KEARNEY AGRICULTURAL RESEARCH & EXTENSION (KARE)
CONFERENCE ROOM RESERVATION FORM

Cancellation Notice Required
48-hours prior to meeting

Today's Date _____

Facility rental fee: $250 (includes setup and cleaning fee)
Account number:
Payment/Check due on or before date of event. For Online payments please request link

Meeting Title: _____ No. of People: _____

Date of Meeting: _____ Time Set-Up Needed: _____ a.m. p.m. Time of Meeting: _____ a.m. p.m. to: _____ a.m. p.m

Meeting Coordinator: _____ Telephone: _____

Billing Address: _____

Post event on public KARE Website Calendar: Yes   No

If yes, Contact Person: _____ **phone:** _____ or **e-mail:** _____

Please attach an agenda with this form.

ROOM SET-UP – Please draw a diagram for non-standard arrangements

Lectern/PA System (note placement on diagram)

Bldg. 114 Nectarine Room[1, 2]

As per diagram on back

Bldg. 105 Raisin Room
No set-up required Conference table; seating for 12

BBQ Area
East of Dorms

Bldg. 101 Walnut Room[3]

Default set-up
As per diagram on back

Bldg. 114 Blueberry Room
Room 115
6 maximum

Greenhouse / Teaching Lab
Contact Ryan Puckett
at 559-646-6087 for use
of the greenhouse for
any work or tour needs.

Comments, special set-up, etc.

[1] If only one section is used in the Nectarine Room, chairs will face the side and not the front of the room. This is so set-up fits the room.
[2] Food service tables will be set-up in the hall outside the nectarine room unless otherwise specified.
[3] Food service tables will be set-up at the back of the walnut room unless otherwise specified.

Food Service *(You are responsible for arranging beverages, snacks, lunch or dinner for your meeting)*
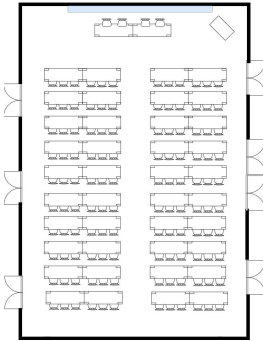
Name of Caterer _____

Audio Visuals:
VCR & TV   Multi-media PC data display   Projector stand
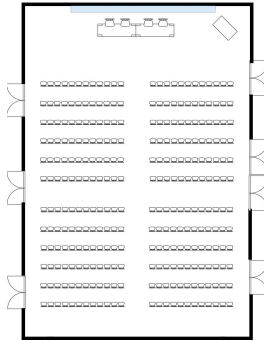Extension cord   Easel

KEARNEY AGRICULTURAL RESEARCH & EXTENSION (KARE)
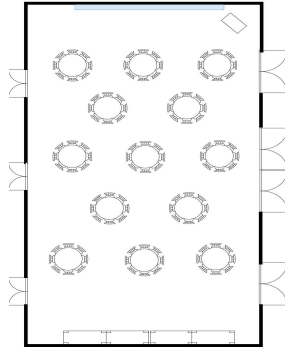# CONFERENCE ROOM RESERVATION FORM

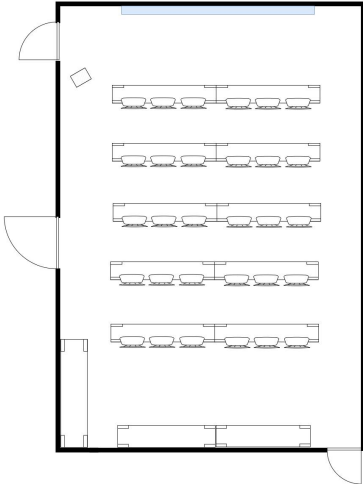**Nectarine Room**
Seats Max 120

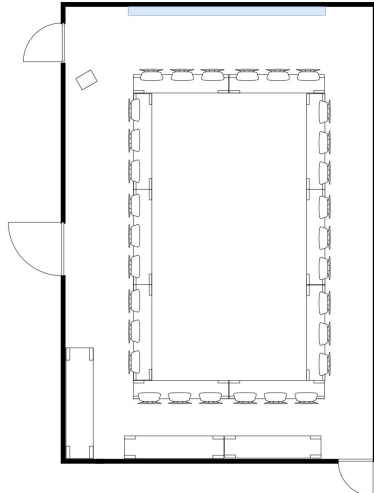**Nectarine Room**
Seats Max 144
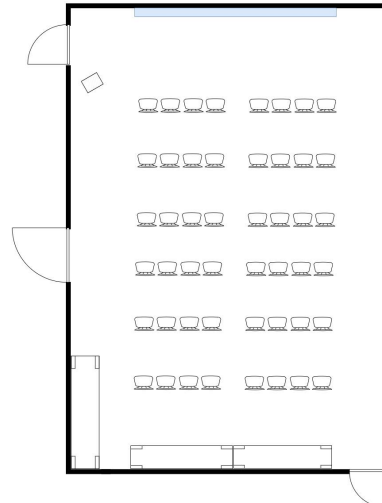
Nectarine Room
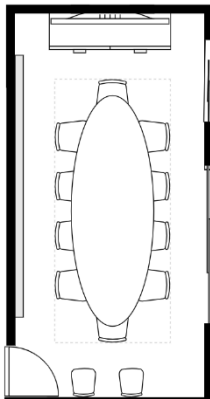Seats Max 104

Walnut Room
Seats Max 30

Walnut Room
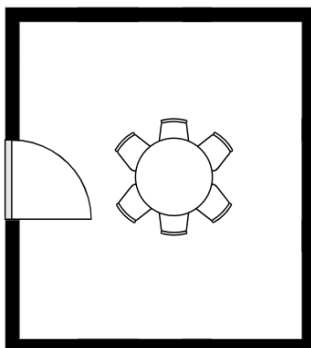Seats Max 30

Walnut Room
Seats 48 - 56

Raisin Room
Seats 12

Blueberry Room
Seats 6

Outside Set-up- Building 101 or BBQ Area
Seats Max 30