



Mailing Address: 6001 Dodge Street, CEC 115, Omaha, NE 68182

Physical Address: 6400 University Drive South, Omaha, NE 68182

Office Hours: Monday – Friday, 8 A.M. – 5 P.M.

Phone: 402.554.6000

**BOOKING AND USAGE POLICY**

The Barbara Weitz Community Engagement Center (hereinafter called Weitz CEC) at the University of Nebraska at Omaha (hereinafter called UNO) is a building designed to provide meeting and collaboration space for area non-profits, UNO and 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 usage of temporary meeting and collaborative spaces, and to create a consistent set of expectations.

**I. SCOPE OF SERVICE**

The Weitz CEC provides meeting rooms, modern audio/video technology, and scheduled technology orientation sessions at no charge.

The Weitz CEC is a community and university collaborative meeting facility, and is **not** set up to offer the amenities found at a conference or event center. The following amenities are **not** available: Shipping and receiving, Weitz CEC in-house catering services, table linens, place settings, round and/or cocktail tables, and dedicated event staff, i.e. set-up crews and clean-up crews.

The Weitz CEC does **not** provide dedicated technical service; however, a staff member at the Welcome Desk will be available to support building technology as needs arise.

The Weitz CEC does **not** provide copying services. A printing machine, WEPA, a pay per print cloud solution, can be found in the Weitz CEC vending area located on the first floor. Printing services can also 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>.

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

<p><b>Groups We Host</b></p> <ul style="list-style-type: none"> <li>• Non-profit Organizations</li> <li>• Engaged UNO groups</li> <li>• Community-based groups</li> <li>• Educational Institutions</li> <li>• Government Agencies</li> <li>• Student-run, engagement focused organizations</li> </ul>	<p><b>Groups We Do NOT Host</b></p> <ul style="list-style-type: none"> <li>• For-profit businesses</li> <li>• Social fraternity and sorority organizations</li> <li>• Individuals seeking office</li> <li>• Groups promoting a candidate for office</li> </ul>
<p><b>Events We Host</b></p> <ul style="list-style-type: none"> <li>• Community engagement events</li> <li>• University engagement events</li> <li>• Educational events</li> <li>• Government sponsored events</li> <li>• Student engagement events</li> </ul>	<p><b>Events We Do NOT Host</b></p> <ul style="list-style-type: none"> <li>• Fundraisers</li> <li>• Weddings, Graduations, Parties</li> <li>• Retirement Receptions</li> <li>• For-profit events</li> <li>• Fraternity and Sorority Meetings</li> <li>• Third-party Vendors</li> <li>• Press Conferences</li> </ul>

A flyer of other venue options on the UNO campus is available upon request, or visit the link <https://www.unomaha.edu/my/facility-rental.php>.



## II. RESERVATION PROCESS

### Priority

There are two (2) different priority levels of Guests:

1. Weitz CEC Building Partner Organizations (Community & UNO organizations residing in the Weitz CEC)
2. Non-Resident Guests (Community & UNO)

Priority 1 Guests are allowed to book in advance (no time limits apply).

Priority 2 Guests may not reserve more than six (6) months in advance. The Guest is responsible for contacting the Weitz CEC to make a reservation once they become eligible. Please keep in mind that the Weitz CEC will continuously accommodate Priority 1 requests.

### Basic Reservation Information

Use the online reservation request form at <https://orgsync.com/67223/forms/126492> for routine reservations. Please allow 2-3 days to process your request. Guests must make their own reservations; proxy, hosted, or sponsored requests are not allowed.

For same-day or next-day requests, contact the Weitz CEC Operations staff at 402.554.6000, [unocereservations@unomaha.edu](mailto:unocereservations@unomaha.edu). Please include the following information: Detailed description of event, date, meeting start time, meeting end time, total number of people, title of event, and any parking needs. Reservation requests are processed between 8 A.M. - 4 P.M., Monday - Friday.

### Guest Parking and Buses

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 while the attendant is off duty, and the lot becomes a first-come, first-served visitor lot. The Weitz CEC will do everything possible to reserve spaces for your event. However, parking in Lot E is not guaranteed and the parking attendant may issue temporary parking passes with instructions on where to park if parking is unavailable in Lot E at the time of check-in. If you intend to drop-off or pick-up guests by bus please contact UNO Parking Services at 402.554.7275, [unoeventparking@unomaha.edu](mailto:unoeventparking@unomaha.edu), to make arrangements.

### Set-up and Re-set Time

Guests are encouraged to re-arrange tables and chairs to facilitate the best possible environment for their meeting. 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 the standard state when finished, including multi-day events, unless arrangements have been made with the Weitz CEC Operations staff.** Diagrams are available upon request.

### Booking Limits on Consecutive Meetings

Priority 2 Guests may request to reserve up to four (4) dates at a time. A new request will have to be submitted towards the end of your first request for the next series of four (4) meetings. The Weitz CEC does not automatically renew. It is the responsibility of the Guest to submit a new room request form for their next series.

### Holds

Priority 2 Guests may hold a date five (5) business days. At any time during the five (5) days, the Guest can contact the Weitz CEC Operations staff to complete the reservation. After this five (5) day period, the hold will be released to any other interested Guests.

### Prohibition of Fees and Commerce

There is no charge for using the Weitz CEC meeting spaces and presentation technology. At no time is commerce allowed in the building. Guests hosting events in the building are not permitted to charge for events unless it is a nominal fee to cover the cost of food and speakers, and this fee prohibition has been waived by the Weitz CEC management. If you are charging a fee for your event, please contact David Peterson, Weitz CEC Building Services Manager, at 402.554.5965, [davidpeterson@unomaha.edu](mailto:davidpeterson@unomaha.edu).

