Submit by Email | Print Form

Kimmel Education and Research Center
5985 G Road, Nebraska City, NE 68410
Phone: 402-873-3166 Fax: 402-873-3218
www.kimmel.unl.edu

University of Nebraska Lincoln EXTENSION
Know how. Know now.

Application for Use of

Kimmel Education and Research Center

Conference Facility

TO RESERVE THE CONFERENCE ROOM:
1) **Call 402-873-3166**
2) **Submit this form as confirmation at least two days prior to event**

Event Information

Title of event: _____
Date of event: _____
Time of event: _____
Estimated number of participants: _____

Organization/Agency Information

Contact person: _____
Organization/Agency: _____
Email: _____
Telephone: _____
Address: _____ City: _____ State & Zip: _____

☐ Check if evening event
(Please call the center to make an appointment to pick up a key)

Special Instructions: _____

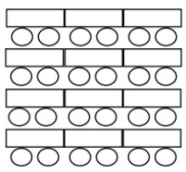
Areas requested: ☐ Conference Room
☐ Grand Hallway
☐ Viticulture Lab
☐ Specialty Forest Lab

Will food be served? ☐Yes ☐NO
Note: For a list of available licensed caters in the area are on our web page under "Conference Room"

☐YES ☐NO Is general public invited?
☐YES ☐NO Is a fee being charged for the event?
☐YES ☐NO Do vendors or participants have booths to set up?

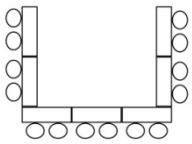
Setup style requested: *(see below)* _____
**Custom setup is available*

CLASSROOM



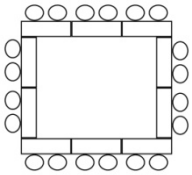
SEATING CAPACITY
Up to 70

TABLES IN "U"



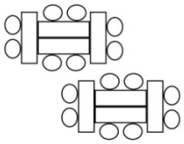
SEATING CAPACITY
Up to 36

TABLES IN "O"



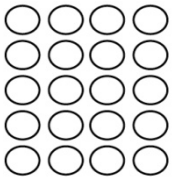
SEATING CAPACITY
Up to 46

PODS



SEATING CAPACITY
Up to 8 Pods

CHAIRS ONLY



SEATING CAPACITY
Up to 100

Requested Equipment:
☐Microphones
☐Podium Technology (Computer, VCR, DVD ,LCD Projector & Screen)
☐Overhead Projector
☐Tablet Easel (you must supply your own paper & markers)
☐30 Cup Coffee Pots **(total of 3 available, you must bring your own coffee supplies)**
How many Coffee Pots? _____

You may bring a laptop to hook up to the podium of technology for a back up.

Submit this form by email to dheidzig5@unl.edu or fax to 402-873-3218

IANR

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

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