



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. The NLETC reserves the right to cancel any reservation (90) days prior to the date(s) of use. The following form must be completed 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) 385-6030**, at **extension 301** for information.

The Nebraska Law Enforcement Training Center 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.

Contact Person _____ Requesting Agency _____

Agency Address (if not NSP) _____

Billing Address (if different from above) _____

Phone # _____ Fax # _____ E-Mail _____

Reason for Use: Education / Training Curriculum _____ Meeting

Number of people attending: _____ Date(s) of Use _____ Hours of Use _____

Room Preference: Flat Classroom Vehicle Insp. Firearms Range Cafeteria Conference
 Library Tiered Classroom Classroom Classroom Fishbowl Room

Other Uses: Breakout Rooms # Needed _____

➤ Will members of your organization be using **dormitory rooms**? Yes (if "Yes", how many rooms? _____) No
 If 'yes', contact NLETC regarding lodging arrangements. If dorm rooms are requested, but not used, you will be charged.

➤ Will members of your organization be using **cafeteria services**? Yes (if "Yes", how many people? _____) No
 Please note, if 'yes', billing arrangements must be made with the cafeteria's manager. 308-385-6030, Ext. 350

Physical Skills Areas Use:

- | <u>Area</u> | <u>Dates & Times Needed</u> |
|---|---------------------------------|
| <input type="checkbox"/> Defensive Tactics | _____ |
| <input type="checkbox"/> Wgt.Room/Aerobics | _____ |
| <input type="checkbox"/> Gym | _____ |
| <input type="checkbox"/> LEOPAT | _____ |
| <input type="checkbox"/> Training Tank | _____ |
| <input type="checkbox"/> Jail Cell Room | _____ |
| <input type="checkbox"/> Vehicle Inspection Bay | _____ |
| <input type="checkbox"/> Crime Scene Room | _____ |
| <input type="checkbox"/> * Use of Force Simulator | _____ |
| (*Requires NLETC Instructor Assistance for use.) | |

- | <u>Area</u> | <u>Dates & Times Needed</u> |
|---|---------------------------------|
| Firearms Range(s): (Ranges for qualifications only.) | |
| <input type="checkbox"/> West Range | _____ |
| <input type="checkbox"/> East Range | _____ |
| Driving Course(s): | |
| <input type="checkbox"/> Outside Track | _____ |
| <input type="checkbox"/> Inside Track | _____ |
| <input type="checkbox"/> Skid Pan | _____ |
| Scenario House(s): | |
| <input type="checkbox"/> Grey House | _____ |
| <input type="checkbox"/> Tan House | _____ |

Presentation Equipment Needed:

- | <u>Equipment</u> | <u>Dates and Times Needed</u> |
|---|-------------------------------|
| <input type="checkbox"/> Digital Presentation System (DPS)
(Includes digital projector, DVD, sound system, and computer. | _____ |
| <input type="checkbox"/> Digital Projector and Laptop Computer | _____ |
| <input type="checkbox"/> Overhead Projector | _____ |
| <input type="checkbox"/> Projection Screen | _____ |
| <input type="checkbox"/> Tele-conference Equipment | _____ |
| <input type="checkbox"/> Other _____ | _____ |

Training Equipment Needed:

- | <u>Equipment</u> | <u>Dates and Times Needed</u> |
|---|-------------------------------|
| <input type="checkbox"/> CPR Equipment & Mannequins (with NSP approval) | _____ |
| <input type="checkbox"/> Strike Bags | _____ |
| <input type="checkbox"/> Practice Batons | _____ |
| <input type="checkbox"/> Drag Dummy(s) | _____ |
| <input type="checkbox"/> Driving Cones | _____ |
| <input type="checkbox"/> Other _____ | _____ |

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

IF GRANTED THE USE OF ANY PART OF THE N.L.E.T.C. FACILITY, IT SHOULD BE CLEARLY UNDERSTOOD THE TRAINING CENTER MAY CANCEL THIS REQUEST AT ANYTIME IF THE REQUEST CONFLICTS WITH THE TRAINING CENTER'S SCHEDULE OR NEED.

It is understood 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 covered in this request using Center facilities will abide by the Center's policies. I agree to be responsible for all costs and charges related to the use of 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

() APPROVED () DENIED

USE OF FACILITY CHARGES: () YES () NO

IF YES, THE CHARGES ARE AS FOLLOWS: _____

Date billed: _____

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

- COPIES TO:**
- _____ Accounting
 - _____ Cafeteria
 - _____ Housekeeping
 - _____ Maintenance
 - _____ Receptionist
 - _____ Director
 - _____ IT

Director