

BUILDING USE POLICY

UNIVERSITY OF NEBRASKA MEDICAL CENTER (UNMC) COLLEGE OF DENTISTRY (COD)

Additional building-use policy information may be found in UNMC Policies [6086](#), [6072](#), and UNL's Policy for [Use of University Facilities and Grounds](#).

It is the policy of UNMC that spaces in its facilities offer a positive, safe environment for all. To ensure spaces are safe and reflect the image of UNMC, COD space scheduling for all sales, exhibitors, vendors, classes, symposia, or fundraising events require prior approval and scheduling in advance. Spaces are offered as a courtesy to and for the convenience of organizations outside of the COD.

For the safety and protection of our students, faculty, staff and facilities, the COD is a secure building, and the COD reserves the right to discontinue any event or activity or remove any display or persons from its property that interfere with the delivery of health care, education, public service, research, or violate any of its policies or procedures for use of space.

Any persons or groups who wish to use any indoor or outdoor space must receive approval prior to any written or advertised notice of the event. You may inquire about space availability; however, the reservation will not be completed or confirmed without approval via the online [Application for COD Building Use](#).

The COD rooms and facilities are available for use with the following guidelines:

1. To check on room availability and room reservations, click on the following link: <https://unmcscheduling.nebraska.edu/>.
2. After confirming room availability, complete the online [Application for COD Building Use](#). Requests should be completed and submitted at least 30 days prior to the event. Requests received within 30 days of the scheduled date risk not being approved. Room reservations over 6 months in advance and multiple rooms for the same date require additional approval from the Dean.
3. The COD must be made aware of the nature of the program and the presenters in advance through the online [Application for COD Building Use](#). A fee will be assessed for activities (see details that follow).
4. Classroom and lab facilities shall be used primarily for the core academic functions of teaching, research, and related scholarly activities. Any use of classroom and laboratory facilities for purposes beyond the core academic functions noted, shall only be scheduled after the completion of room assignments for all courses for the related academic term.
5. Reservation requests for conference rooms located within an area devoted to an academic or administrative unit may be granted after priority of such conference rooms is given to the associated academic or administrative unit.
6. At the discretion of the COD, the applicant may make requests for minor changes to the COD calendar with the understanding that they may not be allowed.
7. Some spaces are designated as restricted because of the highly specialized equipment they contain. As such, these spaces are not available for use for any purpose other than that directly related to the equipment (e.g., Anatomy Lab, Simulation Lab).
8. Off-campus groups, organizations, or persons must have a UNMC or Nebraska Medicine employee or department who serves as primary contact or sponsor.
9. The activity must be related to the mission or directly benefit UNMC, Nebraska Medicine, their employees, students, or affiliated organizations. Only key constituent groups and university functions may be allowed.
10. All activities, displays, and the people associated with them will maintain a professional environment that does not negatively impact the image of UNMC or Nebraska Medicine. Displays and activities deemed inappropriate by the Dean, or any Associate or Assistant Dean may be removed.

11. Any organization using the COD facilities is responsible for damage or any liabilities resulting from its use and is also responsible for clean-up after the event. The applying organization shall have standard public liability insurance at its expense with a reliable insurance company authorized to do business in Nebraska and covering the applicant and the College.
12. It is the responsibility of the applying organization to provide or arrange for the provision, shipping, and storage of specialized equipment and supplies necessary for the event (e.g., lab and clinic supplies). If the organization requests that the COD provides supplies, there will be an appropriate fee charged by the COD. This request needs to be a part of the application and should be submitted with sufficient time to allow for ordering and receipt of the supplies. See page 3.
13. The applicant may provide A/V equipment or request that the COD provides it. There will be a charge for use of any COD equipment or assistance of staff support personnel. Use of A/V equipment and resources shall be specified in the [Application for COD Building Use](#) and approved by the COD. See page 3.
14. If the event is to occur outside of normal working hours, please indicate this on the [Application for COD Building Use](#). Upon approval, the east entrance of the COD will be unlocked for 45 minutes, beginning 30 minutes prior to the start time of the event. Organizations may monitor locked entrances themselves to prevent unauthorized entry.
15. Food activities, such as bake sales, must comply with the guidelines established by the Nebraska Department of Health. No alcoholic beverages may be served in any COD classrooms, labs, conference rooms, or common areas. Catering and refreshment arrangements are the responsibility of the applying organization.
16. Parking arrangements are the responsibility of the applying organization and is restricted and controlled by UNL. The COD has no control over the parking regulations. Applicants should contact the UNL Parking Office (Special Events at 402-472-8436, e-mail: unl.ptsevents@nebraska.edu prior to the event to determine whether there will be a fee for parking.
17. The event will not disrupt the normal flow of outdoor pedestrian and/or motorized traffic unless written approval has been granted by the COD and University of Nebraska—Lincoln. Outdoor space use is restricted to the hours of 6:00 a.m. to 11:00 p.m. Signs, banners or light projections may not be displayed, placed, affixed or inserted to University property or grounds unless approved through the established process (<https://ucomm.unl.edu/brand/procedure-temporary-outdoor-signs>).
18. Cancellations at least 24 hours in advance will be permitted without Fee.
19. This Policy applies to all organizations and student groups, university, and non-university.
20. The College reserves the right to cancel room reservations or modify this policy.

GENERAL FEES	CLASSROOM	LAB
WEEKDAY HALF DAY	\$200	\$250
WEEKDAY FULL DAY	\$300	\$400
WEEKDAY EVENING	\$150	\$250
WEEKEND/HOLIDAY	\$250 PER DAY	\$500 PER DAY

SUPPORT STAFF MUST BE HIRED THROUGH THE COLLEGE

NON-TECHNOLOGY SUPPORT PERSONNEL \$25 PER HOUR
(E.g. Set-up, tear-down, custodial services)

DEDICATED TECHNICAL SUPPORT STAFF \$50 PER HOUR
(E.g. IT, Sterilization, instrument management)

EQUIPMENT/SUPPLIES EQUAL TO AND DUE UPON INVOICE

MISCELLANEOUS FEES

LATE CANCELLATION (<24 hours) OR NO-SHOW	50% OF ROOM'S RATE
EXCESSIVE CLEANING/ROOM RESET CHARGE	\$25 PER HOUR/\$50 MINIMUM
DAMAGED/STOLEN ITEMS	DIRECT REPLACEMENT COST

GENERAL FEES ARE TO BE PAID IN ADVANCE BY CHECK*.

TECHNOLOGY, MISCELLANEOUS FEES, AND EQUIPMENT/SUPPLY COSTS, IF ANY, WILL BE CALCULATED AFTER THE EVENT OR AT RECEIPT OF INVOICE.

UPON EVENT CANCELLATION, ANY INCURRED EQUIPMENT/SUPPLY COSTS WILL REMAIN THE RESPONSIBILITY OF THE APPLYING ORGANIZATION.

Building use fees may be reduced or waived upon request for not-for-profit, 501(c)(3), organizations and ASUN-approved student organizations (Association of Students of the University of Nebraska). Be sure to note this on your [Application for COD Building Use](#).

*Checks should be made out to **UNMC College of Dentistry**, and should be mailed or delivered to:

UNMC COD
Attn: Jason Ott
4000 East Campus Loop South,
Lincoln NE 68583-0740