



**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 reservation policies are applicable to each facility and UNL Outdoor Spaces. The Nebraska Unions works with groups to provide over 12,000 events annually for meetings and events, including assisting with the planning and coordination of meeting and event space. We 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 experiences, 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 and we look forward to exceeding your expectations.

Group Type

University Department/Organizations and Recognized Student Organizations

Any University Department/Organization or Recognized Student Organization (RSO) may reserve space for meetings and events at no charge in the Nebraska Unions, as long as it is for their group and not with another entity (See Co-Sponsor/Affiliate). RSO's will need to complete the necessary forms with the Student Involvement office in order to reserve space in the Nebraska Unions or UNL Outdoor Space.

Co-Sponsor/Affiliate

Any University Department/Organization, Recognized Student Organizations or current student/faculty/staff (University Contact) requesting to utilize space in the Nebraska Unions or UNL Outdoor Space that is partnering/hosting with a non-University entity will be charged the Co-Sponsor/Affiliate rate. The University Contact will be responsible for all details and modifications of the reservation. This person assumes the responsibility for the actions of the organization they are co-sponsoring and must be present at the event. Failure to comply with the above requirements will result in, the Non-University of Nebraska-Lincoln rate being used for facilities charges.

Non-University of Nebraska-Lincoln

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

Nebraska Unions Fee Schedule

Room rates are divided into three fee time periods: events lasting 0 – 5 hours, 5 – 10 hours, and more than 10 hours. Room rates listed include all event equipment available supplied by the Nebraska Unions. It does not include items not provided by the Nebraska Unions, dedicated staff labor during an event, catering charges, and other special charges listed. Setup and teardown times requested by the group reserving the space are figured in when determining the time periods.

See Link for Space Rates (<https://unions.unl.edu/Nebraska%20Union%20Price.pdf>)

Additional Charges and Fees

Note – these charges apply to all group types

Late Cancellation

Non-University & Co-Sponsored: 50% of the Non-University Space Rate for each space

RSO & University Department/Organization: 50% of the Co-Sponsor/Affiliate Rate for each space

No Show

Non-University & Co-Sponsored: 50% of the Non-University Space Rate for each space

RSO & University Department/Organization: 50% of the Co-Sponsor/Affiliate Rate for each space

Late Bookings

Non-University & Co-Sponsored: 50% of the Non-University Space Rate for each space

RSO & University Department/Organization: 50% of the Co-Sponsor/Affiliate Rate for each space

Special Opening: \$250 for 0 – 5 hours; \$50 each additional hour

Extended Building Hours: \$50 per hour (1 hour minimum)

Violation of Extended Building Hours Policy: \$100 per thirty minutes



Day before Decorating/Rehearsal Time (6:00 p.m. – 12:00 a.m.; when available): \$150

Excessive Cleaning/Room Reset Charge: \$25 per hour (\$50 minimum)

Dedicated Event Support Staffing: \$25 per hour (\$50 minimum)

Damage/Stolen Items: Direct Replacement Cost

Violation of Exclusive Catering Policy: \$100 minimum

Violation of Nebraska Unions Policy: \$50 minimum

Long Distance Call Charge: \$5 per call

Deposits

All Co-Sponsor/Affiliate and Non-University groups will be charged a non-refundable deposit of 50% of the room charges 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 Charges

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

RSO & University Department/Organization: \$25

Co-Sponsor/Affiliate: \$50

Additional Charges Based on Event Needs

Runs on City Campus: No Additional Charge

Runs on East Campus: See Transit and Special Events Coordinator Parking and Transit Services

Landscape Services Fee:

Picnic Table: \$45 for 1; \$15 for each additional

Trash Tote: \$35 for 1; \$10 for each additional

Recycling Tote: \$35 for 1; \$10 for each additional; or free with trash tote rental

Dumpster: \$65 each

5 Gallon Buckets w/water: \$45 for 10, \$15 for each additional

General Parking Fees:

Parking Lot, Flat Rate: \$350 (per lot)

Barricades/Cones/Signage: \$24 per event

Parking Attendant: \$13 per hour (3 hour minimum)

Hooded Meter: \$12 per stall per day, plus \$6 setup fee per event

UNL Police/Safety:

Community Service Officer: \$44.51 per hour

Police Officer: \$62.35 per hour

Additional Charges:

Facilities Service Charges/Electricity: varies per event, estimate provided based on event needs

