

University of Nebraska Medical Center
Truhlsen Campus Events Center
619 South 42nd Street - Omaha, NE 68198
www.unmc.edu/eventscenter

Campus Events Center Coordinator: (402) 559-5192
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E-mail: eventscenter@unmc.edu

Facility Guidelines

Hours of Operation

The Truhlsen Campus Events Center, (**Events Center**) is located at 42nd and Emile Streets on the University of Nebraska Medical Center campus. Business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Daytime events include events booked from 8:00 a.m. to 5:00 p.m. Evening events are booked from 5:00 p.m. to midnight. Weekends include events booked after 4:00 p.m. on Friday.

The Events Center will be locked during all non-business hours, except from one-half hour (weekdays) or one hour (weekends) prior to the scheduled start of an event until the conclusion of the event.

The Events Center will be closed on the following traditional holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day.

Designated spaces are available for appropriate use by the University of Nebraska Medical Center (**UNMC**) departments, student organizations, University affiliates, and by corporations, businesses, associations, non-profit organizations and private groups that are not affiliated with UNMC or the University of Nebraska system. The organization reserving a space must be the same organization paying for and using the space for the originally stated purpose. Hosting for another organization to obtain a lower rental rate is not permitted.

The event is limited to the space and time you have reserved. Anyone providing a service to you or any other contracted license company must contact the Events Center Coordinator two weeks prior to the event to arrange a delivery and set-up time.

An additional fee of \$100 per hour may be charged if guests have not exited the Events Center by one-half hour following the event.

It is your responsibility to inform your contracted vendors of our policies and expectations.

Rental and Other Fees:

The Events Center is located on the first floor of the Michael F. Sorrell Center for Health Science Education building. The Events Center is ideal for meetings, lectures or receptions.

Public rental space is limited to the ballroom, conference rooms and foyer. These spaces are generally available for rent to the public in the evening and on weekends.

The Events Center management reserves the right to reassign any event to a different room for any reason.

Entire Events Center Ballroom & Foyer	University Groups	General Public
Monday – Thursday Daytime Events	\$450	*Not available
Monday – Thursday Evening Events	\$550	\$1100
Friday – Sunday Day & Evening Events	\$550	\$1100
Large Ballroom of Events Center		
Monday – Thursday Daytime Events	\$350	*Not available
Monday – Thursday Evening Events	\$450	\$1000
Friday – Sunday Day & Evening Events	\$450	\$1000
Small Ballroom of Events Center		
Monday – Thursday Daytime Events	\$175	*Not available
Monday – Thursday Evening Events	\$250	\$500
Friday – Sunday Day & Evening Events	\$250	\$500

Conference Rooms:

The Events Center has three conference rooms to offer for small meetings or presentations. The occupancy must not exceed 49 people per room. Conference rooms will be set up to meet the needs of your event. The rooms can be equipped with a podium, computer, microphone, LCD projector and screen upon your request. When selecting a conference room please keep in mind if you require audio visual equipment it will take up space in the room and room capacities will decrease. Please consult with the Events Center Coordinator if you have any questions.

Conference Rooms B, C or D	University Groups	General Public
No audiovisual equipment provided		
Full Day: 8 a.m. to 4 p.m.	\$100	\$150
Evening: 4 p.m. to 10 p.m.	\$100	\$150
Half Day: 8 a.m. to 12 p.m. or 1 p.m. to 4 p.m.	\$ 50	\$100
Conference Rooms B, C or D		
Equipped with podium, microphone, computer LCD projector & projection screen		
Full Day: 8 a.m. to 4 p.m.	\$150	\$200
Evening: 4 p.m. to 10 p.m.	\$150	\$200
Half Day: 8 a.m. to 12 p.m. or 1 p.m. to 4 p.m.	\$100	\$150
Foyer – First Floor		
Monday – Friday Daytime Events	*Not Available	*Not Available
Monday – Thursday Evening Events	\$250	\$ 500
Saturday – Sunday Daytime Events	\$250	\$ 500
Friday – Sunday Evening Events	\$250	\$ 500

