



Kearney Ag Research & Ext Center Conference Room Reservation Form (KARE)

Hours of operation: Mon-Fri: 8:00am-4:00pm, Sat: 8:00am-4:00pm, Sun: Closed
After business hours and Saturdays need approval from Center Director

Today's Date: _____

Meeting Title: _____

Date of Meeting: _____ Start Time: _____ End Time: _____ No. of Attendees: _____

Set-Up Needed: _____

Meeting Coordinator: _____ Telephone: _____

Campus: _____ CoA: _____ Non-UC: _____

Post event public KARE website calendar: Yes: _____ No: _____

If yes enter contact person: _____ Phone: _____ or email: _____

Pricing:

All events require agenda along with reservation form.

The cost for using the conference rooms applies when the room is used as is with default set up. However, if a specific setup is requested that requires additional time or resources from the center to meet these requirements an additional fee will be charged.

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

Lectern/PA System, note placement on diagram.

Bldg. 114 Nectarine Room^{1, 2, 4}
please select layout below

Bldg. 105 Raisin Room

BBQ Area
Use BBQ Grill

Bldg. 101 Walnut Room³
please select layout below

Bldg. 114 Blueberry Room
Room 115
6 maximum

Greenhouse/Teaching Lab
Contact Ryan Puckett @
559-646-6085 for use of the
Greenhouse for any work or
tour requests.

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.

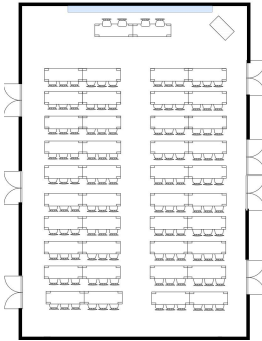
² Food service tables will be set-up in the hall outside the nectarine room unless otherwise specified.

³ Food service tables will be set-up at the back of the walnut room unless otherwise specified.

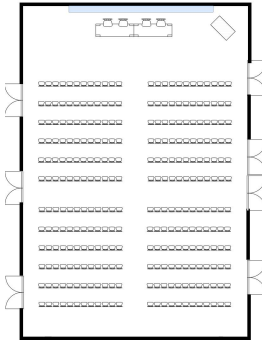
⁴ Standard setup includes stage at front of room. Request stage removal in comment section above.

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

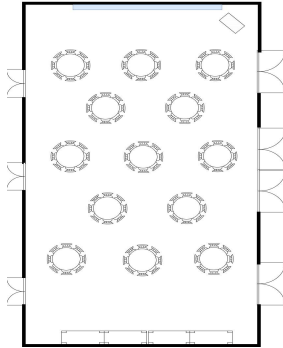
Nectarine Room
Seats Max 120



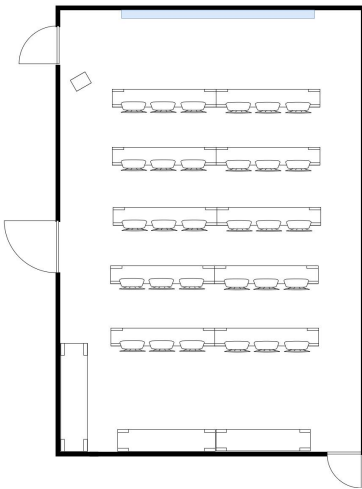
Nectarine Room
Seats Max 144



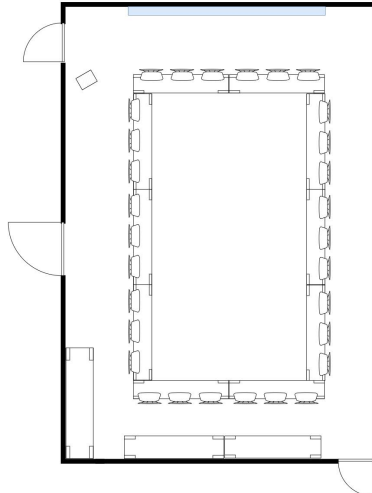
Nectarine Room
Seats Max 104



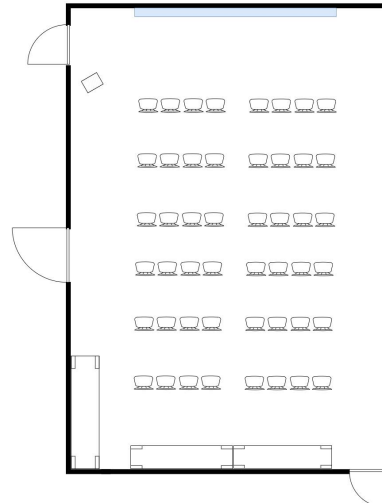
Walnut Room
Seats Max 30



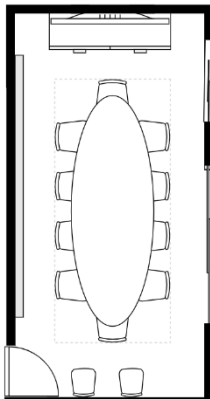
Walnut Room
Seats Max 30



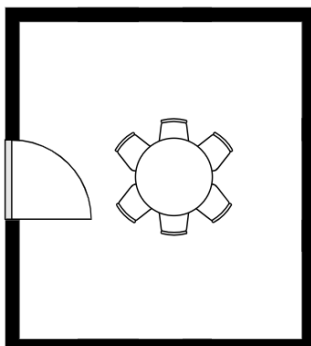
Walnut Room
Seats 48 - 56



Raisin Room
Seats 12



Blueberry Room
Seats 6



Outside Set-up- Building 101 or BBQ Area

Seats Max 30