Excessive Cleaning: \$25 per hour (\$50 minimum)

Damage to Space: based on amount of damage and repair/replacement cost



Cancellation & No Show

The Nebraska Unions are in high demand for space and space is limited. Late cancellations or no shows prevent others from making use of the space. A fee, therefore, will be assessed for space that is not cancelled in a reasonable amount of time or is a no show. Cancellations and no show timelines and fees are as follows:

Cancellation - Single Meeting Rooms

Reservations involving a single room must be cancelled by 12:00 p.m. the business day before the scheduled event date. If the meeting or event falls on Sunday or Monday, the cancellation must be made by 12:00 p.m. on the Friday before the event date. Failure to cancel a meeting will result in the charge of 50% of the non-university rate of the room for Non-University and Co-Sponsor/Affiliate and 50% of the Co-Sponsor/Affiliate rate for RSO and University Departments. Changes to the event date within the cancellation deadline will result in a cancellation fee. Cancellation notification must be done with the Reservations Office in person, by phone, or by email.

Cancellation - Multiple Meeting Rooms

Reservations requiring multiple rooms on the same date or multiple days must be cancelled by 12:00 p.m. ten business days prior to the event date. The entire reservation or any rooms that will not be utilized, must be cancelled by 12:00 p.m., ten business days prior to the event date to avoid penalty. Failure to cancel a meeting will result in the charge of 50% of the non-university rate of the room for Non-University and Co-Sponsor/Affiliate and 50% of the Co-Sponsor/Affiliate rate for RSO and University Departments. Changes to the event date within the cancellation deadline will result in a cancellation fee. Cancellation notification must be done with the Reservations Office in person, by phone, or by email.

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 of the room for Non-University and Co-Sponsor/Affiliate and 50% of the Co-Sponsor/Affiliate rate for RSO and University Departments for each department.

Rain Site Policy

In the case of inclement weather, event spaces at the Nebraska Unions may be reserved as a 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 event will result in the charge of 50% of the non-university rate of the room for Non-University and Co-Sponsor/Affiliate and 50% of the Co-Sponsor/Affiliate rate for RSO and University Departments for the cancelled/unused room. Cancellation notification must be done with the Reservations Office in person, by phone, or by email.

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.

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 cancelled. 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. This fee is for up to five hours of use. An additional fee per hour 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 opening need to be made a minimum of ten business days prior to the event date. (See Additional Charges and Fees)

Extended Building Hours

If an event requires the building to be open earlier or later than the normal building hours, a fee will be assessed with the building not opening before 6:00 a.m. or closing later than 1:00 a.m. this includes any clean up time. Extended building hours are for onetime events and not for reoccurring events. Request for extended hours need to be made a minimum of ten business days prior to the event date.

Any group remaining after the building's normal closing time or pre-arranged special hours will be assessed an additional fee for violating policy. The group is expected to promptly leave the building at the conclusion of their reserved time. If clean up still needs to be completed and Nebraska Unions' staff is able to stay later, the group may remain to finish cleaning up but will still be assessed the additional fee. If the Nebraska Unions' staff is unable to remain later, the group will need to leave and will be assessed a cleaning fee. (See Additional Charges and Fees)

The Nebraska Unions does not allow overnight events.



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 12:00 p.m. for the next day. If the meeting falls on Sunday or Monday, the room request must be made by 12:00 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 Co-Sponsor/Affiliate 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 (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

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 Nebraska Unions 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 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.

General Information

Room Assignments and Reservation Status

- The Nebraska Unions reserve the right to assign or reassign reservations based on the size of the group, type of program, and space available to assure the maximum and most appropriate use of space.
- Due to the nature of our facilities and proximity to other events, noise levels must be minimized.
- Tentative Hold - a preliminary request to hold a date or room pending more information. Hold reservations are automatically cancelled by the date specified on the reservation if additional information from the group confirming is not provided to the Nebraska Unions Reservations office. A hold for a reserved date may be placed for a maximum of ten business days, after which time the sponsoring group must provide the required information needed to confirm the reservation.

Denials

- The Nebraska Unions reserve the right to deny space usage to a group or event if the event scope is beyond the physical or technical abilities of our staff, facilities, or if security concerns cannot be addressed with reasonable staff coverage.
- Reservation requests may also be denied if the organization or event is in conflict with the University, State, or Federal policies or regulations.

