



NATURAL RESOURCES CENTER AT CHALCO HILLS RECREATION AREA APPLICATION TO RESERVE A MEETING ROOM

To reserve a location, please complete this application form.

Note: to receive a refund, cancellation must be received two weeks (14 days) prior to reservation date.

Reservation Forms: Return signed form as soon as possible to ensure your reservation to Randy Lee at rlee@papiionrd.org or mail to Natural Resources Center, 8901 S. 154th St., Omaha, NE 68138.

Cancellations: Please call the Papio NRD at 402-444-6222 to cancel so another group can utilize the area.

Reservation Date:		Room Requested:
Starting Time:	Ending Time:	Speaker Requested (Yes / No):
Name of Organization or Group:		
Profit or Non-Profit:	Tax Exempt / ID #:	
Contact Person:		Contact Person Phone:
Address, City, State, Zip:		
Description of Occasion:		Approximate Number Attending:

PAPIO NRD OFFICE USE ONLY

Deposit Date	
Approval	
Account	01 06-00 3130
Amount	
Check/Receipt No.	

The undersigned on behalf of the aforementioned organization or group in consideration of the premises herein, do hereby agree to reimburse the Papio-Missouri River Natural Resources District for any and all loss, breakage, or damage to the building, equipment, or furnishing therein resulting from our use thereof. Upon adequate notice, and for adequate reasons, Papio NRD reserves the right to revoke the permission to use meeting rooms.

Contact Person:	_____	Date:	_____
Signature/Date Papio NRD:	_____		_____