UNO CEC BOOKING & USE POLICY

The Barbara Weitz Community Engagement Center (hereinafter called UNO CEC) at the University of Nebraska at Omaha (hereinafter called UNO) is a building designed to provide meeting and collaboration space for area nonprofits, community groups, government agencies, and educational institutions (hereinafter called Guests) for the purpose of community engagement. The following policies and conditions have been established to assure fair use of temporary meeting and collaborative spaces, and to create a consistent set of expectations.

Due to the coronavirus pandemic, alterations to this policy have been adopted, and more changes are imminent. They will be presented in italic red text in the relevant sections. Questions regarding these changes can be addressed to the UNO CEC reservations team. The following guidelines for events have been developed to help ensure the health and safety of the campus and the community. It is important to note that these guidelines may be modified as the COVID-19 situation and corresponding federal, state, and local guidance continue to evolve.

SCOPE OF SERVICE

The UNO CEC provides meeting rooms, modern audio/video (AV) technology, scheduled AV technology orientation sessions, and meeting related parking at no charge. The UNO CEC is a community and university collaborative meeting facility, and not set up to offer the amenities found at a conference or event center. The following amenities are not available:

- Shipping & Receiving services, loading dock, freight elevator, or storage for materials
- Copying/Printing services
- UNO CEC in-house catering services
- Table linens, place settings, round and/or cocktail tables
- Dedicated in-room event staff, including set-up and clean-up crews
- Dedicated in-room technical service

Meeting rooms are only to be used for meetings. Private social events are not allowed, including birthday parties, baby or wedding showers, graduation parties, retirement parties, etc. Groups, and the meeting they are holding, must qualify to use the meeting rooms.

QUALIFICATIONS

The UNO CEC has a set of criteria for groups and meetings that qualifies them for using the UNO CEC. To uphold the UNO CEC's mission, vision, and values, all meeting requests will be reviewed and approved based on the proposed activity or type of meeting at the discretion of the UNO CEC.

Qualified Groups and Meetings
Groups we do host include area nonprofits, engaged UNO groups, community-based programs, educational institutions, government agencies, and student-run engagement focused organizations. The types of meetings we do host include community engagement meetings, university engagement meetings, educational meetings, government sponsored meetings, and student engagement meetings.

Non-Qualified Groups and Meetings
Groups we do not host include for-profit businesses, individuals seeking office, groups promoting a candidate for office, and social fraternity and sorority organizations. The types of meetings we do not host include athletic activities, fundraisers, private social events, for-profit events, business promotions, and commercial events to sell merchandise or services, solicit for later sales, placement of orders or client contact by commercial business. The UNO CEC does not provide daycare, or allow...
rooms to be used for daycare of children.

UNO provides other venues that cater to private social events and for-profit meetings. The list of venues and contact information for each is located at the link https://www.unomaha.edu/my/facility-rental.php.

**Additional Considerations/Qualifications related to the COVID-19 Pandemic**

1. All gatherings (e.g. events, meetings, productions, etc.) on or off campus with 11 or more people will require senior administration approval.
2. All gatherings will need to be submitted for approval via an online registration form.
3. All gatherings need to adhere to the 30 days advanced scheduling for events outlined in the existing Facility Usage Policy for any campus gathering over 10 people.
4. Events involving youth should be limited for fall 2020. Exceptions are available only for essential events and must be approved through the associated SVC or VC and the Office of Health Security.
5. All on- and off-campus approved gatherings must follow adequate physical distancing and face covering usage.

**FACILITY AND OPERATIONS**

**Hours of Operation | Weekends | Inclement Weather**

The UNO CEC is open and staffed Monday - Friday, from 7 A.M - 9 P.M. The UNO CEC is currently closed on weekends and University closures. Residents will not make, host, or sponsor weekend reservations for other Guests.

The UNO CEC follows the UNO Inclement Weather Policy. In the event that the University closes due to inclement weather, the UNO CEC will be closed, and all meetings will be cancelled. More information on the UNO Inclement Weather Policy can be found at http://www.unomaha.edu/public-safety/inclement-weather-closing.php. Meetings may be re-scheduled by contacting unocecreservations@unomaha.edu at any time, or 402.554.6000 on the next day the UNO CEC is open for business.

*The UNO CEC follows the University of Nebraska, City of Omaha, Douglas County, and State of Nebraska policies regarding shutting down in the event of a pandemic outbreak.*

**Room Condition | Furnishings | Capacity | Social Distancing**

The UNO CEC will supply the room(s) as indicated in the reservation confirmation. The Guest is not permitted to re-arrange tables and chairs in their reserved room. The Guest is not allowed to move furnishings between rooms, including chairs from rooms they have not reserved. Upon conclusion of the meeting, the Guest is responsible for returning the room to its original condition and cleanliness. Cleaning supplies are available upon request.

