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Overview

The Nebraska Unions are comprised of three facilities, the Nebraska Union, the Nebraska East Union, and the Jackie Gaughan Multicultural Center. These reservations policies are applicable to each facility. The Nebraska Unions partners with over 10,000 groups annually to provide meeting and event space, including assisting with the planning and coordination of these meetings and events and are committed to quality customer experience for every event. The policies and procedures outlined below are intended to streamline the event planning process, create consistent event experience, create efficiencies to help maximize space usage and maintain the integrity of the facilities. Thank you for choosing to host your meeting or event in the Nebraska Unions facilities and we look forward to exceeding your expectations.

Group Type

University Departments/Organizations and Recognized Student Organizations (RSO)
Any University Department/Organization or Recognized Student Organizations (RSO) may reserve space for meetings and events at no charge, as long as it is for their group and not affiliated with another group (See Affiliate Group). RSO's will need to complete the necessary paperwork with the Student Involvement office in order to reserve space in the Nebraska Unions.

Affiliate Group
Any University Department, Recognized Student Organization or current student/faculty/staff/alumni association members wishing to use space and underwriting the cost with personal or outside group funds. The reservations and all the details and modifications to the original booking must be made through an UNL student/faculty/staff/alumni contact person. The UNL student/faculty/staff/alumni contact person must be present at the event.

Non-University of Nebraska-Lincoln
These events are not directly associated with the core mission of the University and are not affiliated with an University Department or Recognized Student Organization.

Meeting Room Fee Schedule

Any University Department/Organization or Recognized Student Organizations (RSO) may reserve space for meetings and events at no room charge. Room rates are divided into two flat fee time periods: events lasting between 0-4 hours and events lasting more than 4 hours. Room rates listed include all event equipment that is supplied by the Nebraska Unions. It does not include event items not provided by the Nebraska Unions, dedicated staff labor during an event, catering charges and other special event charges listed below.

<table>
<thead>
<tr>
<th>Jackie Gaughan Multicultural Center</th>
<th>Affiliate Group</th>
<th>0 – 4 hours</th>
<th>More than 4 Hours</th>
<th>Non-University Group</th>
<th>0 – 4 hours</th>
<th>More than 4 Hours</th>
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<tr>
<td>Ubuntu Room (202)</td>
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<td>Affiliate Group</td>
<td>Non-University Group</td>
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<tr>
<td></td>
<td>0 - 4 hours</td>
<td>More than 4 Hours</td>
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</tr>
<tr>
<td>Regency A</td>
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<td>Georgian A or B</td>
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<tr>
<td>Colonial A</td>
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<td>Colonial B</td>
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<td>Room 212</td>
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<td>Room 200 - Green Room</td>
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<td>Crib</td>
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<td>Promotional Booth - Inside</td>
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<tr>
<td>Booth Area - Entire</td>
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<tr>
<td>Memorial Plaza - Entire</td>
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<tr>
<td>Outdoor Promotional Table</td>
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<td>$200</td>
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### Nebraska East Union

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Affiliate Group 0–4 hours</th>
<th>Affiliate Group More than 4 Hours</th>
<th>Non-University Group 0–4 hours</th>
<th>Non-University Group More than 4 Hours</th>
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<tbody>
<tr>
<td>GREAT PLAINS ROOM</td>
<td>$175</td>
<td>$350</td>
<td>$350</td>
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<tr>
<td>¼ Great Plains Room</td>
<td>$75</td>
<td>$150</td>
<td>$150</td>
<td>$300</td>
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<tr>
<td>PRAIRIE SUITE</td>
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<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>Columbine Room</td>
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<td>$100</td>
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<tr>
<td>Goldenrod Room</td>
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<td>Sunflower Room</td>
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<tr>
<td>ARBOR SUITE</td>
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<td>Sycamore Room</td>
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</tr>
<tr>
<td>GARDEN ROOM</td>
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<td>$200</td>
</tr>
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<td>Garden Room East or West</td>
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<td>$50</td>
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<td>Meeting Rooms A or B</td>
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<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Room 301 or 302</td>
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<td>$100</td>
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<td>Terrace (Entire)</td>
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<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Terrace A or B</td>
<td>$25</td>
<td>$50</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Loft</td>
<td>$100</td>
<td>$200</td>
<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>The Hollow</td>
<td>$100</td>
<td>$200</td>
<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>1st Floor Commons</td>
<td>$100</td>
<td>$200</td>
<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>Promotional Booth - Inside</td>
<td>$50</td>
<td>$100</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Atrium</td>
<td>$100</td>
<td>$200</td>
<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>Outdoor Promotional Table</td>
<td>$50</td>
<td>$100</td>
<td>$100</td>
<td>$200</td>
</tr>
</tbody>
</table>