**The Foyer is considered a public space and can be reserved only after 4:00 p.m.*

Rental and Other Fees continued:

Linder Reading Room Available for receptions only. Furniture will not be moved.	University Groups	General Public
Monday – Thursday Daytime Events	\$ 50	Not Available
Monday – Thursday Evening Events	\$125	Not Available
Friday – Sunday Day and Evening Events	\$125	Not Available
Alumni Commons – Furniture is not to be moved.		
Monday – Thursday Daytime Events	*Not Available	Not Available
Monday – Thursday Evening Events	\$50	Not Available
Friday – Sunday Day and Evening Events	\$50	Not Available

**Alumni Commons is considered a public space and can be reserved only after 4:00 p.m.*

The rental fee includes use of the designated room, tables, chairs; room set-up and tear-down, coat racks, hangers, CD player, restrooms, access to the kitchen and parking. Additional charges that are **not** included in the rental fee are catering, security fees, tableware, linens, audiovisual equipment and services, valet parking and if needed, rental of additional tables, chairs, dance floor, stage and lighting for the event.

An additional \$100 late set up fee will be charged **each** time a room must be rearranged after the initial set up has been done.

The following items are provided for the event in the Events Center at no additional cost:

500	chairs
30	72" round tables
25	5' conference tables on wheels
8	tall cocktail tables
16	tall cocktail chairs
5	coat racks w/hangers
1	CD player
2	Parking signs

The Events Center Coordinator may assist in ordering special linens, staging and other items for the event. We can also assist in referrals of other event specialists such as florists, musicians, and additional rental supplies. For an additional fee, the Events Center Coordinator can provide event planning services. Please contact the Events Center Coordinator if you are interested in this service.

Audio/Visual Equipment/Services:

The Events Center offers state-of-the art audiovisual equipment to accommodate a variety of meeting, special event and conference needs. Please consult with the Events Center Coordinator at least two weeks prior to the event if audio/visual equipment/services are required. Outside vendors are prohibited unless a piece of equipment is not available from the Events Center, in which case only **preferred vendors** may be used. Please refer to the [preferred vendors list](#).

The following audio/visual equipment is available to use at the Events Center for an additional charge.

Audio Visual Equipment Available:

Equipment	Fee Per Day	Description
Full audio visual package	\$650	LCD projector, large 16' x 20' projection screen, 2 wireless microphones, Smart podium and 2 microphones (1 goose neck & 1 wireless or 2 wireless microphones)
Multimedia "Smart" Podium	\$150	Podium with PC, DVD, VCR on portable cart connected to AV system/equipment – does not include microphone
LCD projector with small screen	\$200	5'x5' projection screen, LCD projector and cart connected to AV system/equipment
LCD projector with large screen*	\$500	16'x20' projection screen, LCD projector and cart connected to AV system/equipment *Available only with use of Room 1001, the Entire Events Center
Podium w/Microphone	\$50	Full length wooden podium with goose neck microphone attached
Podium / no microphone	\$25	Full length wooden podium without microphone
Wireless microphone	\$40 each	Lavaliere or hand-held microphone w/or without stand
CD Player	None	Six disc CD player

UNMC Information Technology Services (ITS) Charges:

If you request or require UNMC Information Technology Services (ITS) assistance for equipment set up, there will be an additional charge of \$50 per hour (1 hour minimum) per technician for University of Nebraska-sponsored events; \$75 per hour (1 hour minimum) per technician for not-for-profit external clients, plus tax if applicable; and \$100 per hour (1 hour minimum) per technician for private parties or for-profit clients.

Some setups may require more than one technician. Overtime rates will apply for weekend and evening events with a minimum of 2 hours. Attending technicians throughout an event will be charged at \$50 per hour for University of Nebraska sponsored events, \$75 per hour for not-for-profit external clients, plus tax if applicable, and \$100 per hour (1 hour minimum) per technician for private parties or for-profit clients.

(Weekend and overtime rates apply.) The Events Center Coordinator can assist you in getting a quote from ITS. Sales tax is applied to the total amount for which the audio visual equipment is rented. In addition, labor costs associated with set-up and tear-down of audio visual equipment are taxed also.

