



**Nebraska Unions Reservation Policies
University of Nebraska–Lincoln**

A Service of the Division of Student Affairs

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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.

Jackie Gaughan Multicultural Center

	Affiliate Group		Non-University Group	
	0 - 4 hours	More than 4 Hours	0 - 4 hours	More than 4 Hours
UBUNTU ROOM (202)	\$50	\$100	\$100	\$200
UNITY ROOM (212)	\$100	\$200	\$200	\$400
FIRST NEBRASKANS (313)	\$25	\$50	\$50	\$100
MUSIC ROOM (317)	\$25	\$50	\$50	\$100
SALON de LIBERTAD (331)	\$25	\$50	\$50	\$100



Nebraska Union

	Affiliate Group		Non-University Group	
	0 - 4 hours	More than 4 Hours	0 - 4 hours	More than 4 Hours
CENTENNIAL ROOM	\$175	\$350	\$350	\$700
Individual Bay/Section	\$50	\$100	\$100	\$200
BALLROOM	\$175	\$350	\$350	\$700
AUDITORIUM	\$100	\$200	\$200	\$400
REGENCY SUITE	\$100	\$200	\$200	\$400
Regency A	\$50	\$100	\$100	\$200
Regency B-C	\$50	\$100	\$100	\$200
Regency B or C	\$25	\$50	\$50	\$100
GEORGIAN SUITE	\$50	\$100	\$100	\$200
COLONIAL ROOM	\$100	\$200	\$200	\$400
Colonial A	\$50	\$100	\$100	\$200
Colonial B	\$25	\$50	\$50	\$100
HERITAGE ROOM	\$50	\$100	\$100	\$200
Room 213	\$25	\$50	\$50	\$100
Room 212	\$25	\$50	\$50	\$100
B1G Ten Room	\$25	\$50	\$50	\$100
Room 200 - Green Room	\$50	\$100	\$100	\$200
Room 200 - Library	\$25	\$50	\$50	\$100
Food Court A, B, C or D	\$25	\$50	\$50	\$100
Crib	\$100	\$200	\$200	\$400
Promotional Booth - Inside	\$50	\$100	\$100	\$200
Booth Area - Entire	\$175	\$350	\$350	\$700
Memorial Plaza - Entire	\$175	\$350	\$350	\$700
Outdoor Promotional Table	\$100	\$200	200	400



Nebraska East Union

	Affiliate Group		Non-University Group	
	0 - 4 hours	More than 4 Hours	0 - 4 hours	More than 4 Hours
GREAT PLAINS ROOM	\$175	\$350	\$350	\$700
½ Great Plains Room	\$125	\$250	\$250	\$500
¼ Great Plains Room	\$75	\$150	\$150	\$300
PRAIRIE SUITE	\$100	\$200	\$200	\$400
Columbine Room	\$50	\$100	\$100	\$200
Goldenrod Room	\$50	\$100	\$100	\$200
Sunflower Room	\$50	\$100	\$100	\$200
ARBOR SUITE	\$100	\$200	\$200	\$400
Cottonwood Room	\$75	\$150	\$150	\$300
Sycamore Room	\$50	\$100	\$100	\$200
GARDEN ROOM	\$50	\$100	\$100	\$200
Garden Room East or West	\$25	\$50	\$50	\$100
Meeting Rooms A or B	\$25	\$50	\$50	\$100
Room 301 or 302	\$25	\$50	\$50	\$100
BLUESTEM ROOM	\$50	\$100	\$100	\$200
Terrace (Entire)	\$50	\$100	\$100	\$200
Terrace A or B	\$25	\$50	\$50	\$100
Loft	\$100	\$200	\$200	\$400
The Hollow	\$100	\$200	\$200	\$400
1st Floor Commons	\$100	\$200	\$200	\$400
Promotional Booth - Inside	\$50	\$100	\$100	\$200
Atrium	\$100	\$200	\$200	\$400
Outdoor Promotional Table	\$50	\$100	\$100	\$200

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
Late Bookings	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	\$100 minimum
Violation of Nebraska Unions 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.