### Additional Charges and Fees

Note – these charges apply to all group types

- **Late Cancellation**: 50% of the Non-University Room Rate for Each Space
- **No Show**: 50% of the Non-University Room Rate for Each Space
- **Special Opening**: $250 0–5 hours/$50 each additional hour
- **Extended Building Hours**: $50 per hour
- **Decoration/Rehearsal Time**: $150 (when available)
- **Excessive Cleaning/Room Reset Charge**: $25 per hour/$50 minimum
- **Dedicated Event Support Staffing**: $25 per hour
- **Damaged/Stolen Items**: Various – Direct Replacement Cost
- **Violation of Exclusive Catering Policy**: $50 minimum
- **Long Distance Conference Call Charge**: $5 per call

### Deposits

All Affiliates and Non-University groups will be charged a non-refundable deposit of 50% of room charges and is required to confirm the reservation. The deposit will be applied as a credit toward the final charges of the event. All reservations with invoices totaling less than $100 must be paid in full in order to confirm the reservation.
Nebraska Unions have implemented a Cancellation Policy and No Show Policy for all groups reserving space. Failure to show for a meeting or event, hold rooms that are not used or cancel with short notice (see cancellation policy below) can create complications for the Nebraska Unions staff setting up rooms unnecessarily and also denies other groups the opportunity to utilize event rooms.

**Cancellation & No Show**

The Nebraska Unions have implemented a Cancellation Policy and No Show Policy for all groups reserving space. Failure to show for a meeting or event, hold rooms that are not used or cancel with short notice (see cancellation policy below) can create complications for the Nebraska Unions staff setting up rooms unnecessarily and also denies other groups the opportunity to utilize event rooms.

**Cancellation - Single Meeting Rooms**

Reservations involving a single room must be canceled by 12:00 p.m. the business day before the scheduled meeting. If the meeting or event falls on Sunday or Monday, the cancellation must be made by 12:00 p.m. on Friday. Failure to cancel a meeting will result in the charge of 50% of the non-university rate of the room. Cancellation notification must be done with the Reservations Office in person, by phone or by e-mail.

**Cancellation - Multiple Meeting Rooms**

Reservations that require multiple rooms on the same date or multiple days must be canceled by 12:00 p.m., ten (10) business days prior to the event date. The entire reservation, or any rooms that will not be utilized, must be canceled ten (10) business days prior to the event date to avoid penalty. Failure to cancel any unneeded rooms, or the entire reservation, will result in the charge of 50% of the non-university rate for canceled/unused room. Cancellation notification must be done with the Reservations Office in person, by phone or by e-mail.

**No Show**

Groups failing to show up or use all spaces for reservations with multiple spaces will be assessed a charge of 50% of the non-university rate for each room.

**Interruption or Termination of Event**

Nebraska Unions administration reserves the right to cancel, interrupt, or terminate any event in the interest of weather related emergency, public safety, noncompliance with University of Nebraska–Lincoln policies, or if the event can be viewed as inappropriate or not consistent with the mission of the Nebraska Unions.

**Inclement Weather**

If the University of Nebraska-Lincoln is closed, all Nebraska Unions buildings will be closed and all events scheduled in the Nebraska Unions will be canceled. Please refer to the University of Nebraska-Lincoln's home page for re-opening information.

**Events Occurring Outside of Normal Business Hours**

**Special Openings**

Events scheduled on days when the facility would normally be closed for the entire day will be assessed a special opening fee of $250 for the first five hours. An additional $50 per hour will be assessed for any hours beyond the initial five hours.