Security and Fees

In order to maintain adequate security measures, the Events Center requires that security be provided through UNMC Campus Security for all public events and that the event sponsor shall be responsible for the costs related to any additional security required for the event. Larger events may require more than one security guard. It will be at the discretion of the Events Center Coordinator to decide if additional security is needed. Only security personnel from UNMC Campus Security shall be used. **Security personnel from an outside agency or department are not permitted.**

A security fee of \$21.60 per hour is charged for all events held during non-business hours. The charge applies during the scheduled hours of the event as well as 1 hour before and a 1/2-hour after the event. Additional security fees may be charged if guests have not exited by 1/2-hour following the event. The event sponsor is

responsible for the payment of \$21 per hour, per security guard for their event. The total security fee for the event will appear on your final invoice.

How to Reserve the Facility

Inquiries and reservations for use of the Events Center must be made through the Events Center Coordinator.

A web site dedicated to the Events Center contains helpful information about the Events Center, the space available, possible room set-up diagrams and our Rental Fees to use the rooms. On the web site is an on-line **Scheduling Request** form that, when completed, will be e-mailed to the Events Center Coordinator with details about the event. This is a request for information and availability; **it does not guarantee the room reservation**. The link to the website is: <http://www.unmc.edu/eventscenter>

Generally, requests to use space in the Events Center should be made at least 30 days prior to the date of the event. The Events Center Coordinator will send the event sponsor a free cost estimate of the event after the Scheduling Request form is received.

On the Scheduling Request form, the event sponsor designates the responsible contact person. This person's signature on the form indicates that he/she has read the Facility Guidelines and assures that they will be followed.

Approval of Facilities Request

The **Campus Events Center Coordinator** reviews applications on a case-by-case basis, and reserves the right to deny any request for use of the facilities. The reservation is confirmed only when a signed copy of the Facility License Agreement, for public events, is returned by the event sponsor's designated contact person. The form also shows the anticipated fees, the required deposit, and the deadlines for payment.

The Vice Chancellor for Business and Finance at UNMC will not approve your request unless all required sections are fully completed or it is determined that the requestor is not financially responsible or unable to comply with the Facility Guidelines.

Reservations

All events must be booked through the Campus Events Center Coordinator. No reservation is considered guaranteed until a seventy-five percent (75%) **non-refundable deposit** of the rental fee is received by the Events Center Coordinator (for public events) or a university cost center number is provided. The Facility License Agreement must be signed and the original returned, along with the deposit, to the Campus Events Center Coordinator. If the deposit is not received by the due date, the reservation will be cancelled.

Requests to book an event should be made at least 30 days in advance of the date of the event. A tentative reservation will be accepted for a period of no more than 7 calendar days. If the Facility License Agreement and the deposit are not received by the 7th day, the tentative reservation will be canceled and the room will be made available to other clients. Clients requesting dates tentatively reserved by another group will be placed on a waiting list and subsequently notified in the order the requests were received should the space become available.

For university-sponsored groups, a cost center number must be provided; all other groups must return the Facility License Agreement along with the rental deposit (cash, check, Visa or MasterCard). Room assignments are made according to the estimated number of guests. The Events Center management reserves the right to reassign any event to a different room for any reason.

The Events Center will enter into an agreement only with the event sponsors designated contact person. It will enter in an agreement with an event planner in lieu of that person only if the event's sponsor submits a letter to the Campus Events Center Coordinator authorizing the event planner to act on behalf of the event sponsor.

Deposit, Billing and Payment

In consideration for use of the space the event sponsor will pay UNMC a Rental fee. A non-refundable deposit (seventy-five percent of the total Rental fee) shall be paid, receipt of which is acknowledged by UNMC.

An invoice for any outstanding rental fees and direct charges will be prepared by the Events Center Coordinator and sent within 30 days after the event. The invoice will include the remaining rental fee, charges to use audio visual equipment, IT technician fees, security fees, taxes, if applicable, and any additional incidental fees that are associated with the event. Invoices not paid within 30 days will be assessed a late fee of 1.5% for every 30 days the bill remains unpaid.