Outdoor Space Charge Table

General Usage Fee – Charged to All Outdoor Events and Runs on Campus

UNL Student Group/Department	\$25
Affiliate Group	\$50

Additional Charges Based on Event Needs

Runs on Campus

1-Mile Run – City Campus	\$0
5K Run – City Campus	No Permitted, 5K runs only on East Campus
1-Mile Run – East Campus	\$625
5K Run – East Campus	\$625

Landscape Services Fees

Picnic Table	\$45 for 1/\$15 each additional
Trash Totes	\$35 for 1/\$10 each additional
Recycling Totes	\$35 for 1/\$10 each additional (free if also using trash totes)
Dumpster	\$65 each
5-gallon Buckets	\$45 for 10/\$15 each 10 additional

General Parking Fees

Flat Rate Parking (per parking lot)	\$350
Barricades/Cones/Signage	\$24/event
Parking Attendant	\$13/hour (3-hour minimum)
Hooded Meters	\$12 a stall per day, plus a \$6 setup fee per event

UNL Police/Security

Community Service Officer	\$44.51/hour
Police Officer	\$62.35/hour

Additional Charges

Facilities Services Charges/Electricity	Variable per event, estimate provided based on event needs
Excessive Cleaning	\$25 per hour/\$50 minimum
Damage to Space	Variable based on damage and repair cost



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.

RAIN DATE POLICY

In the case of inclement weather, event spaces at the Nebraska Union may be reserved as rain site location for outdoor events, if space allows. Failure to cancel any unneeded rooms by 12:00 p.m. the business day before the scheduled meeting 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.

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. This fee is for up to five hours of use. An additional \$50 per hour fee will be assessed for any hours beyond the initial five hours. Special Openings are for onetime events and not for reoccurring events. Request for a special openings need to be made a minimum of two weeks prior to the event date.

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. Extended building hours are for onetime events and not for reoccurring events. Request for extended hours need to be made a minimum of two weeks prior to the event date.

Any group remaining after the building's regular closing time or pre-arranged special hours will be charged \$100 per thirty minutes and only if Nebraska Unions staff is able to remain after scheduled hours. If staff is unable to remain, the group is expected to promptly leave the building. If clean up still needs to be completed, and the room is available the next day, the group will need to complete the cleanup the next day. Cleanup occurring the following day will incur the charge of the non-university rate for the room. If the group is unable to come in the next day and Nebraska Unions' staff has to complete the cleaning there will be a charge of \$25 per hour with a minimum of \$50.



Late Bookings

University Departments/Organizations and Recognized Student Organizations (RSO)

A meeting room request will be considered a Late Add if the request for space is received the day of or after 4:00 p.m. for the next day. If the meeting falls on a Sunday or Monday, the room request must be made by 4:00 p.m. on Friday. Unless the space request is made for a room that is used "as is" there will be a charge of 50% of the non-university room rate for the space. An "as is" room requires no setup by the Nebraska Unions' staff. The below rooms are considered "as is" rooms:

Nebraska Union: 212, 213, Food Court Rooms (A, B, C, D)

Jackie Gaughan Multicultural Center: Salon de Libertad/331, First Nebraskans/313

Nebraska East Union: 301, 302, Meeting Room A, Meeting Room B

Nebraska Unions Late Change Policy

Changes Occurring Day of for All Events

- All room setups and changes will be completed by Nebraska Unions staff members.
- Should groups need additional event equipment, such as tables, chairs, audiovisual equipment, etc. they must contact Nebraska Unions operations staff members. The Nebraska Unions staff will attempt to accommodate these requests but staff may not be able to accommodate all late change requests. Groups may not help themselves to event items.
- Additional charges may be associated with late changes to setups and/or the use of additional equipment.

Additional Requirements - Events Requiring Final Event Planning Meeting

- After the final event planning meeting, a final confirmation will be sent out to the first event contact via email. This confirmation should be reviewed by the group and any changes need to be discussed with the Reservations Office a minimum of five business days prior to the event date.
- All change requests need to be made by the first event contact person on the reservation to be considered. Any requests made by other members of the group will be denied.
- During the initial planning meeting a date and time for audiovisual and lighting design will meeting will be scheduled. No changes to the lighting or audiovisual may be done after the final audiovisual and lighting design meeting has taken place. A final audiovisual and lighting confirmation will be sent to the first event contact via email.