**Extended Building Hours**

If an event requires the building to be open earlier or later than the regular building hours, a $50 per hour charge will be assessed with the building not opening before 6:00 a.m. or closing later than 2:00 a.m.
Decorating and Rehearsals

Requirements for Decorating Spaces

- Glitter, confetti, artificial snow, or other similar decorations that cause tracking and are fundamentally ineffectual to clean up are prohibited.
- String or blue masking tape may be used to attach items to the ceiling. However, no decorations are allowed to be hung from sprinkler heads, projectors, microphones, or cameras in the rooms.
- The use of incense, candles, fog machines or anything producing an open flame/haze/mist is strictly prohibited unless pre-approved by Nebraska Unions Reservations Office.
- Decorations are not allowed to be taped or tacked to the walls. Groups may use blue masking tape to attach decorations to wooden surfaces such as doorframes and wood or metal trim areas.
- Decorations of any type are not to be affixed to draperies.
- Any decorations beyond the entrance of the group’s reserved room or on stairway handrails must be pre-approved by Nebraska Unions Reservations Office.
- Groups are to consult with Nebraska Unions Reservations Office before using fountains, ice sculptures, or similar decorations.
- Groups are responsible for insuring that no fluids of any type contact the flooring; including wood floors and carpets.
- Balloon bouquets must be taped, tied down, or secured with something that will not cause damage. Bags weighted with sand are not permitted.
- All decorations must be removed immediately after the event, unless prior arrangements are made with the Nebraska Unions Reservations Office. Trash containers will be provided by building staff to assist groups in clean up. Groups will be charged an additional cleaning fee if decorations remain beyond the end of the event.

Additional Decorating/Dress Rehearsal Time

If available, the room may be rented the day before (during regular business hours) for decorating or rehearsal for an additional $150.00 fee for affiliate and non-university groups. University groups will not be charged a rental fee pending space availability.

Excessive Cleaning, Room Reset and Damaged/Stolen Items

Excessive Cleaning and Room Reset

It is the reserving group’s responsibility to ensure the space they reserve is returned reasonably clean and as close as possible to the original room configuration as they found it. If spaces are left unreasonably dirty or not returned to the same condition they will be charged an excessive cleaning fee of $25 per hour with a $50 minimum charge.

Damaged or Stolen Items

The repair/replacement cost of any Nebraska Unions event item damaged or stolen during an event will be the responsibility of the reserving group.
Catering and Food Policy

All University Departments/Organizations, Affiliate Groups, and Non-University groups are required to use the approved, exclusive caterer for all events where food/beverages are served. Failure to use the exclusive caterer will result in a minimum fee of $50.

Special food/beverage exceptions:
- University Department/Organization or Recognized Student Organizations (RSO) are permitted to host ‘brown bag’ events where individuals attending the event may bring their own individual food/beverage items for personal consumption.
- Registered Student Organizations (RSO) are permitted to bring in outside food but must be pre-approved prior to the event. RSOs serving food that has not been pre-approved will be assessed a minimum fee of $50.

Recognized Student Group Food and Beverage Policy

Recognized Student Organizations (RSO) are permitted to contract food for events with approved vendors pending the completion of the Event Planning and Registration (EPR) process and approval by the Nebraska Unions Reservations Office.

Groups not using the exclusive caterer must:
- Complete the Event Planning and Registration (EPR) process.
- Have food approved by the Nebraska Unions Reservations Office.
- Provide food that has been donated or purchased from an approved and license vendor.
- Have food delivered to the loading dock or one of the building entrances and have group members take the items from that point and set up the event. The vendor cannot bring the food into the building, set-up or serve the food.
- Cold beverages must be Pepsi products, this includes bottled water.
- Hot Beverages must be prepared offsite and served from insulated containers.

Homemade Food

Homemade food may be permitted through the EPR process and by approval of the Nebraska Unions Reservations Office.

If approved, homemade food must:
- Members preparing the food must review and follow safe food handling procedures provided during the approval process.
- Approved potluck meals are for current RSO memberships only. Non-RSO members are not permitted to attend the potluck meal and charging admission for the event is not permitted.
- Provide and post a sign denoting food/beverages were not prepared in a kitchen that is subject to regulations or inspections by a regulatory authority.