Storage/Shipping

- Space is not available in the Nebraska Unions to store materials and/or equipment for groups utilizing reserved space.
- The Nebraska Unions cannot receive shipments of materials without advance approval from the Nebraska Unions Reservations office for storage arrangements. Items shipped without prior approval will be refused and returned to the sender.

Special Lighting

- Groups requesting special lighting for the Great Plains Room, Centennial Room, Ballroom, or Plaza must make their requests to the Nebraska Unions Reservations office no later than ten business days prior to the event date. Due to the schedule of the space and/or availability of the staff, requests may not be accommodated. Groups may have to work with the presets already available in the space.



Decorating and Rehearsals

Requirements for Decorating Spaces

- Adhesive, 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, cameras, or projection screens in the rooms.
- The use of incense, candles, fog machines, special effects equipment, or anything producing an open flame/haze/mist is strictly prohibited unless pre-approved by the Nebraska Unions Reservations office.
- Dance wax, powder, or similar materials are not allowed.
- If a group would like to hang a banner on the back of the stage, prior permission must be obtained. During this time, the method to hang the banner, size, and weight will be discussed.
- Decorations are not allowed to be taped or tacked to the walls. Groups may use blue masking tape to attach the decorations to the wooden surface such as door frames and wood or metal trim areas.
- Decorations of any type are not to be affixed to the draperies or shades.
- Any decorations beyond the entrance of the group's reserved room or on the stairway handrails must be pre-approved by the Nebraska Unions Reservations office.
- Groups are to consult with the 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 exit doors, exit lights, fire sprinkler heads, fire alarm pulls, fire extinguishers and other emergency or safety equipment must be kept free of obstacles and decorative material.
- 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 the building staff to assist the group 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 normal business hours) for decorating or rehearsal for an additional fee. (See Additional Charges and Fees)

Excessive Cleaning, Room Reset and Damaged/Stolen Items

Excessive Cleaning and Room Reset

It is the group's responsibility to ensure the space they reserved is returned reasonably clean and as close as possible to the original room configuration as they found it. The removal of bulk trash (e.g. boxes, crates, packing materials, etc.) and other items not easily removed by a standard push broom or vacuum is the responsibility of the reserving group. If spaces are left unreasonably dirty or not returned to the same condition the group will be charged an excessive cleaning fee. (See Additional Charges and Fees)

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, Co-Sponsor/Affiliate, 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 fee. (See Additional Charges and Fees)

Special Food/Beverage Exceptions:

University Departments/Organizations, Co-Sponsor/Affiliate, Non-University, 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.

RSO's are permitted to bring outside food but must be pre-approved prior to the event. RSO's serving food that has not been approved will be assessed a fee. (See Additional Charges and Fees)

University Departments/Organizations, Co-Sponsor/Affiliate, 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.



University Departments/Organizations, Co-Sponsor/Affiliate, and 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.
- Have food delivered to the loading dock or one of the building entrances and have group members take the items from the entrance to the assigned room. Vendors cannot bring the food into the building, setup, or serve the food.
- The UNL Department/Organization, Co-Sponsor/Affiliate, or Non-University group will be responsible for all the cleanup of the space at the conclusion of the event. (See Additional Charges and Fees)
- 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 RSO's providing food for an event in the Auditorium must order the food/beverages through the Nebraska Unions exclusive caterer 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 required to have a lid whether this is a cup with a lid or a bottle with a 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 EPR process.
- Have food approved by the Nebraska Unions Reservations office.
- Provide food that has been donated or purchased from an approved licensed vendor.
- Use their SOFS account or personal funds to pay for the food/beverage. If a University Department is purchasing the food for the RSO, the food/beverage policy for the University Department needs to be followed.
- Have food delivered to the loading dock or one of the building entrances and have the group members take the items from the entrance to the assigned room. 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.
- Food Provided at Booths and Outdoor Promotional Tables, may not be in direct competition with the Nebraska Union food vendors (pizza, deli sandwiches, hamburgers, chicken, or Chinese) or the University of Nebraska-Lincoln's exclusive Pepsi beverage contract.

Temporary University wide Food Policy:

Due to recent discussions with the Department of Agriculture Food Safety Inspector, the University of Nebraska will need to make changes to the University wide food policy. A new food policy is currently being crafted and reviewed with the hopes of a July 1, 2019 implementation. Until that time, the University will adhere to these temporary procedures approved by the Food Safety Inspector.