Room capacity is based on five (5) considerations, and regardless of the setup, must conform to these needs:

1. Fire Code/Emergency Egress, so that Guests can leave a room quickly.
2. Rescue Squad Ingress, so that Guests requiring medical attention receive it quickly.
3. ADA, so that all interested people can participate.
4. Comfort/HVAC, so that Guests can concentrate and have a good experience.
5. Pandemic Social Distancing

*The Guest is not permitted to re-arrange tables and chairs in their reserved room, due to social distancing needs. The Guest is not allowed to move furnishings between rooms, including chairs from rooms they have not reserved. Guests are not allowed to go over capacity as this opposes the considerations outlined. Standing Room Only is not an option. Guests that arrive once the room capacity is reached will not be allowed to join the meeting. Please consult the UNO CEC staff regarding capacity issues.*

**As Is | Public Shared Space**

Any room labeled “As Is” may not be adjusted by the Guest or attendees. Any space labeled “Shared Space” will be open for others to use concurrently. Meetings in public shared space areas will be scheduled on the calendar to assist with directing
attendees to the correct room; however, it will not be reserved as a private meeting room. Guests may not indicate they have exclusive or private use of the shared space. Proper social distancing is required and expected.

Public Safety / Health Safety Expectations for Guests

The primary contact booking a meeting at the UNO CEC, and their organization, are fully responsible for ensuring their meeting is safely conducted and complies with guest guidelines and expectations.

The primary contact booking a meeting at the UNO CEC, and their organization, must acknowledge that all guests associated with their meeting will:

- Wear a face covering during the meeting and in any common spaces
- Maintain appropriate safe distances (physical distancing) when interacting with others
- Be encouraged to practice good hygiene by washing hands with soap and water often for 20 seconds or use hand sanitizer
- Be instructed to stay home if the day of the meeting they or a member of their household is sick
- Need to complete the self-assessment through the 1-Check COVID app or a similar mechanism the day of the event
- If someone who attended the meeting is diagnosed with COVID-19 within 2-weeks of the event being offered, the sponsoring unit will notify Office of Health Security at unohealthsecurity@unomaha.edu

Guests will be asked to conform to UNO policies, protocols, or guidelines related to the coronavirus pandemic. Individuals not complying with social distancing or other guidelines related to the coronavirus pandemic will be asked to leave the premises. As any policies, protocols, or guidelines are instituted, the UNO CEC reservation staff will endeavor to communicate any changes with the Guest as quickly as possible.

The Guest may not provide their own event security for meetings hosted at the UNO CEC. The UNO CEC staff will make arrangements for public safety services as appropriate.

The Guest will adhere to the UNO Public Safety Procedures, found at http://www.unomaha.edu/business-and-finance/support-services/policies.php.

Prohibited Actions and Items | Liability for Damages

- No writing on walls, windows, floors, or any other UNO CEC surfaces, except whiteboards with proper markers.
- Nothing, including chartpak paper and adhesive flip chart paper, may be tacked, pinned, nailed, stapled, taped, or otherwise attached to any UNO CEC surfaces. No unapproved signage of any kind is allowed.
- No external materials or equipment, e.g. gym equipment, popcorn machines, cleaning chemicals, etc. Hand sanitizer and disinfectant wipes will be supplied in all meeting rooms by the UNO CEC.
- No external electrical equipment and supplies, e.g. coffee makers, crock pots, air compressors, etc.
- No improper use of furniture, resources, and equipment.
- No open flame, including candles and sterno pots. The only exception is UNO Catering.
- No helium balloons or drones, so as to avoid tripping the fire alarm/sprinkler system. If alarms are tripped due to Guest, Guest is responsible for related fees.
- No environmentally harmful, unsightly products or potentially dangerous materials may be used in the UNO CEC, e.g. glitter, paint, confetti, bubbles, feathers, fireworks and other craft supplies that create extensive cleaning demands and costs.
- No animals are allowed, with the exception of bona fide service animals.

Please call 402.554.6000 to notify the UNO CEC staff of any damages or broken items prior to the end of your meeting re-set time, before you leave. The UNO CEC reserves the right to charge Guest for missing and/or damaged goods and property.

RESERVATIONS

Priority
Reservations of the UNO CEC meeting rooms by UNO and the organizations residing in the UNO CEC will be given first priority,
and they may book in advance with minimal restrictions.

All other reservations will not be reserved more than six (6) months in advance. The Guest is responsible for contacting the UNO CEC to make a reservation once they become eligible. Please keep in mind that the UNO CEC will continuously accommodate first priority requests.

