

Application for Use of LANCASTER EXTENSION EDUCATION CENTER Conference Facilities



University of Nebraska–Lincoln Extension in Lancaster County
444 Cherrycreek Road, Suite A • Lincoln, NE 68528-1507

Office phone: (402) 441-7180

After hours lobby phone: (402) 441-7170

Fax: (402) 441-7148



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 or weekend event

City: _____ Zip: _____

Estimated number of participants: _____

Telephone: _____

Room(s) requested: One Two Three

Special instructions: _____

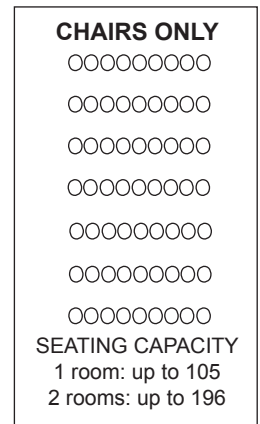
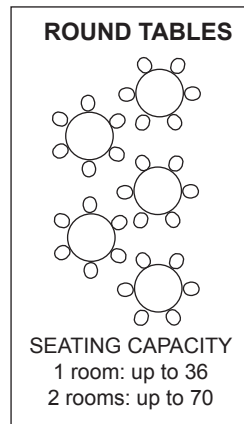
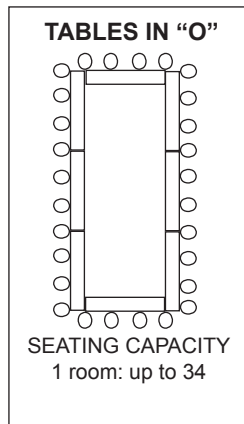
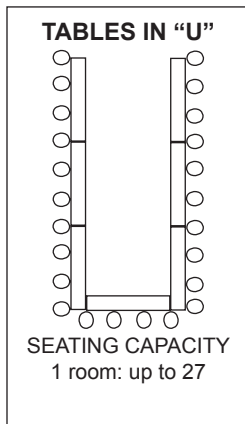
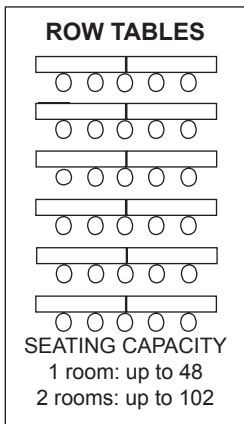
Setup style requested: (see below) _____

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.

Room Setup Styles *(not to scale)*



Requested Equipment:

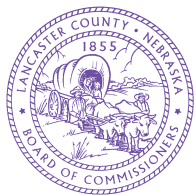
Note: All rooms have a multimedia projector with VCR/DVD player, projection screen and telephone. You may bring a laptop to hook up to the multimedia projector.

- | | |
|--|---|
| <input type="checkbox"/> Podium (one available) | <input type="checkbox"/> Dry Erase Board |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> 30 Cup Coffee Pot |
| <input type="checkbox"/> Speaker Phone | <input type="checkbox"/> 55 Cup Coffee Pot |
| <input type="checkbox"/> Easel (Flip Chart not provided) | <input type="checkbox"/> 101 Cup Coffee Pot |
| <input type="checkbox"/> Chalkboard | |

WE DO NOT DELIVER MESSAGES TO ATTENDEES

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

Map to LANCASTER EXTENSION EDUCATION CENTER



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