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 with a count of 31 or more where food/beverages are served. Failure to follow the Catering and Food Policy will result in a minimum fee of \$100.

Special food/beverage exceptions:

- University Departments/Organizations, Affiliate Groups, Non-University Groups 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.
- Recognized Student Organizations (RSO) are permitted to bring in outside food but must be pre-approved prior to the event. RSO's serving food that has not been approved will be assessed a minimum fee of \$100.

University Departments/Organizations, Affiliate Groups, and Non-University Groups planning events with a count of 30 or less where food/beverages are served, will not be required to use the exclusive caterer as long as they follow the below requirements.

UNL Departments/Organizations, Affiliate Groups, Non-University Groups not using the exclusive caterer must:

- Have prior approval from the Nebraska Unions Reservations Office.
- Provide food that has been donated or purchased through an approved licensed vendor. No homemade food/beverages.
- Non-exclusive caterer may setup, serve, and clean up the food/beverages as long as they only use the space provided through the reservation, none of the service areas or hallways may be used as a prep area for the food/beverages.
- The UNL Department/Organization, Affiliate Group, or Non-University Group will be responsible for all the cleanup of the space at the conclusion of the event. (See Excessive Cleaning and Room Reset.)
- Cold Beverages must be Pepsi products, this includes bottled water.
- Hot Beverages must be prepared offsite and served from insulated containers or "to go" containers.

All Groups Using the Auditorium

All groups, regardless of group size, including recognized student organizations that provide food for events in the auditorium must be ordered through Premier Catering utilizing the event menu specially designed for the space. Groups are permitted to host brown bag events where individuals attending the event may bring their own individual food/beverage items for personal consumption.

All beverages are to have a lid whether this is a cup with lid or bottle with lid.

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.

Recognized Student Organizations 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 a licensed vendor.
- Have food delivered to the loading dock or one of the building entrances and have group members take the items from the point and set up the event. Vendors cannot bring the food into the building, setup 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 or "to go" containers.
- The use of serveries, warmers, and access to water/ice are strictly prohibited.



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 food need to review and follow the 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.
- No seafood, fish, poultry, pork, lamb, or goat is allowed when preparing the food for sale.
- If grilling on the Plaza, only a gas grill is permitted. Only hot dogs, precooked brats, and precooked hamburgers are permitted to be grilled.
- Cotton Candy Machines and Snow Cone Machines are allowed on the Nebraska Union Plaza with prior permission.
- Popcorn Machines will not be allowed. Any group wanting to provide popcorn will need to bring pre-popped popcorn.
- The Nebraska Unions will not provide ice or water.
- Bake Sales need to have baked goods prepackaged, ready for sale.

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 group promotion and fundraising purpose. Homemade food must follow the procedures above and all food may not be in direct competition with Nebraska Unions food vendors (pizza, deli sandwiches, hamburgers, Chinese) or the University's exclusive beverage contract.

Jackie Gaughan Multicultural Center Kitchen

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

RSO's and UNL Departments using the kitchen agree to the follow these guidelines:

- Two representatives responsible for coordinating the use of the kitchen for the RSO or Department will be required to go through an orientation prior to the group using the kitchen.
- User groups are required to check in at the Welcome Desk in the Nebraska Union prior to using the kitchen.
- 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 Welcome Desk in the Nebraska Union 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 \$50 per hour (\$100 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 Nebraska Unions is only permitted with prior approval from the Nebraska Unions Reservations Office.

Signs will not exceed 8.5" x 11" and will include date, event name and location. All signs will be put up no earlier than two (2) hours before the event and taken down thirty minutes after the event.

Signage may only be displayed inside of the Nebraska Unions in designated areas. All exit doors, exit lights, fire sprinkler heads, fire alarm pulls, fire extinguishers and other emergency or safety equipment must be kept free of obstacles or decorative material.

Standard Nebraska Unions Signage must not be covered or otherwise obstructed in any manner.