Homemade Food

Groups wanting to serve homemade food for sale or giveaway (non-bake sale items) will need to prepare the food in the Gaughan Center Kitchen. Groups must have one member that has received their Food Handler Training to use the Gaughan Center Kitchen. (http://foodsafetytrainingcourses.com/nebraska_food_safety_training_course.html). This person must be present the entire time the food is being prepared and served. The food needs to be made immediately before it is sold or given away.

An alternative to preparing the food in the Gaughan Center Kitchen and having a member with Food Handler Training is to purchase the food directly from a licensed food provider. Please see this link in regards to time/temperature control procedures. http://www.nda.nebraska.gov/publications/foods/focus_on_food_safety.pdf

Grill Outs

Groups wanting to grill out may only serve pre-cooked hamburgers and/or pre-cooked hot dogs and use a propane/gas grill. Any other grilled foods or charcoal grills are not allowed. All other food items need to be provided by a University of Nebraska-Lincoln contracted caterer or an approved food provider.

Meetings/Events with Food

Groups planning to serve food for their meetings or events will need to purchase food from a University of Nebraska-Lincoln contracted food caterer or from approved food providers. Since different University Facilities may have exclusive catering contracts, whether a group is allowed to bring in food from a non-University contracted caterer will depend on the policy of the facility where the meeting/events is being held. Some facilities or Academic Classrooms may not allow food at all.

It is not the intent of such a policy to prohibit anyone from “brown bagging” for personal consumption or prevent informal office luncheons within the department's office space.



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 following:

- Groups must have one member that has received their Food Handler Training to use the Gaughan Center Kitchen. (http://foodsafetytrainingcourses.com/nebraska_food_safety_training_course.html). This person must be present the entire time the food is being prepared and served. The food needs to be made immediately before it is sold or given away.
- Groups are not allowed to serve food out of the Kitchen. They will need to reserve a Booth or Plaza Table.
- All leftover food is to be removed after the event and is not to be reheated and served after the initial reservation has concluded.
- Groups will be able to access the Kitchen using their NCard or Nebraska Union staff will unlock the door for them depending on the timeframe when the reservation was made.
- Groups will need to complete the check-in/check-out sheet located in the holder on the wall.
- All users will be required to clean the kitchen prior to the conclusion of their reservation. A cleaning checklist is located in the holder on the wall and cleaning supplies are located under the sink.
- 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 of.

Failure to check in prior to use, clean the kitchen, leave food in the refrigerator and/or freezer, or failing to check out following the conclusion of the reservation will result in the group being charged a fee. (See Additional Charges and Fees)

Student Study Rooms

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

- Nebraska East Union Rooms: 301, 302, Meeting Room A, 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, the rooms can be checked out for immediate use for a maximum of 2 hours by a student or group of students. (Recognized Student Organizations still need to go through the EPR process or reserve directly with the Nebraska Unions Reservations office). Rooms are to be used "as is" and must be vacated at least fifteen minutes prior to any scheduled meeting in the 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.

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 or Jackie Gaughan Multicultural Center. Students will be required to show their NCard.

Parking

Arrangements for parking may be made through UNL Parking and Transit Services, 402-472-1800 or <http://parking.unl.edu/> for groups using the Nebraska Unions.

Booking Periods

Recognized Student Organizations (RSO)

Recognized Student Organizations (RSO) 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: The third Monday in April for Fall Semester, the Monday after Thanksgiving for Spring Semester, and the third Monday in March for Summer Sessions. For annual or special events, RSO's may reserve one year in advance.

University Departments/Organizations and Co-Sponsor/Affiliate

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

Affiliate and Non-University Groups

Non-University of Nebraska Lincoln groups may schedule one year in advance for meetings, annual or special events.



Solicitation

Active solicitation of goods and services are prohibited in the Nebraska Unions with the exception of groups with confirmed reservations. 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 first 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 hours before the event and taken down thirty minutes after the event.
- Signage may only be displayed inside 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, including the digital calendar displays, 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 arrangements with the Nebraska Unions Reservations office.
- A-Frame signs (sandwich boards) will not be permitted in any Main Floor hallway, stairway, foyer area, etc.
- 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, damage, or stolen signage. The reserving group accepts all responsibilities for replacement and the repair cost.