All checks are made payable to the **University of Nebraska Medical Center** and mailed directly to:

Campus Events Center Coordinator
985230 Nebraska Medical Center
Omaha, NE 68198-5230

Sales Tax

The Rental Fee for the Events Center is not taxable however; sales tax is applied to the total amount for which the audio visual equipment is rented. Labor associated with setting up and tearing down the audio visual equipment also is taxed.

Tax Exempt Status: If the client/organization is tax exempt, a **Form 13, Exempt Sale Certificate**, must be submitted to the Campus Events Center Coordinator prior to the event. If the appropriate form has not been received before the close of the event, sales tax will be applied and client will be responsible for payment in full. UNMC accepts cash, check, Visa or MasterCard.

Cancellation

Cancellation by the event sponsor after confirmation of the event will result in forfeiture of the rental fee deposit which is seventy-five percent of the total rental fee. The Events Center retains the right to cancel any scheduled event 30 days prior to the event date. In such instances, as much notification as possible will be provided and the full amount of the rental fee will be refunded.

The Events Center also reserves the right to cancel any event at any time if the facilities are, in the sole judgment of an authorized representative of the Events Center, rendered unsuitable for the presentation of the event due to fire or other calamity; labor dispute; notice of violations by a city, county or other government agency; or any other occurrences beyond the control of the Events Center for which no one can be held responsible. In the event of such cancellation, the event sponsor will not be liable for the rental or direct expense fees, nor will the Events Center have any further liability or obligations with regard to said canceled event. Should such action become necessary, the Events Center Coordinator will provide the event sponsor an opportunity to reschedule the event.

The Events Center also retains the right to cancel an event at any point if the event sponsor fails to comply with the Event Center's policies referenced in these Facility Guidelines. Such cancellation shall result in the forfeiture of all fees paid and the event will not be rescheduled.

Catering Policy

Food activities must comply with the guidelines established by the Nebraska Department of Health.

All food and beverages consumed in the Events Center will be provided by one of the preferred caterers.

No other caterers will be allowed. Catering staff will assist in planning receptions, meals and breaks. All billings for catering services are handled by the caterer directly. Menus and catering policies are available from the caterer or the Events Center Coordinator. Please consult with catering event planners prior to booking the event. There may be some minimum catering requirements that apply to the event.

A small catering kitchen is available. The Events Center does not provide linens, dinnerware, kitchen utensils and service ware. They must be supplied by the caterer or outside preferred vendor.

Cooking food in any space other than the kitchen is not permitted. All sterno, electric warmers, and steamers that are not contained within the kitchen area are subject to approval of the Events Center Coordinator and must not be excessive. Use of propane, natural gas or butane is prohibited. Caterers who do not comply with guidelines for the safe operation of equipment or kitchen clean-up will lose the privilege of catering events at the Events Center. Any damage to areas as a result of catering services is the sole responsibility of, and will be charged to, the event sponsor.

The kitchen is included in the final walk-through following the event. Complete clean-up of all areas and equipment is required.

Alcoholic Beverages

No alcoholic beverages may be served on the UNMC campus without the prior approval and specific authorization from the Vice Chancellor for Business and Finance in the accordance with [UNMC Policy No. 6012, Serving Alcoholic Beverages](#) – see policy summary below. The following requirements apply:

Serving alcohol will comply with the laws of the State of Nebraska and Douglas County. A **"Request to Serve Alcoholic Beverages"** form will be provided to you by the Campus Events Center Coordinator and is required to be filled out **thirty (30) days** before the date of the event and given to the Campus Events Center Coordinator.

The request must then be approved by the UNMC Vice Chancellor for Business and Finance prior to any scheduled event where alcohol is requested. If the form is received less than 30 days prior to the event, alcohol may not be served. An approved copy of the **"Request to Serve Alcoholic Beverages"** form must be on file in the Events Center Coordinators office before the date of the event.

If permission is granted to serve alcoholic beverages the area must accommodate the restriction of only those invited to attend the event.

