

APPLICATION FOR USE

Nebraska Extension In Lancaster County Conference Rooms

444 Cherrycreek Road, Suite A • Lincoln, NE 68528

Office phone: 402-441-7180

After hours lobby phone: 402-441-7170



Nebraska Extension in Lancaster County's facility includes three conference rooms which can be combined (i.e., wall dividers rolled out of the way). 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 — a small fee may be assessed (see below).

TO RESERVE A CONFERENCE ROOM(S):

- 1) Call the Extension office at 402-441-7180 to determine room availability.
- 2) Read and complete this 3-page "Application for Use" (available as a fill-in pdf online).
- 3) Email this application to lancaster@unl.edu as soon as possible, but no later than two days prior to event. Submission will confirm you are reserving the room(s) and officially hold the date & time.
- 4) Extension staff will email confirmation of receipt of application.

Hours

The Nebraska Extension in Lancaster County conference rooms, 444 Cherrycreek Rd., Suite A, Lincoln, NE are available (as scheduling permits) from 8 a.m.–4:30 p.m., Monday–Friday, with the exception of county-observed holidays. The conference rooms 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. For those required to pay, an invoice will be sent after the event has occurred.

Reservation Policies

- To reserve a conference room, see the 4 steps listed in the box above. **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.**
- 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 use of the room and may jeopardize future use of our facility. Exceptions for weather-related cancellations will be allowed.
- We will set up rooms as indicated on the submitted "Application for Use" form. If agency wishes to have the setup changed on the day of the event, the agency will be responsible to make the changes and return the room to its original configuration after the event.

Parking

- Conference room participants are to **PARK IN THE SOUTH PARKING LOT ACROSS FROM EXTENSION'S FRONT ENTRANCE.** Vehicles parked in staff-designated areas are subject to being towed.

APPLICATION FOR USE — Nebraska Extension In Lancaster County Conference Rooms

Food/Beverages Policies

- 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.
- Coffee pots are available. **It is the responsibility of the user to clean out the coffee pots after use.**
- **The following items are NOT PROVIDED: plates, cups, napkins, utensils, pitchers for water, coolers, ice, storage for ice, refrigerator for storing items, coffee, creamer, sugar, stirrers, etc.**
- 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

- All rooms have a podium with a microphone, multimedia projector, projection screen and telephone. You may bring a laptop to hook up to the multimedia projector using an HDMI or VGA analog (DE-15) cable.
- We have 1 USB-C to HDMI adapter and 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. **These items are only available during office hours (8 a.m.–4:30 p.m.). Please come to the front desk to check them out.**
- We do not provide other types of dongle/adapters for HDMI or VGA connectors.
- Damage to, or malfunction of any equipment provided by our facility must be reported immediately.

Miscellaneous

- WiFi available. Instructions provided (on podium and/or at front desk).
- **No items are to be attached to the painted walls. Items may be hung from the carpeted room dividers with pins only.**
- Users of the room will be responsible for general pick up and removal of materials at the end of the event.
- 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.
- Items left in the conference rooms will be held for two weeks. See the reception desk for “Lost and Found.”
- *This facility is equipped with an automated external defibrillator (AED) device in case of emergency.*
- *Mother’s room available (ask at the receptionist’s desk).*

* * * * *

I agree to the above listed policies. 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, could be jeopardized.

Signature _____ Date _____

Printed Name _____

Agency Name _____

APPLICATION FOR USE — Nebraska Extension In Lancaster County Conference Rooms

EVENT INFORMATION

Title of event: _____

Date of event: _____

Reservation time (include preparation and clean up time, if needed): From: _____ To: _____

Actual time of event: From: _____ To: _____ Check if evening event

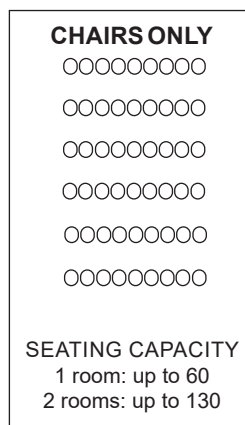
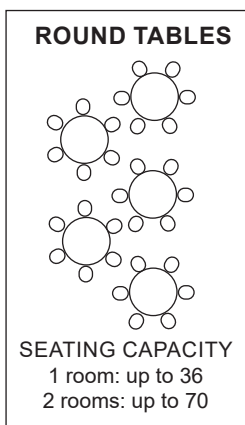
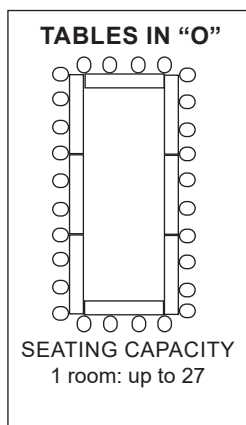
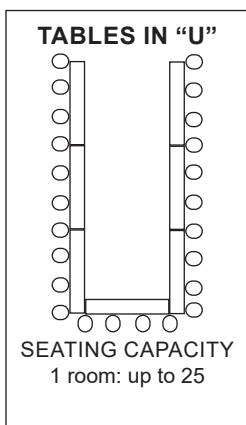
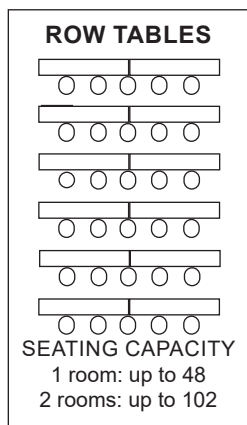
Estimated number of participants: _____ # of room(s) requested (see below for capacity): 1 2 3

Setup style requested (see below — we set up tables and chairs): _____

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.

Special instructions: _____

Room Setup Styles (not to scale)



ORGANIZATION/AGENCY INFORMATION

Contact person: _____

Organization/Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

REQUESTED EQUIPMENT

Note: All rooms have a podium with a microphone, multimedia projector, projection screen and telephone. You may bring a laptop to hook up to the multimedia projector using an HDMI or VGA analog (DE-15) cable.

- | | | |
|---|--|---|
| <input type="checkbox"/> Additional microphone on a stand | <input type="checkbox"/> Easel (flip chart & markers not provided) | <input type="checkbox"/> Chalkboard |
| <input type="checkbox"/> DVD player | <input type="checkbox"/> Dry erase board | <input type="checkbox"/> 30 cup coffee pot |
| <input type="checkbox"/> Speaker phone | <input type="checkbox"/> Dry erase markers and eraser | <input type="checkbox"/> 101 cup coffee pot |
- 1 or 2 lapel mics
 USB-C to HDMI adapter } Available M-F, 8am-4:30pm only, keys or ID required for check out at front desk
We do not provide other types of dongle/adapters for HDMI or VGA connectors.

E-mail this application to lancaster@unl.edu