RESERVATION AGREEMENT

Attached is a reservation agreement for the use of any reservable space(s) in the Barbara Weitz Community Engagement Center (CEC). Please review this agreement for accuracy. If any of the following details for this reservation agreement are incorrect or if you need to make any changes please contact Liz Codina at (402) 554-2056 or elizabethcodina@unomaha.edu at least 3-4 business days prior to the scheduled event Monday through Friday.

It is agreed between ________________________________ (name of organization) and the Barbara Weitz Community Engagement Center that the following room(s) (please check & circle below) will be used only as conditioned and described below:

- MINI CONFERNECE ROOMS: 104, 203
- SMALL CONFERENCE ROOMS: 100A, 122A, 200, 202, 206
- MEDIUM CONFERENCE ROOM: 127
- VIDEO CONFERENCE ROOMS: 118, 221
- MARION IVERS BOARD ROOM: 128
- PRIVATE CONFERENCE ROOM: 210
- LARGE CONFERENCE ROOMS: 201, 205, 209
- OPPD COMMUNITY DIALOGUE ROOMS: 230, 231
- UNION PACIFIC ATRIUM: 199A
- LOWER COMMONS LOUNGE: 100
- PROJECT WORK ROOMS: 101, 100B, 106
- SHARED RESOURCE ROOMS: 116, 218

Event Date:
Event Set-Up Time:
Event Start Time:
Event End Time:
Event Teardown Time:
Event purpose (specify proposed use of the premises):

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
The user will ensure that the Barbara Weitz Community Engagement Center (CEC) is only used for the purpose listed above and will not be misused or abused, and that the building is used in conformity with all policies and regulations listed in this agreement.

RULES AND REGULATIONS

PURPOSE
The University of Nebraska at Omaha does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran’s status, national or ethnic origin, genetic information, political affiliation or sexual orientation. Any events scheduled at the Weitz CEC must coincide with this policy and must be for the public good.

FACILITY USE
If it is believed that a request for facility use will result in disorderly conduct or whose activities may be detrimental to the CEC or the University of Nebraska at Omaha in general, the request for facility use will be refused. The organization making this request and the participants shall confine themselves and their activities to the areas specified in the contract. Building users must:

- Obtain prior approval from CEC Management Staff for any food or beverages that will be served in the Weitz Community Engagement Center (CEC) during the event
- Set up room prior to the event
- Abide by the time reserved for the meeting/conference room
- Leave all areas in a clean and orderly condition and return the room to original configuration
- Power down all A/V equipment in the room and return any technology items or any additional equipment (i.e. Whiteboards, easels, pads, etc) to the CEC Management IT Office (Room 111)
  *In the event that room 111 is closed please return all items to room 115.

ADDITIONAL VENUE RULES
The attendees will incur no charge for attending or participating in this event/meeting. This event/meeting is for the public good and the contact person and sponsoring organization will not obtain any for-profit benefit by hosting this event/meeting.
- No one will be allowed to write on walls, floors or any other CEC surfaces.
- No one will be allowed to tape on walls, floors or other CEC surfaces.
- No one will be allowed to use helium balloons in the building (this will avoid tripping the fire alarm).
- CEC staff will be notified immediately of any damages or broken items.

FOOD & BEVERAGE POLICY
A separate request for food & beverage needs to be sent to UNO Catering Services, if needed. Please contact UNO Catering Services at (402) 554-2400 or unocatering@unomaha.edu. UNO Catering Services will be the only vendor allowed to serve warm/hot foods in the CEC.

  *Outside food vendors are allowed in the Weitz CEC. Outside vendors will only be allowed to serve cold items. If the contact person or sponsoring organization making this reservation is using an outside vendor, they will be responsible for set-up, tear-down and clean-up at the event. Any foods and beverages served in the Weitz Community Engagement Center (CEC)
must be approved by CEC Management Staff at least 3-4 business days prior to the scheduled event.

If your organization wants to serve alcoholic beverages at the Weitz CEC they must submit the University of Nebraska at Omaha Alcohol Request form (http://mbsc.unomaha.edu/Docs/AlcoholServiceRequestForm.pdf) to Liz Codina at the time they submit their reservation request. The sponsoring organization must abide by the University of Nebraska at Omaha’s alcohol policy found at http://www.unomaha.edu/mbsc/foodservice/alcoholpolicy.php.

UNO/BARBARA WEITZ COMMUNITY ENGAGEMENT CENTER SPONSORSHIP
Authorization for use of the Barbara Weitz Community Engagement center shall not be considered as endorsement or approval of the activities of the group or organizations nor for the purposes they represent by the University of Nebraska at Omaha and should not be conveyed as such.

CANCELLATION
In the event of necessary cancellation of the scheduled event at the CEC, the CEC Management Office must be notified at least 3-4 business days in advance of the scheduled event Monday through Friday, 8 a.m. to 5 p.m..

The responsible party shall take all reasonable actions to assure event safety, to prevent damage to the CEC and equipment, and to see that the conditions and other policies and regulations outlined in this agreement are met.

MY SIGNATURE INDICATES MY AGREEMENT TO THE TERMS AND CONDITIONS SET FORTH IN THIS RESERVATION AGREEMENT. I WILL BE RESPONSIBLE FOR SHARING THE TERMS AND CONDITIONS WITH OTHER MEMBERS OF MY ORGANIZATION AND ANY INVOLVED IN THE ADMINISTRATION OR SPONSORSHIP OF THE EVENT OR EVENT SERIES.

Authorized Event Booker
Name: ____________________________________________
Signature: _______________________________________
Mobile number: __________________________________
E-Mail: _________________________________________
Date: ___________________________________________

Authorized Primary contact the day of event
Name: ____________________________________________
Signature: _______________________________________
Mobile number: __________________________________
E-Mail: _________________________________________
Date: ___________________________________________

PLEASE SUBMIT THIS AGREEMENT TO LIZ CODINA (ELIZABETHCODINA@UNOMAHA.EDU) AT THE BARBARA WEITZ COMMUNITY ENGAGEMENT CENTER AT LEAST 3-4 BUSINESS DAYS BEFORE YOUR EVENT MONDAY THROUGH FRIDAY, 8 A.M. TO 5 P.M.