

North Platte Federal Building Conference Room Reservations

Thank you for your inquiry to use the conference room at the North Platte Federal Building, located on the third floor in Room 316. The Conference Room Schedule may be found on [North Platte Federal Building Event Calendar website](#).

Before GSA can consider your request, please provide the following information regarding your reservation and reply via email to nefo.admin@gsa.gov. An email confirmation will be provided to you upon the completion of the room reservation. Access to the conference room **cannot** be guaranteed **without an approved** email confirmation.

Requesting Agency Name:
Requested Date(s):

Reservation POC Name:
POC Phone:
POC Email:

Meeting Facilitator (if different):
POC Name:
POC Phone:
POC Email:

Specific Time of Day Needed:
of People:
Type of Function:

Your Acknowledgement of Rules Below (Y / N):

CONFERENCE ROOM RULES

The North Platte Federal Building conference room is NOT a full service Conference Room. GSA has provided tables and chairs for your use. Please note a few of the policies to keep in mind when requesting a reservation for any of these rooms:

- It is your (the Requesting Agency's) responsibility to setup the furniture in the arrangement you require. It is **required**, upon completion of the rooms' use, that **all furniture is returned to the arrangement in which it was found in the room.**
- If your reservation requires the use of the provided analog phone line and conference phone, please request assistance to setup the phone;
- Remember to TURN OFF all technology at the close of your conference / meeting;
- Please contact the Building Manager, Maintenance or Custodial Staff to unlock the conference room.

Your cooperation is much appreciated and ensures continued use by all joint-use paying tenants.

If you have any questions, please contact:

Joe Wiezorek
North Platte Federal Building
300 E. 3rd St. Room 304
North Platte NE 69101
Office: (308) 532-8550
Cell: (308) 520-7380
joe.wiezorek@gsa.gov