Designated hours for dispensing alcohol in the Events Center will be:

- a) Between 4:30 PM and 9 PM Monday through Thursday;
- b) Between 4:30 PM and 11 PM on Friday;
- c) Between 10:00 AM and 11 PM on Saturday;
- d) Between 12:00 PM and 11 PM on Sunday

Alcohol will be served by Food and Nutrition Services, an approved outside vendor or approved caterer, or Continuing Education.

All alcohol must be provided and served by a licensed professional caterer using bartenders provided by the caterer. Please refer to the list of [preferred caterers and vendors](#) that are permitted in the Events Center.

The Campus Events Center Coordinator reserves the right of final approval of the caterer selected for the event.

Alcohol service is restricted to the Events Center, Foyer and Linder Reading Room within the building and may not be taken outside the building, into the restrooms, classrooms, hallways or any other area of the building.

At the discretion of the Campus Events Center Coordinator, Campus Security or catering employees, alcohol services may be discontinued for any individual or group.

No person under the age of 21 will be allowed to consume alcohol at Events Center events. All guests are required to have valid identification at events where alcohol is served. Proper identification will be requested of any person appearing to be under the legal drinking age of 21. The event sponsor is responsible for restricting minors from alcohol consumption.

Food service is required for all events where alcohol is served, and non-alcoholic beverages must also be provided.

All bar and alcohol services will be discontinued 30 minutes prior to the scheduled end of all events.

Red wine is permitted.

No keg beer is permitted.

Storage of alcoholic beverages on campus is not allowed, unless specifically approved by the Chancellor or designee.

The sale of alcoholic beverages is prohibited under any circumstance unless specifically approved by the Chancellor.

Event Center Space Use

Public spaces in UNMC facilities offer a positive, safe environment for patients and visitors. All activities, displays and people associated with them will maintain a professional environment consistent with the education, research and mission of UNMC. Displays and activities that are deemed inappropriate by the Events Center Coordinator, by the Assistant Vice Chancellor for Business and Finance or by their designee(s) may be removed.

All sales or activities for profit, including UNMC-sponsored vendor fairs, must have received approval by the Assistant Vice Chancellor for Business and Finance prior to scheduling space.

For practical reasons and safety, activities or displays will not exceed the space allocated in each location.

Rental of the Events Center facility does not imply endorsement or co-sponsorship of events by the Events Center or UNMC.

The following type of print and/or audiovisual materials may not be used for any activity:

- A. Materials that may be objectionable to another employee and/or the public because of race, color, religion, sex or national origin
- B. Obscene or pornographic materials

Decoration and Displays Policy

All decorations, including candles and decorative lighting, must comply with [UNMC Safety Policy 03, Use of Decorative Materials and Furnishings](#).

Glitter and confetti are not allowed as table decorations. No decorations or signage may be taped, stapled, nailed, pinned or otherwise adhered to any wall, door or other surface in the Events Center. Only directional signage is allowed and must be approved by the Events Center Coordinator. Decorating ideas should be discussed with the Events Center Coordinator or the caterer prior to the event. All decorations and materials should be removed immediately following the event or a storage fee may be assessed.

It is the policy of UNMC to allow decorations to be displayed within the interior of the facility in the spirit of the holiday or specific events without increasing the potential for fire or decreasing the overall level of fire safety in the facility. The Events Center Coordinator is responsible for assuring the decorations in the Events Center meet the requirements of this policy.

Decorative materials consist of such items as streamers; poster board and other paper material; surface coverings applied over the building interior finish for decorative, acoustical, or other effects; and shall include cloth, paper, cotton batting, straw, vines, leaves, trees, moss, candles and electric lighting used for a decorative effect. Decorative materials do not include ordinary window shades or material one-fortieth of an inch or less in thickness and applied directly to and adhering to a non-combustible base.

Any costs associated with damage caused by installation or removal of decorative materials will be the responsibility of the event sponsor.

