

Public Space Scheduling Procedures

Effective Date: 3/8/10

Policy: Please be sure that you have met all scheduling criteria prior to securing your space.

Scheduling Space:

1. Verify you have met all necessary criteria for your event, to include approval from UNMC's Assistant Vice Chancellor for Business and Finance or his/her designee if it is a fundraising activity. Send the Fundraising/Membership Form to Deb Thomas (thomasd@unmc.edu, Zip 5060, Fax 559-5844).
2. Contact the appropriate person(s) for the space you would like to reserve.
3. Complete any necessary documentation to secure your space.
4. Retain your confirmation to have on your persons during your event.

Scheduling Contacts:

Public Space Scheduling for University of Nebraska Medical Center Space				
Location	Contact	Number	Fax #	e-mail
Durham Outpatient Center (DOC) Atriums	UNMC	559-7254	559-7845	roomscheduling@unmc.edu
Durham Research Center (DRC) Auditorium	UNMC	559-7254	559-7845	roomscheduling@unmc.edu
Durham Research Center (DRC) Atrium	UNMC	559-7254	559-7845	roomscheduling@unmc.edu
UNMC's Exterior Court Yards	UNMC	559-7254	559-7845	roomscheduling@unmc.edu
UNMC's Alumni Center	UNMC Alumni Relations	559-4385	559-8956	alumni@unmc.edu
Eppley Science Hall Amphitheater	UNMC	559-7254	559-7845	roomscheduling@unmc.edu
UNMC's Center for Healthy Living	UNMC	559-8422	559-9609	rpruch@unmc.edu
Sorrell Center Truhlsen Events Center	UNMC	559-5192	559-4103	lmetzgergrotrian@unmc.edu

*If your project involves moving or removing furniture in any of the scheduled areas **listed above** you must have furniture stores move the furniture. Please contact 559-5899 to schedule your move. There will be a charge for this service. With any questions regarding scheduling a specific UNMC room please, contact Room Scheduling at 559-7254.

Public Space Scheduling for The Nebraska Medical Center Space				
Location	Contact	Number	Fax #	e-mail
Private Dining Rooms (PDR's)	Catering	559-4029	559-6010	catering@nebraskamed.com
Lied Transplant Center Conference Rooms	Catering	559-4029	559-6010	catering@nebraskamed.com
Durham Outpatient Center (DOC) 3rd Floor Hallway	Catering	559-4029	559-6010	catering@nebraskamed.com
Storz Pavilion Ground Level	Catering	559-4029	559-6010	catering@nebraskamed.com
Storz Pavilion Learning Center Rooms 1, 2 and 3	Catering	559-4560	559-6010	catering@nebraskamed.com
Storz Pavilion Learning Center Rooms 4, 5 and 6	Louise Foster	559-4327		catering@nebraskamed.com
Kiewit Tower Learning Center Rooms	Learning Network	559-4260	559-6350	kaking@nebraskamed.com

*Please contact 559-4029 with any questions regarding scheduling The Nebraska Medical Center space.

Additional Information/Requirements:

1. Room Scheduling will provide a written confirmation for all activities (date, time, and activity title/description). The written confirmation must be present during the event and provided to security upon request. Failure to provide supporting documentation may result in a dismissal from the space.
2. The Chancellor will have first priority to use space. All events previously scheduled for this space are subject to be relocated. The event sponsor would be responsible for finding another location. **Note:** Room Scheduling will provide additional options, when available, at the time of notification.
The remainder of the priority list will be as follows in rank order:
 - Grand Rounds
 - For credit classes
 - All other UNMC Employees, Faculty, and Students.
3. The only authorized display locations for The Nebraska Medical Center are designated in the Clarkson Café, the Durham Outpatient Center (DOC) East Atrium on Level 2 and outside the Nebraska Café on Level 3. Authorized users will be responsible for the coordination of setup and removal of all display materials. All displays or functions scheduled in the Clarkson Café or the Nebraska Café level 3 hallway will be assessed a \$25 charge to cover set-up, tear down and maintenance costs. **Note:** The Clarkson Tower lobby space is reserved for special displays or events sponsored by The Nebraska Medical Center and the University of Nebraska Medical Center (UNMC) executive offices.
4. Printed materials/signage for displays or activities:
 - Will be pre-printed and placed on a tri-pod or table stand.
 - Will NOT be taped or tacked to any counter, walls, columns or floor surface.
 - The sponsoring department(s) will be billed directly for any damage caused by a display or event by facilities management.
5. Groups must remain at their tables/displays.
6. No materials will be delivered through the main entrances of Clarkson Tower or the Durham Outpatient Center.
7. The number of participants or attendees of special events may be limited due to safety and physical constraints of particular areas. Capacity of specific rooms is available on the [Room Scheduling Website](#).
8. Events may be cancelled or rescheduled on short notice due to emergencies.
9. Activities must not violate any codes or obstruct any exit paths. The request must specify if the event will require relocating any furniture in the area and the placement of furniture must meet all safety requirements. The arrangements of the furnishings for an event will be approved by a campus Safety Officer to assure proper and adequate emergency exit patterns. Catering services will be involved in the approval process should the event require its services.
10. Any coordination of transport, storage or set-up of tables, chairs, displays or banners is the responsibility of the requesting group. Expenses specifically related to and required by the event, such as facilities for moving furniture, etc. will be the responsibility of the requesting individual or organization.
11. Trash from the event should be placed in appropriate receptacles by the sponsoring organization immediately following the event. All rented items should be removed from the area within one business day after the conclusion of the event.

Please contact Centralized Room Scheduling at 402-559-7254 if you have any questions.