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 Recognized Student Organization (RSD) First Event Contact, RSD Advisor, any planning committee members, and any service providers must meet with the Nebraska Unions Reservations office a minimum of ten business days prior to their event date to discuss the following details:
 - Finalize equipment needs
 - Finalize layout of room
 - Finalize lighting and audiovisual 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 Unions' exclusive caterer and/or outside vendor
 - Review maximum room capacity (this includes the total number of ticket holders, volunteers, and performers)
 - Confirm Event Planning and Registration (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 and ice are strictly prohibited.
- During the initial planning meeting a date and time for audiovisual and lighting design 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.
- 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.



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 in 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 Co-Sponsor/Affiliate rate. (See Nebraska Unions Fee Schedule)

At the discretion of the Nebraska Unions 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 and Outdoor Promotional Table Policy

Booths (inside the Nebraska Union and Nebraska East Union) or outdoor promotional tables (on the Nebraska Union's Plaza) may be reserved by Recognized Student Organizations (RSO) for publicity collection of funds, ticket sales, or merchandise sales. UNL Departments may reserve booths or outdoor promotional tables for publicity or informational materials. All RSO's need to complete an Event Planning Registration (EPR) to reserve a booth or outdoor promotional table.

- Booth and outdoor table activities are limited to one booth or outdoor table. Activities requiring more than one booth or promotional table are considered an event and will fall under the Nebraska Unions Booth and 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 or outdoor table either before or after the requested time.
- The name of the RSO or UNL Department must be prominently displayed using a poster or banner.
- If the group is planning to have animals at their outdoor table, they will need to have prior approval from the Nebraska Unions Reservations Office and work with UNL Risk Management. Animals are not allowed at a booth inside the Nebraska Unions.
- 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 outdoor 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. All outdoor tables and chairs are to be returned at the conclusion of the reservation.
- Food provided at RSO booths or outdoor tables: with the completion of the EPR process and approval of the Nebraska Unions Reservations office, RSO's are permitted to giveaway or sell food/beverages for a group promotion or fundraising purposes. Homemade food, purchased, or donated food must follow the procedures in the Nebraska Unions Recognized Student Organizations Food and Beverage Policy. Food may not be in direct competition with the Nebraska Union food vendors (pizza, deli sandwiches, hamburgers, chicken, or Chinese) or the University of Nebraska-Lincoln's exclusive Pepsi beverage contract.
- UNL Department/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. (See Nebraska Unions Catering and Food Policy)
- The Nebraska Unions does not allow RSO's or UNL Departments to co-sponsor non-University groups for commercial and informational purposes unless it is part of an educational activity sponsored by the RSO or UNL Department. (See Booth and Outdoor Activity Policy)
- RSO's and UNL Departments wanting to sell or promote credit cards or anything not within the University of Nebraska-Lincoln or 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 schedule, it should be done so when the reservation is made.
- The Nebraska Unions assumes no responsibility for items, personal or organizational, left unattended.

Booth and Outdoor Activity Policy

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

- Activities or events requiring additional space other than one regular booth or outdoor promotional table (on the Nebraska Union's Plaza) will be subject to availability of the space requested.
- An outdoor activity of this kind can only be reserved for three days during the week and only once per semester on the Nebraska Union Plaza.
- An indoor booth activity can only be reserved for three days during the week and only once per semester at either the Nebraska Union or the Nebraska East Union.
- If the group is planning to have animals at their outdoor event, they will need to have prior approval from the Nebraska Unions Reservations Office, work with UNL Risk Management, and UNL's Pet Policy. Animals are not allowed at a booth inside the Nebraska Unions.



- The Nebraska Unions allows RSO's or UNL Departments to co-sponsor non-University groups for educational or fundraising purposes that fit within the group's mission statement. Co-Sponsor/Affiliate events require 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 Connection and Service Learning and Majors Fairs.
- RSO's will be required to complete an Event Planning Registration (EPR).
- The Co-Sponsor/Affiliate rate will be used when the RSO or UNL Department is working with an Affiliate or non-University group.
- The name of the RSO and UNL Department must be prominently displayed using a poster or 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 cleanup the outdoor event themselves. The Nebraska Union will provide a specific number of tables and folding chairs and any other needs will need to be provide by the group.
- RSO's providing food at booths or outdoor events, need to complete an EPR and receive approval from the Nebraska Unions Reservations office.
- RSO's are permitted to giveaway or sell food/beverages for a group promotion or fundraising purposes. Homemade food, purchased, or donated food must follow the procedures in the Nebraska Unions Recognized Student Organizations Food and Beverage Policy. Food may not be in direct competition with the Nebraska Union food vendors (pizza, deli sandwiches, hamburgers, chicken, or Chinese) or the University of Nebraska-Lincoln's exclusive Pepsi beverage contract.
- UNL Department/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. (See Nebraska Unions Catering and Food Policy)
- If a rain date or rain location needs to be schedule, it should be done so when the reservation is made.
- The Nebraska Unions assumes no responsibility for items, personal or organizational, left unattended.