**Basic Reservation Information**
For routine reservation requests, use the online reservation request form at [https://cec.unomaha.edu](https://cec.unomaha.edu). Please allow 2-3 days to process your request. Guests must make their own reservations; proxy, hosted, or sponsored requests are not allowed. A Guest may not reassign their reservation to another Guest.

For same-day or next-day requests, contact the UNO CEC staff at 402.554.6000, unocerc reservations@unomaha.edu. Please include the following information: Detailed description of meeting, date, meeting start time, meeting end time, total number of people, title of meeting, and any parking needs. Reservation requests are processed between 8 A.M. - 4 P.M., Monday - Friday. Reservation requests after 4 P.M. will be processed the following business day.

The steps below apply to gatherings of 11 or more.

1. Complete the gatherings/event registration form. Forms will be made available for UNO Sponsored events, Registered Student Organizations, and external groups.
2. Submission is reviewed by approving body (this all occurs electronically)
3. Once approval is received, space can be reserved
4. Optional meeting with event consultant*
   * This step is required for registered student organizations

**Right to Refuse and Reassign Space**
The UNO CEC has the right to refuse or limit room use and can cancel or move bookings from one space to another as needed for internal purposes. Any changes will be communicated to the Guest as soon as possible. Additionally, the UNO CEC reserves the right to ban or limit future use of the building by Guests that fail to comply with the policies of the UNO CEC and UNO.

**Booking Limits on Consecutive Meetings**
Rooms are not available for use as a regularly scheduled meeting, classroom, or study space. Guests may request to reserve up to four (4) dates at a time, with no guarantees of the same room on all four (4) dates. A new request will have to be submitted towards the end of your first request for the next series of four (4) meetings. The UNO CEC does not automatically renew. It is the responsibility of the Guest to submit a new room request form for their next series.

**Prohibition of Fees | Commerce**
There is no charge for using the UNO CEC meeting spaces and presentation technology; therefore, Guests hosting meetings in the building are not permitted to charge for meetings. This fee prohibition may be waived in advance by the UNO CEC management if it is a nominal fee to cover the cost of food and speakers. If you are planning on charging a fee for your meeting, please contact David Peterson, UNO CEC Building Services Manager, at 402.554.5965, davidpeterson@unomaha.edu. At no time is any form of commerce allowed in the UNO CEC, including book sales.

**Set-up and Re-set Time**
The reservation confirmation will include the allotted amount of time scheduled for set-up and re-set. Please let us know if you require additional set-up and re-set time. We require that rooms are returned to their original state when finished, including multi-day meetings, unless arrangements have been made with the UNO CEC staff.

**Night-Before Set-up | Storage**
Neither Guests nor vendors will be allowed to set-up the night before a meeting. To maximize room use, other meetings may be scheduled in rooms in the evenings between multi-day meetings. There will be no storage in rooms, especially in rooms not reserved by the Guest.

**Hold Requests**
Guests may hold a date for five (5) business days. At any time during the five (5) days, the Guest can contact the UNO CEC...
staff to complete the reservation. After this five (5) day period, the hold will be released.

For holds initiated by UNO CEC reservations, including Tentative Hold Notices, this limit does not apply.

**Tentative Hold Notice | Confirmation | Reservation Agreements**

The initial response to a reservation request is a Tentative Hold Notice, listing the meeting information and its details. A signed reservation agreement must be returned to verify receipt of the hold notice and its accuracy. Agreements must be completed, signed and returned, or the reservation will be cancelled.

Confirmation will be emailed upon receipt of the completed and signed reservation agreement. There is no reservation without written confirmation. If the Guest does not receive a confirmation by email, then the Guest is responsible for contacting the UNO CEC staff to determine the status of the request.

The Guest will confine themselves and their activities to the reserved space(s) and time specified in the confirmation.

**Cancellations**

Please inform the UNO CEC as soon as possible of any cancellations, so that the space may be opened up to other interested groups.

**PARKING**

Meeting attendees will have stalls reserved in Lot E, and park at no charge. However, parking in Lot E is not always guaranteed and the parking attendant will issue instructions on where to park if parking in Lot E is unavailable at the time of check-in. The booth at Lot E is staffed from 7 A.M. - 7 P.M., Monday - Thursday, and 7 A.M. - 5 P.M. on Fridays. No stalls can be reserved after the attendant is off duty, and the lot becomes a first-come, first-served visitor lot.

If you intend to drop-off or pick-up guests by bus please contact UNO Parking Services at 402.554.7275, unoeventparking@unomaha.edu, to make arrangements.