1. Only electric holiday lights that have been installed under the direction and supervision of facilities management will be allowed. The lighting string must be double insulated or grounded and have an approval rating from either UL or Factory Mutual. Battery powered lights are permissible if their use complies with the placement criteria below.
2. Cut trees, tree branches, pinecones, mistletoe, etc. shall not be used inside the Events Center. Artificial trees, wreaths, and other seasonal decorations must be fire/flame-retardant. It is the event sponsor's responsibility to save packaging material as proof to the fire marshal that decorative materials have received flame-retardant treatment.
3. Decorative materials may not be placed on fire doors, smoke doors, vision panels in any door, light fixtures, electrical equipment, electrical outlets, circuit breaker panels, etc.
4. Open flame devices such as candles, fireplaces, chafing dishes, etc., shall not be permitted without prior written approval of the Safety Operations Manager.
5. Fireworks (including sparklers) shall not be used on UNMC property.
6. Decorations not meeting these guidelines will be removed and discarded by the Events Center Coordinator.
7. Natural trees and wreaths shall not be permitted in any UNMC buildings without written approval of Safety Operations.
8. Questions regarding the placement or acceptability of decorations should be referred to Safety Operations.
9. All décor and/or displays must be limited to the designated event space. Nails, tacks, staples, and tape may not be used on walls, windows, or floors.
10. Banners, awnings, promotional/commercial signage, and lighting may not be placed or projected on the building.
11. Under no circumstances are latex balloons, silly-string, soap bubbles, or small décor items (glitter, confetti, rice, etc.) allowed in the Events Center or on UNMC property (facilities or grounds).

Improper Use of Facilities

UNMC does not permit the use of its space, including office and departmental space, or any UNMC resources for the conduct of profitable or charitable gambling in any form including but not limited to raffles, casino events or any other games of chance.

UNMC does not permit the use of its space, including office and departmental space, or any UNMC resources for the solicitation, sale or distribution of any product(s) that provides personal financial gain to any individual, except when the gain is incidental and associated with a charitable not for profit, organization and which derive benefit from sale or distribution of products is permitted with prior written approval of the Assistant Vice Chancellor of Business and Finance.

Liability and Insurance

UNMC is not responsible for damage to or loss of any merchandise, equipment or articles left in the Events Center prior to, during or following an event. UNMC is not responsible for any action or inaction by representatives of the catering firms, florists, bands, musicians, rental agencies, or other outside contractors hired by the event sponsor which results in injury or loss to any participant at an event.

UNMC is not responsible for the cancellation or disruption of an event due to circumstances beyond its control such as fire, electrical or mechanical failure, water disruption or any events outside of human control, such natural disasters, for which no one can be held responsible.

For public events, the event sponsor is required to provide a certificate of liability insurance with limits of \$1M and \$3M aggregated naming the Board of Regents of the University of Nebraska as an additional insured. Individuals may purchase special event coverage on-line at <http://urmia.bene-marc.com>. (Use code 30884804). Price varies.

Building and Logistics Policy

Deliveries and Pick-up

All deliveries and outside vendors (rental companies, caterers, florists, DJs, bakeries, etc.) should enter at the loading dock door on the southeast side of the building as scheduled with the Events Center Coordinator on the date of the event unless other arrangements have been made. There is no storage at the Events Center. All rental furniture and equipment must be placed in the designated space you have reserved. Events Center staff will not be responsible for receiving event-related materials and will not assist in loading, unloading, or otherwise moving rented furniture and equipment.

Food and Drink

Food and drink may be served and consumed only in the Events Center, Foyer and Linder Reading Room areas. Food may be permitted elsewhere in the building (University groups only) with the approval of the Campus Events Center Coordinator.

Physical Arrangements

The Events Center furnishings may not be moved or removed without consulting Events Center staff. The Rental Fee includes use of tables, chairs; room set up and tear down. A \$100 late set up fee will be charged each time a room must be rearranged after the initial set up has been done.

Clean-Up, Maintenance and Damage

It is the responsibility of the event sponsor and/or caterer to coordinate delivery and removal of all supplies, food, décor, tables, chairs, and equipment. The event sponsor and/or caterer is responsible for cleaning all areas used for an event, ballroom, foyer and kitchen.

All garbage must be removed to the dumpster by the loading dock located on the southeast corner of the Sorrell building following the event.