Non-University Vendor Policy for Tabling

- 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 tabling fee.
- A six foot table and 2 chairs is located between the East Columns in the Booth area in the Nebraska Union and near Union Crossing in the Nebraska East Union. The table and chairs are not to be moved from its current location. Those using the table are to remain behind the table and the table is not to be moved out into the walkway (past the columns). There is only space for two people so please plan accordingly. For outdoor table, the location will be determine at the time the reservation is made.
- Those setup in the Booth area are expected to remain behind the table.
- If the vendor needs a larger activity space, they can consider renting the Nebraska Union Plaza or an event space inside the Nebraska Unions.
- Vendors are expected to setup and cleanup the outdoor event themselves. The Nebraska Union will provide a specific number of tables and folding chairs and any other needs will need to be provided by the group.
- If a rain date or rain location needs to be scheduled, it should be done so when the reservation is made.
- All Vendors are required to follow the Nebraska Unions Catering and Food Policy.
- Verbal harassment of the Nebraska Unions customers or loud and boisterous activity is not allowed.
- Vendors can reserve a booth or outdoor table (Nebraska Union Plaza) twice a semester for a maximum of three days per time.
- Payment is due when the reservation is made and is non-refundable.
- Charges for tabling or larger activity space will follow the Non-University Fee Schedule.
- A Facilities Agreement and Certificate of Insurance will need to be received no later than ten 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.
- The Nebraska Unions assumes 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, the RSO must complete an Event Planning Registration (EPR) and follow the following guidelines.

- Chalking is allowed only on Monday and Tuesday from 7:00 a.m. – 12:00 a.m.
- 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 projects, or sprayable chalk is prohibited and will be removed immediately at the group's expense. (See Additional Charges and Fees)
- 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 at the group's expense. (See Additional Charges and Fees)
- Chalking can only occur on the sidewalk area of the Plaza. Chalking is not allowed on the following:
 - Any vertical surface
 - Walls
 - Rocks and trees
 - Buildings
 - Benches, seating, tables, or perimeter of the Fountain
 - Steps leading to the Nebraska Union
 - Arcade (overhang area leading to the entrance of the Nebraska Union)
 - Steps to the stage or on the stage
 - Light poles
 - Signs

University of Nebraska–Lincoln Outdoor Spaces

University Departments/Organizations, Recognized Student Organizations (RSO), and Co-Sponsor/Affiliate groups may reserve outdoor spaces on both City and East Campus.