Food Provided at Booths or Outdoor Promotional Tables

With completion of the EPR process and approval by the Nebraska Unions Reservations Office, RSOs are permitted to give away or sell homemade food/beverages for group promotion and fundraising purpose. Homemade food must follow the procedure above and all food may not be in direct competition with Nebraska Union food vendors (pizza, deli sandwiches, hamburgers, Chinese) or the University’s exclusive beverage contract.

Jackie Gaughan Multicultural Center Kitchen

Use of the Jackie Gaughan Center Kitchen is available for Recognized Student Organizations with a completed Event Planning Registration (EPR) form, UNL Departments, or current UNL students with a valid NCard. All groups wishing to use the kitchen will be required to make a reservation through the Nebraska Unions Reservations Office.

Groups using the kitchen agree to follow these guidelines:
- All users are required to check in at the Gaughan Center Front Desk.
- All users will be required to clean the kitchen prior to the conclusion of their reservation. A cleaning checklist and cleaning supplies will be provided at check in.
- All food must be removed from the refrigerator and/or freezer by the conclusion of the reservation for the kitchen. Anything not removed from the kitchen by the conclusion of the reservation will be disposed.
- All users are required to check out at the Gaughan Center Front Desk at the conclusion of the reservation.

Failure to check in prior to use, clean the kitchen, leaving food in the refrigerator and/or freezer or failing to check out following the conclusion of the reservation will result in the user/group being charged the excessive cleaning fee of $25 per hour ($50 minimum).
**Student Study Rooms**

The Nebraska Unions have small conference rooms that can be utilized by current UNL students for studying. Although these rooms can be scheduled for meetings, these rooms sometimes go unused and students are welcome to check out these rooms.

- Nebraska East Union Rooms: 301, 302, Meeting Room A and Meeting Room B
- Nebraska Union Rooms: 212 and 213
- Jackie Gaughan Multicultural Center Rooms: First Nebraskans (313), Salon de Libertad (331) and Music Room (317)

If not in use, these rooms can be checked out for immediate use for up to a limit of 2 hours by a student or group of students. Rooms are to be used as is and must be vacated at least 15 minutes prior to any scheduled meeting in that room. When leaving the room, it must be left in the manner in which it was found and any reported damages or missing items will be the responsibility of the student/group of students.

Study rooms can be checked out at Union Crossings for space in the Nebraska East Union and at the Welcome Desk for space in the Nebraska Union and Gaughan Center. Students will be required to show their NCard.

**Parking**

For Non-University groups the Nebraska East Union Reservations office will make parking arrangements. The current charge is $6 per parking stall. Arrangements may be made through UNL Parking and Transit Services; 402-472-1800 or http://parking.unl.edu/ for groups using the Nebraska Union or Jackie Gaughan Multicultural Center.

**Booking Periods**

**Recognized Student Organizations (RSO)**

Recognized Student Organizations may schedule space one semester in advance for regular meetings. The first date a regular meeting may be scheduled for each semester is as follows: April 15 for Fall Semester, the Monday after Thanksgiving for Spring Semester, and March 15 for Summer Sessions. For annual or special events, Recognized Student Organizations may reserve one year in advance.

**University Departments/Groups**

University Departments or University Organizations may schedule regular meetings one year in advance and annual or special events two years in advance.

**Affiliate and Non-University Groups**

Non-university organizations may schedule between the Saturday of University of Nebraska–Lincoln Commencement in the spring and the last Saturday in July, two years in advance. Events between August 1 and the Friday before University of Nebraska–Lincoln Spring Commencement may be scheduled one year in advance.

**Solicitation**

Active solicitation of goods and services are prohibited in the Nebraska Unions with the exception of student groups with confirmed reservations. Student groups with confirmed reservations may solicit goods and services but the solicitation must remain in the event space or directly behind booths or tables in confirmed 1st floor and outside public spaces.

**Event Signage/Directional Signage**

Posting of event or directional signage throughout the building is only permitted with prior approval by the Nebraska Unions Reservations Office.
Booth & Outdoor Promotional Table Policy

Booths or outdoor promotional tables may be reserved by Recognized Student (RSO) for publicity, collection of funds, ticket sales, or merchandise sales. UNL Departments may reserve booths or outdoor tables for publicity or informational materials. All RSO’s need to complete an Event Planning Registration (EPR) form to reserve a booth or outdoor table.

