject to being towed.**

Miscellaneous:

1. **No items are to be attached to the painted walls. Items may be hung from the carpeted room dividers with pins only.**
2. **Users of the room will be responsible for general pick up and removal of materials at the end of the event.**
3. **Dry erase markers and erasers for white boards are available upon request. Flip chart paper and markers for use on paper are not provided.**
4. **If a call is received for a participant of your event, the caller will be transferred into the conference room where your event is being held. Phone messages will not be taken by our receptionist.**
5. **Items left in the conference rooms will be held for two weeks. See the reception desk for “Lost and Found.”**

I agree to the above listed conditions. If, for any reason, the above policies are violated, I understand the privilege of my group/agency using the Nebraska Extension in Lancaster County conference rooms in the future, could be revoked.

Signature: _____ Date: _____

Printed Name: _____

Agency Name: _____