- All reservations need to be made, with finalized event details and approvals, at least ten business days prior to the event date.
- All cancellations need to be made no later than 12:00 pm the business day before the event date. If the event is on Sunday or Monday, the cancellation needs to be made by 12:00 p.m. on the Friday before the event date.
- In the event of cancellation, if equipment has already been setup and/or equipment has been rented such as generators, the group will be responsible for the fees.
- Non-University groups will be required to work with an RSO or UNL Department 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 a.m. and must be completed by 12:00 a.m.
- A noise variance will be required for events with amplified sound scheduled past 10:00 p.m.
- If the event is near Residence Halls or Academic Buildings, the group may be required to notify the appropriate Dean or Residence Director.
- 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.
- Any athletic event 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 routes on City and East Campus and cannot be altered. Runs and walks can only be held on Saturdays or Sundays from 6:00 a.m. – 5:00 p.m.
- Proper care needs to be taken to protect the landscape turf, plantings, and related facilities.
- If there is damage beyond normal wear and tear to the site, the group will be charged 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 to possible to the original condition they found it. If spaces are left unreasonably dirty, the group will be charged an excessive cleaning fee. (See Outdoor Space Charges)
- 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. (See Outdoor Space Charges)
- 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 Spaces. Once approved, rental of table and chairs must be made by the group through a non-University 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 the street and the delivery carried to the Outdoor Space. Parking arrangements may be made through Parking and Transit Services, 402-472-1800.
 - If the event requires electricity, electrical needs must be requested no later than ten business days prior to the event date.
 - Access to restrooms may be limited so getting permission to have a building opening for restroom access or rental of portable restrooms will need to be determined at the time the reservation is made.
 - No staking into the ground is allowed unless previous arrangements have been made. All approved tents, inflatables, etc. will need to be weighted down instead of staked.
 - Any beverages need to comply with the University of Nebraska-Lincoln's exclusive beverage contract.
 - The University of Nebraska-Lincoln assumes no responsibility for items, personal or organizational, left unattended.
 - The University of Nebraska-Lincoln reserve the right to deny space usage to a group or event if the event scope is beyond the physical or technical abilities of our staff, facilities, or if security concerns cannot be addressed with reasonable staff coverage.
 - Reservation requests may also be denied if the organization or event is in conflict with the University, State, or Federal policies or regulations.
 - Please note the University of Nebraska-Lincoln campus is public so there is no guarantee you will be the only individual/group utilizing the area.
 - Please see the Outdoor Space Charges for the usage fee or any other costs associated with renting outdoor spaces.
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- 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.

Temporary Outdoor Signs

Procedure for Temporary Outdoor Signs University of Nebraska–Lincoln December 4, 2017

Temporary signs may be permitted and placed on campus to promote events occurring on campus that are of interest to the University community.

Who can request placement of temporary signs on campus?

- Recognized Student Organizations (RSOs), departments and service groups associated with the University and registered non-university events associated with the mission of the university may request approval to place temporary signs on campus.
- Temporary signs are only allowed for the purpose of promoting a university related event on campus and not for commercial advertising.

Where can temporary signs be located?

- Temporary signs may be located in pedestrian corridors or around a specific building.
- Temporary signs are to be installed and removed by the organization or group.
- Signs along a pedestrian corridor are to be spaced no less than 50 feet apart, with no more than 20 signs per event to be placed on campus.
- Temporary signs may also be placed in the area of a specific building at the request of the primary department in the building. Signs around a building should be spaced at least 50 feet apart with no more than 10 temporary signs per building area.
- The preferred location for temporary signs is in mulched planting beds rather than turf areas.

What information is eligible for temporary signs?

- To be eligible for temporary signs, information should be related to the mission of the university, sponsored by an RSO, sponsored by a department or sponsored by a service group associated with the University. Registered non-university events associated with the mission of the university may request approval of temporary signs promoting the event.

What is the process for requesting approval of temporary signs?

- The temporary signs shall use the approved temporary sign templates. The templates can be found at <http://ucomm.unl.edu/toolbox/temporary-signage>.
- Requests to locate temporary signs on campus, shall be submitted to the Nebraska Union Outdoor Event Space Request Coordinator, Carrie Jackson, at least two weeks prior to the date of the proposed signage. Her email address is cjackson2@unl.edu or call 402-472-8167.
- The temporary signs will be reviewed by Landscape Services. Requests should include the layout of the sign, the number of signs, the proposed locations of the signs, the date(s) of the event, and the dates the sign will be placed and removed.



Other information about temporary signs

- Temporary sign locations need to be approved prior to the event. Please allow 2 weeks for the approval process.
- Temporary signs can be out for no more than one week before the event and must be removed one day after the event.
- Temporary signs that are in incorrect locations, put up too early or not removed after the event will be removed by UNL Landscape Services and the sponsor will be charged for labor to remove the temporary signs.
- Exceptions to this procedure may be requested and will be reviewed by Landscape Services.
- Temporary signs are only to be installed in the ground. Additional fliers are not to be tied, nailed, stapled etc. to other objects on campus including trees, posts, etc. See Use of Outdoor Spaces for more information. <http://fmo.unl.edu/policies/use-outdoor-spaces>.

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

Tobacco Free Campus Policy

The Nebraska Unions and UNL Outdoor Spaces will follow the University of Nebraska-Lincoln Tobacco Free Campus Policy. Additional information can be found here: <https://www.unl.edu/tobacco-free-and-smoke-free-campus-policy/>.

Academic Space

Academic Classes are not permitted to reserve or hold class sessions in the Nebraska Unions. One time special requests maybe permitted with special permission.