- Booths and outdoor table activities are limited to one booth or outdoor table. Activities requiring more than one table are considered an event and will fall under the Nebraska Unions Booth/Outdoor Activity Policy.
- A booth or outdoor table may be reserved for no more than 3 times per week. Specific times are to be given at the time of the reservation so other groups may use the booth either before or after the requested time.
- The name of the Recognized Student Organization or UNL Department must be prominently displayed using a poster/banner.
- Verbal harassment of the Nebraska Unions’ customers or loud and boisterous activity is not allowed. Those using the booth or outdoor table are expected to remain behind the booth or table. RSO’s and UNL Departments need to get permission from the Nebraska Unions Reservations Office to have music and or amplified sound at the time the reservation is made.
- The booths are not to be moved from their current location. Outdoor tables can only be setup on the Nebraska Union Plaza or designated space outside the Nebraska East Union. All outdoor tables and chairs are to be returned at the conclusion of the reservation.
- Food Provided at Booths or Outdoor Promotional Tables: With completion of the EPR process and approval of the Nebraska Unions Reservations office, RSO’s are permitted to give away or sell homemade food/beverages for a group promotion and fundraising purposes. Homemade food must follow the procedures in the Nebraska Unions Food policy (http://unions.unl.edu/Digital_Stuff/Nebraska%20Unions%20Reservation%20Policies%20-%20-%202014.pdf) and all food may not be in direct competition with the Nebraska Union food vendors (pizza, deli sandwiches, hamburgers, Chinese) or the University of Nebraska–Lincoln’s exclusive Pepsi beverage contract. UNL Departments are not allowed to sell food or purchase food from anyone but the Nebraska Unions’ contracted caterer. If food is donated, the UNL Department must get permission from the Nebraska Unions Reservations Office to give away donated food/beverages at the time the reservation is made.
- The Nebraska Unions allows RSO’s and UNL Departments to co-sponsor non-UNL groups for commercial and informational purposes. Co-sponsorship requires that at least one member of the RSO or UNL Department is present the whole time the non-UNL group is setup at the booth or outdoor table. The selling or promoting of credit cards or anything not within University of Nebraska–Lincoln or the Nebraska Unions will not be allowed and we reserve the right to stop any activities if it violates policy or the safety of individuals without refunding the booth/outdoor table fee. Booth rate is $50 for up to 4 hours and $100 for anything scheduled over 4 hours. Outdoor Promotional Table rate is $100 for up to 4 hours and $200 for anything scheduled over 4 hours.
- If a rain date or rain location needs to be scheduled, it should be done so at the time of the reservation.
- The Nebraska Unions assume no responsibility for items, personal or organizational, left unattended.
Booth & Outdoor Activity Policy

Activities requiring more than one Booth or Outdoor Promotional table and/or vehicles outdoors or additional equipment fall under the Nebraska Unions Booth/Outdoor Activity Policy. These events may be sponsored by Recognized Student Organizations (RSO’s) or UNL Departments and may include collaboration of more than one non-university vendor/group. All RSO’s must complete an Event Planning Registration (EPR) form.

- Activities/Events requiring additional space other than a regular booth or outdoor promotional table will be subject to availability of the space requested. An activity of this kind can only be reserved for two days during the week and only once during a semester at either the Nebraska Union/Gaughan Center or the Nebraska East Union.

- If the RSO or UNL Department is co-sponsoring with a non-university group such as the American Red Cross Bloodmobile or a college touring event then the UNL Affiliate rate will be accessed. Rates are $175 for up to 4 hours and $350 for anything scheduled over 4 hours including setup & teardown.

- The name of the Recognized Student Organization or UNL Department must be prominently displayed using a poster/banner. All vehicles must have permission to setup in the designated outdoor space, be directly related to the event, and have a hang tag provided by the Nebraska Unions Reservations office.