All linens, glassware, dishes and flatware should be removed from all tables and bars and placed in the kitchen for the rental company to pick up the following day. The event sponsor and/or caterer will arrange for removal of rental equipment. Friday and Saturday events will be scheduled for pickup Monday morning. All other supplies, food, décor' must be removed from the facility immediately following the event. If not removed, the event sponsor will be charged \$200. Unclaimed items may be discarded.

A final walk-through with Events Center Coordinator is mandatory at the conclusion of the event. If clean-up of any areas is found to be unsatisfactory, the problem must immediately be resolved to the satisfaction of the Events Center Coordinator. All trash or remains that cannot be vacuumed must be picked up from the floor and placed in the designated dumpster. The event sponsor is responsible for the removal of all debris and for repair of any damage that might occur to the facility or its contents.

If Events Center staff determine that routine cleaning and maintenance is inadequate to return the premises to its prior condition, special maintenance services will be contracted by the Campus Events Center Coordinator and billed to the event sponsor.

Parking Policies/Liability

Please discuss your parking needs at least 30 days prior to the date of the event with the Campus Events Center Coordinator. Temporary parking assignments for special events are coordinated by the Campus Events Center Coordinator with UNMC Parking Services. **Parking space for the event is not guaranteed.**

Parking is free, however, if you require valet parking it is to be arranged through our preferred vendor, Paramount Parking (formerly River City Valet), phone (402) 339-8998.

UNMC assumes no liability or responsibility for damage to any vehicles parked in or on UNMC parking facilities, nor for injury to any persons using the parking facilities. No liability or responsibility is assumed for any vehicle and/or owner when it becomes necessary to tow or immobilize any vehicle which is in violation of these parking regulations.

Facility Logistics

Approval process. The caterer or event planner will provide a list of vendors and suppliers and a floor plan at least 10 days prior to the event. The plan should indicate locations of all décor, tables, bars, musicians, floral arrangements, lighting, A/V equipment, displays and/or other equipment. The Campus Events Center Coordinator has final authority on all logistical proposals.

The Events Center staff reserves the right to reject plans that it deems to be hazardous or otherwise problematic to the safe and proper management of the premises or that affect the presentation of the building.

Site visits. Subject to facility and staff availability, scheduled site visits may be conducted while accompanied by designated Events Center staff. The event sponsor is encouraged to have all subcontractors join in one site visit.

Subcontracted vendors and suppliers. The Events Center must approve all vendors contracted for an event.

The event sponsor is responsible for ensuring that all vendors review and comply with the Events Center policies and Facility Guidelines.

Media and event photography. If media coverage or photography of the event (either prior to, during, or after) is desired, the event sponsor must indicate this requirement on the Scheduling Request form. Photography by non-press must be for personal, non-commercial use only and must be approved in advance by the Events Center Coordinator. Photography is limited to designated event spaces only.

Monitoring attendance. Events Center staff is not responsible for monitoring attendance.

Elevator access. A freight elevator, located by the loading dock, is to be used to move equipment and to transport food in and out of the Events Center.

Electrical. All power may be turned on and off only by Events Center staff. The event sponsor must submit power requirements and electrical requirements for review as part of logistics planning. The Events Center does not provide extension cords or other electrical equipment. Extension cords must be 3-pronged, UL listed. Home extension cords are not permitted. All cords must be properly managed for safety. Tape may not be placed on the walls or floors.

Audio-visual equipment. Use of the Events Center audiovisual equipment may be arranged in advance for an additional fee. This does not include the services of an audiovisual technician.

Equipment. Vendors must bring their own equipment such as ladders, dollies, hand trucks, and the like. The Events Center will not loan this type of equipment to event sponsor or vendors.

ADA compliance. The Events Center is in compliance with the Americans with Disabilities Act.

No animals are allowed inside the facility except for those assisting individuals with disabilities. No bicycles, skateboards, or roller blades are allowed inside the facility. No items may be sold at events without prior approval.

