



ROOM USE GUIDELINES

The Nebraska Extension meeting rooms in Hall County are dedicated to the promotion of education. Primary use of the center is for Hall County Extension education programs and activities. When scheduling permits, the rooms are available, for a fee, to outside agencies, organizations or businesses to use for trainings, informational meetings, etc. As these rooms are maintained through the use of public funding, they are not available for political or religious events, nor can alcohol be consumed on the premises. In addition, College Park is a Tobacco Free Campus.

- ▶ **Room(s) are available** from 8:30 a.m. to 5 p.m., Monday - Friday (closed on county holidays). A hold can be placed on a room for one week. Arrangements can be made for opening the room(s) early. Weekend/evening rentals may be available based on availability of Building Host – additional charge applies.*

- ▶ **Room setup** is the responsibility of the user. The room is currently set up classroom style (8'X18" tables/chairs). If user needs a different arrangement, it is their responsibility to set/reset the room unless other arrangements are made. User is responsible for general pick up and removal of materials at the end of the event. No items may be attached to the walls/room dividers. Damage to/ malfunction of any Extension equipment must be reported immediately. Extension reserves the right to assess a fee for extraordinary cleaning or assess charges for damage caused by you or your guests.

- ▶ **Catering arrangements are made by the user.** Food may be served/consumed only in the room reserved. For sanitation purposes, food must be removed at the completion of the meal and disposed of properly. For cleaning purposes, please report spilled food or drink to the receptionist immediately. Coffee pots are provided upon request. It is the responsibility of the user to clean the coffee pots after use and wipe up, clean counters & other items. Not provided: plates, cups, napkins, coffee, condiments, creamer, sugar, stirrers, cutlery, microwave, range/oven.

- ▶ **No alcoholic beverages or tobacco products** allowed on these premises.

- ▶ **Phone messages** for your meeting will be delivered into your meeting room.

- ▶ **An LCD Projector** is available for a fee (you supply laptop). It is your responsibility to see that your equipment interfaces with our equipment – we do not guarantee that our equipment will be compatible with your equipment/system. There is no tech support in the building.

- ▶ **Emergency procedures** are posted in the rooms by the entry doors.

- ▶ **Items left** in the meeting rooms will be held for two weeks.

- ▶ **Cancellation** of a reservation must be received by Extension 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. Exceptions are allowed for weather related cancellations.

- ▶ **FEES:** An invoice will be sent on the day your room reservation request is received. If you schedule for several meetings at a time, you will be charged for all of the meetings on one invoice.

Extension Room 1 & 2	\$200 (all day), \$100 (half day)
Extension Room 1 <u>or</u> 2	\$100
Conference Room A <u>or</u> B	\$50
*Weekend/evening (additional)	Building Host fee: \$60 minimum - rental over 4 hours add \$15 per hour

Updated 11/8/22



ROOM RESERVATION REQUEST

Circle equipment you need:

LCD projector **\$100 fee** (user supplies laptop)

Microphone (wired) (wireless) **\$50 fee**

Coffee pot (100 cup) Coffee pot (35 cup) – renter supplies/makes coffee, cleans pot after use

Dry erase markers/erasers

72" round table (12 available) – you set up/take down

* * * * *

Date of request _____ Office Hours: Monday – Friday, 8:30 a.m. – 5 p.m.

Room Reserved: Extension Room 1 Extension Room 2 Conference A Conference B

(Room reserved for) DATE _____ Meeting TIME _____

Earliest time user will arrive and need room unlocked/open _____

Room reserved by (name) _____ Phone _____

Business/Group _____

Address w/zip _____

User (on site) contact name _____ Cell _____

User (on site) contact e-mail _____

Room Fee _____ Host Fee _____ Projector Fee _____ Microphone Fee _____ = TOTAL _____

I agree to the room use guidelines. If the guidelines are violated, I understand that the privilege of my group using the Hall County Extension meeting room(s) will be revoked. User understands that Nebraska Extension in Hall County shall not be responsible or liable for any loss or damage to property of user. User assumes any and all responsibility for any loss or damage to property.

User
Signature _____ Date _____

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Office use:
Date paid _____
Amount _____
CK # _____