

Morrison Conference Room Request Form

This is a self-service conference room

*Completion of this form does not insure room availability or event approval. Today's Date: _____

Contact Name: _____ Phone: _____

Email Address: _____

Dept/Org.: _____

Date of Event: _____ Title of Meeting: _____ **Estimated**

Number of People: _____

- **The conference room is available from 8:30 AM to 4:30 PM**
- **Weekends are not available for use**

Day of the week. Please check one or more of the following boxes below.

Monday Tuesday Wednesday Thursday Friday

Date of Event: _____

Requested Time. Please check one of the following boxes below.

All day: 8:30am-4:30pm Specific Time Frame: _____

AV Equipment Requested? Yes No (*Limited AV equipment available.*)

List Specific Needs _____

Other Information: _____

- Room set-ups will be completed by requesting host
- Rooms will need to be cleaned and returned to original room set up prior to 5 pm
 - If rooms are not cleaned, there will be a custodial services charge
- All items/products needed for the conference, must be supplied by the host
 - Paper products for meals and breaks
 - Coffee, creamer, cups, etc. (Coffee machine and instructions are available for use)
 - Trash liners (used to replace containers in the conference room area)
 - Any special requests for catering
 - IT Support (if not available, will need to contact ITS for support, NCV does not have full time IT support <http://its.unl.edu/sets/rates-policies>)
 - NCV will provide a tutorial on the AV equipment upon request.
 - Any additional staff support needed

- In the lobby there is a sink and counterspace, no ovens or refrigerators are available

This is a 24 hour locked down facility, the doors will be open 30 minutes prior to the start of the meeting and will be locked at the end of the meeting.

If you have any questions or concerns, please contact the NCV business office at 402-472-1714.

NCV Office Only

Signature of approval

Date

Room#