

Rental Rates*

(2 floors total)	Weekday M-F 8 a.m. - 5 p.m.	Weekend Fri 5 p.m. - Sunday
Single Floor	\$200	\$300
Entire Facility	\$375	\$550

*UNMC employees, students and Alumni Association members receive a 25% discount.
These rates are effective January 1, 2011.

Rates Include:

First Floor: A four-room layout, featuring an intimate library furnished with cozy seating, grand piano and gorgeous fireplace. The elegant dining room with large dining table can be utilized as a food display. Resting adjacent to the dining room are the kitchen facilities that include a stove, refrigerator, microwave oven, and plenty of preparation space. Two 6' tables, six 3' square tables, 3 high-round cocktail tables and two dozen chairs are available for the first floor.

Second Floor: The spacious second floor features 13 square tables and 58 chairs to accommodate a sit down meal. Extra tables and chairs listed in the first floor accommodations may be added to the current table and chair arrangement on the second floor, with the entire second floor accommodating up to 84 guests. Renting the second floor alone does not include use of the kitchen.

Entire Facility: All amenities above included.



History of the Mansion

Mr. and Mrs. Edgar Morseman commissioned Mr. Henninger, designer of the Dairy Building for the Omaha Trans-Mississippi Exposition to design their new residence at 518 South 38th Street in 1923. The three-story Jacobean home was built in the prestigious Gold Coast area of Omaha. The home was built with paving bricks and features large open rooms with hand carved paneling and woodwork, leaded windows, and bronzed lamps. The house was one of the first in Omaha to feature a recreational basement and attached heated garage, with servant's quarters above. The single-family residence was sold to the Omaha Woman's Club in 1963.

The OWC agreed to gift their clubhouse to the NU Foundation in 1997, and then leased the property to UNMC. In February 2009, the house became the new home of UNMC Alumni Relations.

University of Nebraska Medical Center
Alumni Relations
518 South 38th Street
Omaha, NE 68198-5200
(402) 559-4385; (888) 725-8664
alumni@unmc.edu
www.unmc.edu/alumni

UNIVERSITY OF
Nebraska
Medical Center



UNMC Alumni House



518 South 38th Street
Omaha, NE
(402) 559-4385
alumni@unmc.edu
www.unmc.edu/alumni

In 2009, the UNMC Alumni Relations Office moved into the former Omaha Woman's Club. This beautiful home offers the opportunity to hold events and welcome our alumni and students to gather at our facility. Stop by the new Alumni House to see if our house is perfect for your next event.



The Perfect Location...

Looking for a location convenient to the UNMC campus that would be perfect for your department retreat, reception, holiday party or meeting? Consider the UNMC Alumni House at 518 South 38th Street. The two-story, elegant, century-old home can accommodate most events in a private and comfortable atmosphere.

UNMC faculty, employees, alumni, students or volunteers may use the house for University events or private affairs for a nominal charge. The house is also available for private use. Up to 150 people can be accommodated between the two floors for a stand-up reception or 80 for a sit-down dinner.

Parking is available on the street, and in the lot to the west of the facility.



Rental Arrangement

All parties must fully execute a rental contract for use of the Alumni House. We also recommend that a prospective renter tour the facility with Alumni Relations staff prior to booking an event.

Booking Policy: Please contact the UNMC Alumni Relations office to check for availability. We accept checks or credit cards (Visa, MasterCard). To confirm your reservation and hold the facility a **\$100.00 refundable deposit** will be collected. Full payment for facility rental is due at least 24 hours prior to event. Deposit will be returned within two weeks following event pending any damages. Please make checks payable to UNMC Alumni Relations.

Decorating: Renting party is responsible for any and all decorating. Delivery and set-up times must be coordinated with Alumni staff and security.

Fees Do Not Include:

- Dishes, stemware, silverware and utensils
- Dishwasher use
- Audiovisual equipment
- Food/drinks
- Table cloths and napkins
- Additional items needed must be rented from an outside vendor. Any additional tables and/or chairs, tablecloths and napkins are the responsibility of the renter.

Basic House Rules:

The time you reserve the Alumni House includes set-up and clean-up time. It is your responsibility to return all furniture to its proper place and leave the house, including the kitchen, as it was found. Thank you for your cooperation.

Please consult the rental agreement for a complete list of house rules and cleaning procedures. Renters must sign that they have read and understand the basic house rules when signing a rental agreement.

Alcohol Policy

- A “Request to Serve Alcohol” form is **required** to be filled out and approved by the Chancellor’s office at UNMC prior to any scheduled event where alcohol will be on the premises. No alcohol shall be served if anyone under 21 is present, unless prior approval is received from the Chancellor’s office.

- The service of alcohol will comply with the laws of the State of Nebraska and Douglas County, the University of Nebraska Board of Regents, and Sodexo Services.

- Proper identification (government issued photo ID, state drivers license) will be requested of any person appearing to be under the legal drinking age of 21. Service will be refused for anyone without proper identification.

- UNMC does not hold a liquor license. The renting party must provide all alcohol. All alcohol must be delivered in the original containers and removed the same day as the event. Delivery should be made the day before the event if possible.

- No sales of alcohol (i.e.: Cash Bars) will be allowed. No keg beer is permitted.

- Alcohol service will be discontinued for any group or individual that appears to be intoxicated.