**FOOD | CATERING**

**Catering**

*Food service at events should be significantly limited and where possible avoided. As a part of the event registration process, any proposed food must be approved by the designated senior administrator. Distribution of food through bake sales, selling of franchise food items as fundraisers, or pot lucks will be not be allowed for the fall semester.*

*For events with food, the following guidance is permitted:*

- All food distributed should be individually packaged
- Beverages should be individually packaged (e.g. can of soda, bottle of water or juice)

**No Temperature Controlled Food Policy**

Food brought into the UNO CEC for meetings must be able to be kept safely at room temperature. Items requiring heat or refrigeration to reduce spoilage are not allowed. Temperature controlled food is not allowed to be catered or brought into the building, other than by UNO Catering.

Non-temperature controlled foods, e.g. pastries, candy, chips, are allowed if they are individually packaged.

**No Alcohol Policy**

Alcohol is not permitted in the UNO CEC building without prior consent and approval, and in no case can be served before 5 P.M. If a Guest wishes a waiver on this prohibition, the Guest must familiarize themselves with the UNO policy and submit the Alcohol Service Request Form to David Peterson, UNO CEC Building Services Manager, at 402.554.5965, davidpeterson@unomaha.edu, at least two (2) business weeks prior to your meeting. Submitting the form is not a guarantee of
approval. Alcohol requests that will be granted are limited to specific UNO CEC rooms and times. In order to be considered, qualifying Guests will need to host a business meeting in the building prior to 5 P.M.

The UNO alcohol policy and alcoholic service request form can be found at the following link: https://www.unomaha.edu/milo-bail-student-center/food-services-and-catering/uno-food-policies.php

**BUILDING SERVICES**

**Meeting Resources**
The UNO CEC has limited meeting resources available for check-out, including conference phones, slideshow remote clickers, whiteboards, and flip charts. Make a request during the reservation process, or at the welcome desk the day of the meeting. Carts may be used to bring materials into the building from the parking lot upon request and based on availability. We request they are returned promptly for others to use them.

**Audio/Video (AV) Technical Services**
The UNO CEC does **not** provide dedicated technical service to meetings. A UNO CEC staff member at the welcome desk will be available to support building technology as needs arise. External equipment and technology is **not** supported by the UNO CEC staff.

The Guest is responsible for scheduling an audio/video (AV) technology orientation session a few days in advance of their meeting if they plan on using the UNO CEC built-in room technology, including video conferencing, and are unfamiliar with the building technology. Any items used for the meeting should be brought to the orientation to confirm they work with the room technology. Please contact 402.554.6000, unocereservations@unomaha.edu to schedule the AV Orientation, and for meetings anticipating use of the video conference system, to schedule a Video Conference Orientation.

**Printing | Copying Services**
The UNO CEC does **not** provide copying services. Printing services can be accessed at the UNO Criss Library. See the following link for more details: http://www.unomaha.edu/criss-library/library-services/copy-print.php.

**SPECIAL CONSIDERATIONS**

**Copyright Compliance | Using Copyrighted Material | Film Rights**
The use of copyrighted materials in the building will be subject to the University of Nebraska Memorandum on Copyright Law and Compliance, found at the following link: https://nebraska.edu/docs/policies/MemorandumonCopyrightLawandCompliance.pdf.

Those wishing to use copyrighted materials, including but not limited to movies, must provide the UNO CEC with a document expressing rights have been granted before a reservation will be confirmed.

**Policy Compliance**
The UNO CEC retains control of the management of the UNO CEC building and the enforcement of UNO CEC policies. The Guest will conform to all policies and regulations listed in this document, the policies of the University of Nebraska, and the laws of the City of Omaha and the State of Nebraska.

**Youth Activity**
Any meetings scheduled by the Guest at the UNO CEC must comply with any and all UNO policies regarding youth activity. For more information, please contact Rachael Jensen, UNO Youth Safety Director, at 402.554.3453, rachaeljensen@unomaha.edu. **All youth in the UNO CEC must be supervised at all times. The UNO CEC will not be used as a daycare.**

All meetings involving youth activities are prohibited indefinitely. Please contact us with questions regarding this.
Photo and Media Opt-out
Meetings at the UNO CEC may be documented on media for academic, promotional or archival purposes, including photographs and film, and the UNO CEC has the right to use this media for academic, promotional, and archival purposes unless the Guest opts-out in writing to Robyn Loos, UNO CEC Special Projects Associate, at 402.554.2173, rloos@unomaha.edu in advance of the meeting.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.
UNO is an AA/EEO/ADA institution. For questions, accommodations or assistance please call/contact the Title IX/ADA/504 Coordinator (phone: 402.554.2321 or TTY 402.554.2978) or the Accessibility Services Center (phone: 402.554.2872).