Tape/adhesive, thumbtacks, screws, and nails are not to be used on any surfaces. Sign holders are available to use with prior arrangement with the Nebraska Unions Reservations Office.

A-Frame signs (sandwich boards) will not be permitted in any Main Floor hallway, stairwell, foyer area, etc. by Recognized Student Organizations (RSO's), UNL Departments/Organizations, Affiliate groups, or Non-University groups.

Any signs that are not placed in the previous agreed upon location(s) will be removed and disposed of and the group may be charged a fee for not following policy. The Nebraska Unions is not responsible for the lost, damaged, or stolen signage. The reserving group accepts all responsibilities for replacement and repair cost.

Nebraska Unions Large Scale Events Policy - (Recognized Student Organizations Only)

To ensure larger and more complex events are executed well, events being held in the Nebraska Union Centennial Room, Ballroom, or Auditorium and the Nebraska East Union Great Plains Room may require additional steps and approvals during the reservation process from the Nebraska Unions Reservations Office.

- The RSO First Event Contact, RSO Advisor, any planning committee members, and any service providers must meet with Nebraska Union Reservations a minimum of ten (10) business days prior to their event to discuss the following details:
 - Finalize equipment needs
 - Finalize layout of room
 - Finalize lighting and audio visual needs
 - Review of decoration/signage policy and approval of items being posted in the room and around the building during the event
 - Finalize food and beverages being served and logistics of service from Union Caterer and/or Outside Vendor
 - Review Maximum Room Capacity (this includes the total number ticket holders, volunteers, performers)



- Confirm Event Planning & Registration form (EPR) has been completed
- Review all Co-Sponsorships and where they can setup before, during, and after the event
- Review expectations of cleaning up after the event and disposing of trash. Group will be shown the location of the trash compactor and additional trash bags, if needed.
- Review other Nebraska Unions policies that may apply to the group and type of event being conducted.
- Events will be limited to the assigned room(s) only unless prior approval has been given by the Nebraska Unions Reservations Office.
- The use of the serveries, warmers, and access to water/ice are strictly prohibited.
- During the initial planning meeting a date and time for audiovisual and lighting design will meeting will be scheduled. No changes to the lighting or audiovisual may be done after the final audiovisual and lighting design meeting has taken place. A final audiovisual and lighting confirmation will be sent to the first event contact via email.
- After the final event planning meeting, a final confirmation will be sent out to the first event contact via email. This confirmation should be reviewed by the group and any changes need to be discussed with the Reservations Office a minimum of five business days prior to the event date.
- If change requests need to be made by the first event contact person on the reservation to be considered. Any requests made by other members of the group will be denied.

Nebraska Unions Blood Drive/Bloodmobile Policy

The Nebraska Unions will permit one blood drive and one bloodmobile per Fall and Spring Semester in the Nebraska Union and one blood drive per Fall and Spring Semester for the Nebraska East Union. The Nebraska Union will permit one bloodmobile during the Summer. Each blood drive/bloodmobile event will be limited to three days or less. The blood drive/bloodmobile must be co-sponsored by Campus Red Cross. Campus Red Cross can give permission for another Recognized Student Organization to sponsor a blood drive/bloodmobile in their place.

The charges for the blood drive/bloodmobile will follow the affiliate rate. See Nebraska Union Policies, <http://unions.unl.edu/NUPolicies/NEU%20Reservation%20Policies%202015.pdf>.

At the discretion of the Nebraska Union Director or Associate Director, additional blood drive/bloodmobile events may be added or the length of the blood drive/bloodmobile may be extended to aid emergency situations or extenuating circumstances.

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.
- If the group is planning to have animals at their Plaza table, they will need to work this UNL Risk Management. Animals are not allowed at a booth inside the Nebraska Union.
- 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 RSO 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 food/beverages for a group promotion or fundraising purposes. Homemade food and purchased/donated food must follow the procedures in the Nebraska Unions Food policy (http://unions.unl.edu/Digital_Staff/Nebraska%20Unions%20Reservation%20Policies%20-%202014.pdf). 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/Organizations providing food at booths or outdoor tables are not allowed to sell food or purchase food from anyone but the Nebraska Unions' contracted caterer or food vendors. UNL Departments must get permission from the Nebraska Unions Reservations Office to give away either purchased or donated food/beverages at the time the reservation is made. Please see the Nebraska Unions Food Policy (<http://unions.unl.edu/NUPolicies/NEU%20Reservation%20Policies%202015.pdf>).