- Verbal harassment of the Nebraska Unions’ customers or loud and boisterous activity is not allowed. RSO’s and UNL Departments get permission from the Nebraska Unions Reservations Office to have music and or amplified sound at the time the reservation is made.

- The RSO or UNL Department is expected to setup and clean up the event themselves. The Nebraska Unions will prove a specific number of tables and folding chairs and any other needs will need to be rented by the group.

- Food Provided at Booths or Outdoor Promotional Tables: With completion of the EPR process and approval of the Nebraska Unions Reservations office, RSO’s are permitted to give away or sell homemade food/beverages for a group promotion and fundraising purposes. Homemade food must follow the procedures in the Nebraska Unions Food policy (http://unions.unl.edu/Digital_stuff/Nebraska%20Unions%20Reservation%20Policies%20-%202014.pdf) and all food may not be in direct competition with the Nebraska Union food vendors (pizza, deli sandwiches, hamburgers, Chinese) or the University of Nebraska – Lincoln’s exclusive Pepsi beverage contract. UNL Departments are not allowed to sell food or purchase food from anyone but the Nebraska Unions’ contracted caterer. If food is donated, the UNL Department must get permission from the Nebraska Unions Reservations Office to give away donated food/beverages at the time the reservation is made.

- If a rain date or rain location needs to be scheduled, it should be done so at the time of the reservation.

- The Nebraska Unions assume no responsibility for items, personal or organizational, left unattended.
Chalking Policy

Chalking is defined as the marking of a surface with chalk in order to communicate a message. Recognized Student Organizations (RSO) may chalk to publicize upcoming events which they are sponsoring and will be open to all students. Chalking is only allowed on the Nebraska Union Plaza and only to RSO’s. In order to be approved to chalk, RSO’s must complete an Event Planning Registration (EPR) and follow the following approved guidelines.

- Chalking is allowed only on Monday and Tuesday from 7:00 am – 12:00 am.

- The RSO’s name needs to be prominently displayed with the chalking.

- Only water-soluble chalk (sidewalk chalk) is allowed. The use of markers, paints, oil-based products, or sprayable chalk is prohibited and will be removed immediately at the group’s expense.

- Any RSO chalking on unauthorized locations, during an unapproved day, using incorrect chalking substance, or applying any message or drawing containing profanity, obscenity, or is viewed as inappropriate or not consistent with the mission of the Nebraska Unions will have all messages removed immediately and will be assessed an excessive cleaning fee of $25 per hour with a $50 minimum.

- Chalking can only occur on the sidewalk area of the Plaza. Chalking is not allowed on the following:
  - Any vertical surfaces
  - Walls
  - Rocks, trees
  - Buildings
  - Benches, seating, tables, perimeter of the Fountain
  - Steps leading to the Nebraska Union
  - Arcade (overhang area leading to the entrance of Nebraska Union)
  - Steps to the stage or the stage itself
  - Light poles
  - Signs
Banner Policy

Banners at the Nebraska Union* may be hung in the following locations: Outside on the Plaza in one of four glassed display cases or inside on the brick wall, across from Subway, on the elevated seating area.

- A Recognized Student Organization (RSO) or University Department may reserve one location for one week (Monday through Sunday), three times per semester.

- Banners may be hung up on Monday and must be taken down by the following Sunday.

- Banners that are not up by 5:00 pm on Tuesday, forfeit their reservation.

- Banners should be no larger than 3' X 7' and have the RSO's/Department's name prominently displayed.

- The outdoor display cases are locked. The key can be checked out at the Welcome Desk by presenting an NCard. Please have two people hang the banners since the doors to the cases are heavy.

- Inside banners require a ladder to hang, which is located inside the North Entrance closet.

- If you would like our Operations Staff to hang the banner, we would be happy to at our earliest convenience. The Reservations Office will need the banner by 4:30 pm the Friday before the banner is to be hung.

- If a Banner is left from a previous week, please return it to the Welcome Desk. Do NOT throw away or destroy the banner.

- The Nebraska Union is not responsible for lost, damaged, or stolen banners. The reserving group accepts all responsibilities for replacement and repair costs.

*RSO's or University Departments wishing to hang a banner at the Nebraska East Union will need to make arrangements with the East Campus Student Involvement, 402-472-1780.