

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	`				
Agency Address: (II not NSP	,				
Billing Address: (If different	from a	bove)			
		,			
Phone #			Fax #		
Reason for Use:		1			
☐ Education/Training Curriculum		Title of Training:			
☐ Meeting		Title of Meeting:			
Date(s) of Use:					
Hours of Use:					
Number of people attending:					
Will attendees be charged tui	tion/re	gistration fee?	□ No		
Room Preference			T	T	
☐ Flat Classroom	☐ Tiered Classroom		☐ Vehicle Insp. Classroom	☐ Firearms Range	
				Classroom	
☐ Conference Room		rrier Bldg. Classroom	☐ Cafeteria Fishbowl	☐ Meeting Room	
☐ Breakout Rooms; Number of Rooms needed:					
Physical Skills Area Use:					
Area	Dat	tes & Times Needed	Area	Dates and Times Needed	
☐ Defensive Tactics			☐ West Firearms Range		
☐ Weight Room/Aerobics			☐ East Firearms Range		
□ Gym			☐ Outside Driving Track		
☐ LEOPAT			☐ Inside Driving Track		
☐ Training Tank			☐ Skid Pan		
☐ Jail Cell Room			☐ Grey Scenario House		
☐ Vehicle Insp. Bay			☐ Tan Scenario House		
☐ Crime Scene Room			☐ Other:		
☐ Use of Force Simulator					
**Requires NLETC					
Instructor Assistance					

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Presentation Eq	uipment Needed	Training Equipment Needed	
Equipment	Dates and Times Needed	Equipment	Dates and Times Needed
☐ Presentation System		☐ CPR Equipment &	
(Includes projector, DVD,		Mannequins (with NSP	
sound system & computer)		approval)	
☐ Projector and Computer		☐ Practice Batons	
☐ Teleconference Equip.		☐ Drag Dummy(s)	
☐ Rolling Marker Board		☐ Driving Cones	
☐ Other:		☐ Other	1
Use of Dormitory Rooms			
Might attendees use dormitor	y lodging? □ Yes** □ N	lo	
**If Yes, Number of Rooms NLETC Fee Schedule)	Needed: Payment m	ethod; Individual Attendee	☐ Requesting Agency (See
	lodging among amonts/availabi	ility. 308-218-6627 Rooms res	anyad but not ugad will be
charged to the Requesting Ag		inty. 508-218-662/ Rooms res	erved but not used will be
charged to the Requesting Ag	ency.		
Use of Cafeteria Services			
Will attendees use cafeteria s	ervices?		
** If yes; How many?		y; □ Individual Attendee	☐ Requesting Agency
	be made with the cafeteria man		in requesting rigency
(
ALL RANGE SUPPLIES	AND EQUIPMENT MUST	BE FURNISHED BY THE R	EQUESTING AGENCY.
		AGENCY ATTENDEES AT T	
**Disclaime	r: NLETC and NSP activities/	events take priority for NLETO	c facility use.
The NLETC may cancel this	request within 14 calendar day	s of the event pending the train	ing center's schedule or need.
		enter assumes no liability for th	
		enter facilities for this request w	
<u> </u>		ible for all costs and charges re	
	ifies the building(s)/facility wi	ill be used in compliance with (Operating Instruction No.50-
60.			
Signature of Instructor/Agency	//Organization Head	Date	
	-		
	TRAINING (CENTER USE	
☐ APPROVED		☐ DENIED	
FACILITY USE FEES: ☐ Y	ES □ NO	DATE BILLED:	
Explanation of Fees:			
For use with O.I. No. 50-60			
	Sign	nature of NLETC Director	
Copies To:			
☐ Accounting	☐ Cafeteria	☐ Housekeeping	☐ Maintenance
☐ Receptionist	☐ Director	□IT	☐ Other(s)
Approved Use			
Rooms Reserved			Date:
NLETC Instructor Contact:			

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