- The Nebraska Unions does not allow RSO's and UNL Departments to co-sponsor non-UNL groups for commercial and informational purposes unless it is part of an educational activity sponsored by the RSO or UNL Department (See Booth or Outdoor Activity Policy).
- RSO's and UNL Departments wanting to sell or promote credit cards or anything not within University of Nebraska–Lincoln or the Nebraska Unions policy will not be allowed and the Nebraska Unions reserve the right to stop any activities if it violates policy or the safety of individuals.
- 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

Recognized Student Organization (RSO) or UNL Departments/Organizations requiring more than one booth or outdoor promotional table and/or vehicles outdoors or additional equipment fall under the Nebraska Unions Booths/Outdoor Activity Policy.

- 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 three days during the week and only once per semester at either the Nebraska Union/Gaughan Multicultural Center.
- If the group is planning to have animals at their event outside, they will need to work this UNL Risk Management. Animals are not allowed inside the Nebraska Union.
- The Nebraska Unions allows RSO's or UNL Departments to co-sponsor non-UNL groups for educational or fundraising purposes that fit within the group's mission statement. Co-sponsoring requires multiple members of the RSO or UNL Department to be present and actively participating in the event. Example of these events are bloodmobiles, poster sales, Earth Day activities, Husker Food Connect and Majors Fair.
- RSO's will be required to complete an Event Planning Registration (EPR).
- The charges when co-sponsoring with non-university groups will follow the affiliate rate. See Nebraska Union Policies, <http://unions.unl.edu/NUPolicies/NEU%20Reservation%20Policies%202015.pdf>.
- The name of the RSO & 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 must 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 provide a specific number of tables and folding chairs and any other needs will need to be provided by the group.
- RSO's providing food at booths or outdoor promotional tables, need to complete an EPR and receive 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 Nebraska Unions Food Policy (<http://unions.unl.edu/NUPolicies/NEU%20Reservation%20Policies%202015.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 exclusive Pepsi beverage contract.
- UNL Departments/Organizations providing food at booths or outdoor activities are not allowed to sell food or purchase food from anyone but the Nebraska Unions' contracted caterer or food vendors. UNL Departments must get permission from the Nebraska Unions Reservations Office to give away either purchased or donated food/beverages at the time the reservation is made. Please see the Nebraska Unions Food Policy (<http://unions.unl.edu/NUPolicies/NEU%20Reservation%20Policies%202015.pdf>)
- 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.



Non-University Vendor Policy for Inside Space

- Only one indoor six foot table is available for Non-University vendors. No outside space will be available (See Market Day Policy).
- No credit card vendors, food vendors, or anything not within the University of Nebraska-Lincoln or Nebraska Unions policy will be allowed. The Nebraska Unions reserves the right to stop any activity if it violates policy or the safety of individuals without refunding the booth fee.
- The six foot table and two chairs is located between the West Columns in the Booth Area in the Nebraska Union and in front of the Corner Deli in the Nebraska East Union. The table and two chairs are not to be moved from its current location. Those using the tables are to remain behind the tables and the table is not to be moved out into the walkway (past the columns). There is only enough space for two people in this location so please plan accordingly.
- Verbal harassment of the Nebraska Unions customers or loud and boisterous activity is not allowed. Those using a booth are expected to remain behind the booth/table.
- Vendors can reserve a booth twice a semester for a maximum of three days per time.
- Vendor's fees are \$100 for up to 4 hours per day and \$200 for anything scheduled over 4 hours per day.
- Payment is due at the time of the reservation and is non-refundable.
- A Facilities Agreement and Certificate of Insurance will need to be received no later than 3 business days prior to the beginning date of the reservation. If any conditions of the agreement are not met, the vendor will not be allowed to return to the Nebraska Unions.