Capacity and Access

The number of guests must not exceed the stated capacity of the area designated for the event. The Events Center will refuse admittance to an event once capacity has been met. Event sponsors who violate capacity will be held liable for damage, injury, or loss of life sustained as a result of this violation. Without prior written approval, the event sponsor's subcontractors and event attendees may not access areas other than those specified on the Scheduling Request form.

Music and Entertainment

The sound level of music or entertainment must be appropriate for the venue. All musicians and entertainers connected with the event must enter and exit the facility through the loading dock area. The event sponsor must provide the musician's name, affiliation, and expected arrival time. The event sponsor also is responsible for any applicable licenses for live or recorded music performed during the event, and further agrees to indemnify the Events Center against any liability resulting from lack of compliance.

Publicity

Announcements and advertisements for event promotional purposes are not permitted prior to the Events Center Coordinator's approval of the Scheduling Request form. Once the request is approved and the deposit is received, the event sponsor may use the facility name, Michael F. Sorrell Center for Health Science Education, or the name of the designated space, **Dr. Stanley M. and Dorothy Truhlsen Campus Events Center**, to announce the location of the event, but may not make claims that UNMC or the Events Center is in

any way sponsoring or hosting the event. The UNMC logo and secondary icon **may not be used**.

The content of all promotional materials relating to the event are subject to the Event Center Coordinator's approval. Such materials must be submitted to the Events Center Coordinator for review and approval **before** printing.

Non-Discrimination

The event sponsor may not discriminate against or segregate attendees because of race, religion, color, sex, age, national origin, disability, marital status or sexual orientation. Failure to comply with this policy constitutes grounds for cancellation of the event and forfeiture of any deposit remitted.

Smoking

UNMC is a tobacco-free campus. This policy prohibits tobacco use in all indoor and outdoor properties owned and maintained by UNMC, including leased properties as well as parking lots.

Smoking is prohibited:

- In all indoor and outdoor properties maintained by UNMC, including leased and owned properties as well as parking lots.
- In all vehicles when parked on UNMC property.

This policy includes but is not limited to cigarettes, cigars, and pipes. The policy encompasses all individuals whether they are working, visiting, receiving medical care or whether they are contractors or vendors on UNMC property. The only exception to the policy will be University-approved research studies involving tobacco use.

Guest Services

As a courtesy, the Events Center will provide a coat check area with coat racks. The event sponsor is responsible for providing personnel to operate the area.

The Events Center is not responsible for lost or damaged items. The Events Center cannot provide storage for any items such as gifts, purses or briefcases other than the area designated for coat check.

Theft/Damage

The event sponsor is liable for any loss, theft, or damage to the collection, equipment, furnishings or building as a result of the scheduled event. In case of such loss, theft or damage, the cost of replacement of an item will be charged to the event sponsor.

Miscellaneous:

The sponsoring group or individual is responsible for any and all damage excluding normal wear and tear.

Any illegal drug activity will be reported to UNMC Campus Security and the Omaha Police Department.

The host must remain on the premises during the event and is responsible for the conduct of guests, including minors.

The Campus Events Center Coordinator will be present for the duration of the event. Should any last-minute requests or problems occur prior to the event, the event sponsor will contact the Events Center Coordinator immediately.

The customer, not UNMC, is responsible for damage or injury caused by florists, DJs, bands or other vendors contracted by the customer.

Acknowledgment

I have read, acknowledge and agree to the terms and conditions contained in the Events Center Facility Guidelines.

I acknowledge that I have received a copy of and understand **UNMC's Serving Alcoholic Beverages Policy and Use of Decorative Material and Furnishings Policy.**

YOUR SIGNATURE INDICATES YOU UNDERSTAND THE INFORMATION IN THIS DOCUMENT AND THAT YOU AGREE TO COMPLY WITH THE EVENTS CENTER FACILITY GUIDELINES.

Signature of Event Sponsor: _____ Date: _____

_____ *Do not write below this line, for office use only* _____

Request Approved: () Yes () No Date: _____

Facility License Agreement Received: () Yes () No Date: _____

Certificate of Special Event Insurance Received: () Yes () No Date: _____

Rental Deposit of \$ _____ Received: () Yes () No Date: _____
or Cost Center # _____