



NEBRASKA LAW ENFORCEMENT TRAINING CENTER

USE OF FACILITY REQUEST



Use of Facility requests at the Nebraska Law Enforcement Training Center (NLETC) are granted based upon a priority system. We will attempt to meet the needs of agencies and persons wanting to use the facility to the best of our ability.

Complete the following form to initiate a request for use of facilities at the Center. You will be sent a copy upon our signed, initial approval.

There are charges for the use of facilities at the NLETC. Contact us at **(308) 218-6639** for information.

The NLETC is not available holidays, Friday evenings, or after 5:00 pm the day before a holiday. The NLETC facility may not be used for religious services or political promotions or meetings.

Requesting Agency:	
Contact Person:	E-mail:
Agency Address: (If not NSP)	
Billing Address: (If different from above)	
Phone #	Fax #

Reason for Use:

<input type="checkbox"/> Education/Training Curriculum	Title of Training:
<input type="checkbox"/> Meeting	Title of Meeting:

Date(s) of Use:
Hours of Use:
Number of people attending:
Will attendees be charged tuition/registration fee? <input type="checkbox"/> Yes <input type="checkbox"/> No

Room Preference

<input type="checkbox"/> Flat Classroom	<input type="checkbox"/> Tiered Classroom	<input type="checkbox"/> Vehicle Insp. Classroom	<input type="checkbox"/> Firearms Range Classroom
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Carrier Bldg. Classroom	<input type="checkbox"/> Cafeteria Fishbowl	<input type="checkbox"/> Meeting Room
<input type="checkbox"/> Breakout Rooms; Number of Rooms needed:			

Physical Skills Area Use:

Area	Dates & Times Needed	Area	Dates and Times Needed
<input type="checkbox"/> Defensive Tactics		<input type="checkbox"/> West Firearms Range	
<input type="checkbox"/> Weight Room/Aerobics		<input type="checkbox"/> East Firearms Range	
<input type="checkbox"/> Gym		<input type="checkbox"/> Outside Driving Track	
<input type="checkbox"/> LEOPAT		<input type="checkbox"/> Inside Driving Track	
<input type="checkbox"/> Training Tank		<input type="checkbox"/> Skid Pan	
<input type="checkbox"/> Jail Cell Room		<input type="checkbox"/> Grey Scenario House	
<input type="checkbox"/> Vehicle Insp. Bay		<input type="checkbox"/> Tan Scenario House	
<input type="checkbox"/> Crime Scene Room		<input type="checkbox"/> Other:	
<input type="checkbox"/> Use of Force Simulator **Requires NLETC Instructor Assistance			

Presentation Equipment Needed		Training Equipment Needed	
Equipment	Dates and Times Needed	Equipment	Dates and Times Needed
<input type="checkbox"/> Presentation System (Includes projector, DVD, sound system & computer)		<input type="checkbox"/> CPR Equipment & Mannequins (with NSP approval)	
<input type="checkbox"/> Projector and Computer		<input type="checkbox"/> Practice Batons	
<input type="checkbox"/> Teleconference Equip.		<input type="checkbox"/> Drag Dummy(s)	
<input type="checkbox"/> Rolling Marker Board		<input type="checkbox"/> Driving Cones	
<input type="checkbox"/> Other:		<input type="checkbox"/> Other	

Use of Dormitory Rooms

Might attendees use dormitory lodging? <input type="checkbox"/> Yes** <input type="checkbox"/> No
**If Yes, Number of Rooms Needed: _____ Payment method; <input type="checkbox"/> Individual Attendee <input type="checkbox"/> Requesting Agency (See NLETC Fee Schedule)
**Contact NLETC regarding lodging arrangements/availability. 308-218-6627 Rooms reserved but not used will be charged to the Requesting Agency.

Use of Cafeteria Services

Will attendees use cafeteria services? <input type="checkbox"/> Yes** <input type="checkbox"/> No
** If yes; How many? _____ Payment responsibility; <input type="checkbox"/> Individual Attendee <input type="checkbox"/> Requesting Agency (Billing arrangements must be made with the cafeteria manager. 308-218-6643)

ALL RANGE SUPPLIES AND EQUIPMENT MUST BE FURNISHED BY THE REQUESTING AGENCY.
RANGE MUST BE CLEANED BY THE REQUESTING AGENCY ATTENDEES AT THE END OF EACH SHOOT.

**Disclaimer: NLETC and NSP activities/events take priority for NLETC facility use.
The NLETC may cancel this request within **14** calendar days of the event pending the training center's schedule or need.

I understand that the Nebraska Law Enforcement Training Center assumes no liability for the use of the Training Center equipment and facilities. I agree that all participants using Center facilities for this request will abide by the Center's policies. I understand that I (Requesting Agency) am responsible for all costs and charges related to the use of the Center facilities. The undersigned certifies the building(s)/facility will be used in compliance with Operating Instruction No.50-60.

Signature of Instructor/Agency/Organization Head

Date

TRAINING CENTER USE

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
FACILITY USE FEES: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE BILLED:
Explanation of Fees:	

For use with O.I. No. 50-60

Signature of NLETC Director

Copies To:

<input type="checkbox"/> Accounting	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Receptionist	<input type="checkbox"/> Director	<input type="checkbox"/> IT	<input type="checkbox"/> Other(s)

Approved Use

Rooms Reserved	Date:
NLETC Instructor Contact:	