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



Animal Policy

The Nebraska Unions follows the University of Nebraska-Lincoln's policy for animals and does not allow any animals but Service Animals in the Nebraska Unions. (<http://www.unl.edu/equity/policy-use-service-animals>)

Definition of Service Animal

The ADA defines a Service Animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." Importantly, other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of the ADA. However, under certain conditions, UNL will make reasonable modifications for a miniature horse that has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

When assessing whether a dog is a Service Animal individually trained to do work or perform tasks for the benefit of an individual with a disability, the dog must be trained to do work or perform tasks that are directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting individuals who are blind or have low vision with navigation and other tasks;
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- providing non-violent protection or rescue work;
- pulling a wheelchair;
- assisting an individual during a seizure;
- alerting individuals to the presence of allergens;
- retrieving items such as medicine or the telephone;
- providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- assisting persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of a dog's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of determining if a dog is a Service Animal under this policy.

For any event outside the Nebraska Unions like the Plaza, the Unions follows the University of Nebraska-Lincoln's Pet Policy (<http://bf.unl.edu/policies/pets>). For some events, waivers may be required by the office of Risk Management or may be denied.



University of Nebraska–Lincoln Outdoor Spaces

University Departments/Organizations, Recognized Student Organizations, and Affiliate Groups, may reserve outdoor spaces on both City and East Campus.

- All reservations need to be made, with finalized event details, at least ten business days prior to the event date.
- Non-University Groups will be required to co-sponsor with a UNL Department or Recognized Student Organization and pay any deposits and provide a certificate of insurance.
- Depending on the event, waivers from participants may be required.
- Outside events may be scheduled as early as 6:00 am and must be completed by midnight.
- A noise variance will be required for events with amplified sound scheduled past 10:00 p.m.
- All reservations will be dependent on the weather. If UNL Landscape Services determines the outdoor space is too wet, snowy, etc. to withstand being damaged by the event, the event will be cancelled. A decision will be made as early as possible but since weather can be unpredictable, the decision may not be able to be made until the day of the event. The Nebraska Unions Reservations office will provide as much communication to the event contact as possible. An alternative location or date should be planned.
- In the event of cancellation, if equipment has already been setup and/or rented such as generators, the group will be responsible for the fees associated with the equipment.
- Any athletic events such as bubble soccer, human foosball, touch football, etc. will not be allowed on outdoor space. These reservations will need to be made through Campus Recreation to be played on the appropriate field surfaces. Contact Campus Recreation, 402-472-3467 for athletic events.
- Runs and walks are limited to specific set routes on both City and East Campus. Runs and walks can only be held on Saturdays or Sundays from 6:00 am – 5:00 pm.
- Proper Care needs to be taken to protect the landscape turf, plantings, and related facilities.
- If there is any damage beyond normal wear and tear to the site, the group will be charged for the cost of repairing or replacing the damage. This will be determined by UNL Landscape Services.
- The use of nails, staples, adhesive, tying, etc. to attach objects to the wooden structures, buildings, trees, poles, etc. are prohibited.
- 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 condition they found it. If spaces are left unreasonably dirty, the group will be charged an excessive cleaning fee of \$25 per hour with a \$50 minimum charge.
- Trash containers, recycle containers, and picnic tables may be rented from UNL Landscape Services. Requests must be made no later than ten business days prior to the event.
- Some events may require trash containers and/or recycle containers. It is the responsibility of the group to pay for the containers.
- Tables and chairs require prior approval at all Outdoor Space. Once approved, rental of tables and chairs must be made by the group through an outside rental company.
- All vehicles must be parked in designated areas and are never allowed on the grass. If you are having anything delivered, the vehicle will need to remain on streets and the delivery carried to the outdoor space. Parking arrangements may be made through Parking & Transit Services, 402-472-1800.
- If the event requires electricity, electrical needs will be requested no later than ten business days prior.
- Any beverages will need to comply with the University of Nebraska-Lincoln contract with Pepsi.
- Please note the University of Nebraska-Lincoln campus is public so there is no guarantee that you will be the only individual/group utilizing the area.
- Please see the Outdoor Space Fee chart for cost associate with renting outdoor space.