### Confirmation

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 Weitz CEC Operations staff to determine the status of the request.

### Reservation Agreements

Agreements must be signed and returned within two (2) business days after confirmation is delivered, or the reservation will be cancelled.

### Cancellations

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



### III. FACILITY AND OPERATIONS

#### Hours of Operation | Weekends | Inclement Weather

The Weitz CEC is open and staffed Monday - Friday, from 7 A.M - 9 P.M. The Weitz CEC is currently closed to Priority 2 (non-resident) Guests on weekends and University closures. Priority 1 Guests will not make, host, or sponsor weekend reservations for Priority 2 Guests.

The Weitz CEC follows the UNO Inclement Weather Policy. In the event that the University closes due to inclement weather, the Weitz 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 [unocereservations@unomaha.edu](mailto:unocereservations@unomaha.edu) at any time, or 402.554.6000 on the next day the Weitz CEC is open for business.

#### Furnishings

The Guest understands and agrees that the Weitz CEC will supply the room(s) as indicated in the written reservation confirmation.

#### As Is

The Guest understands and agrees that any room labeled "As Is" may not be adjusted by the Guest or attendees.

#### Public Shared Space

The Guest understands and agrees that any space labeled "Shared Space" will be open for others to use concurrently. Your event will be scheduled on the calendar for the 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.

#### Room Condition

Guest understands and agrees that upon conclusion of event, Guest is responsible for returning the room to its original condition and cleanliness.

#### Prohibited Actions and Items | Liability for Damages

The Guest understands and agrees that the following activities are **prohibited**:

1. Writing on walls, windows, floors, or any other Weitz CEC surfaces, except whiteboards.
2. Tape or pins on walls, floors, or other Weitz CEC surfaces, unless approved by Weitz CEC Operations staff.
3. Bringing in external materials or equipment, e.g. gym equipment, coffee makers, popcorn machines, cleaning chemicals, etc.
4. Improper use of furniture and equipment.

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

#### Public Safety

The Guest understands that they may not provide their own event security for events hosted at the Weitz CEC. The Weitz CEC Operations staff will make arrangements for public safety services as appropriate.

The Guest understands and agrees to adhere to the following in the building:

1. UNO Public Safety Procedures, found at <http://www.unomaha.edu/business-and-finance/support-services/policies.php>.
2. No open flame, including candles and sterno pots.
3. No helium balloons in the building, so as to avoid tripping the fire alarm.
4. No external electrical equipment and supplies, e.g. crock pots, air compressors, etc.
5. If alarms are tripped due to Guest, Guest is responsible for related fees.

#### No Hot or Warm Food Policy

Hot or warm food is not allowed to be catered or brought into the building, other than by UNO Catering. The only exception to this policy is pizza. If a professional external caterer or local vendor is used, the Guest is responsible for complying with this no hot or warm food policy.

#### Catering

The Weitz CEC does not provide catering, but recommends the use of UNO Catering, <https://www.unomaha.edu/milo-bail-student-center/food-services-and-catering/catering.php>, the only vendor allowed to serve hot or warm foods in the building. Contact Branden Williams, UNO Catering Manager, at 402.554.3047, [unocatering@unomaha.edu](mailto:unocatering@unomaha.edu) with questions or to place an order after your room reservation has been confirmed with the Weitz CEC.

If the Guest elects to employ a professional external caterer, or local vendors (e.g. pizza and sandwich shops, café, local grocery stores, etc.) the Guest understands that regardless of the caterer or vendor used, they are responsible for cleaning up and disposing of all trash and leftover food. Please see the Welcome Desk in the Union Pacific Atrium for cleaning products.



The Weitz CEC works with Every Bite Counts, [everybitecounts@unomaha.edu](mailto:everybitecounts@unomaha.edu), in food recovery from events. To learn more, visit <https://www.unomaha.edu/sustainability/every-bite-counts.php>.

#### **No Alcohol Policy**

No alcohol is permitted in the Weitz CEC building without prior consent and approval. If a Guest wishes to submit an alcohol request, the Guest must submit the Alcohol Service Request Form to David Peterson, Weitz CEC Building Services Manager, at 402.554.5965, [davidpeterson@unomaha.edu](mailto:davidpeterson@unomaha.edu), at least two (2) business weeks prior to your event. Submitting the form is not a guarantee of approval.

The form can be found at the following link: <http://www.unomaha.edu/milo-bail-student-center/food-services-and-catering/alcohol-policy.php>

Alcohol requests that will be granted are limited to specific Weitz 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.

#### **Audio/Video Technical Service**

The Guest understands and agrees that it is their responsibility to schedule an audio/video (A/V) technology orientation session before their meeting/event if they plan on using the Weitz CEC built-in technology. Please contact Traci Fullerton, Weitz CEC Operations Assistant, at 402.554.6000, [unocereservations@unomaha.edu](mailto:unocereservations@unomaha.edu) to schedule the A/V Orientation. For events anticipating use of the video conference system, please contact Jason Leichner, Weitz CEC IT Director, at 402.554.5947, [jleichner@unomaha.edu](mailto:jleichner@unomaha.edu), to schedule a Video Conference Orientation. The Weitz CEC only supports video conferencing in the two (2) video conference rooms.

The Guest understands and agrees that the Weitz CEC does not provide dedicated technology staff for meeting/events; however, limited technical assistance will be available through the Welcome Desk Monday - Friday from 7 A.M. to 9 P.M. to support the Weitz CEC built-in audio/visual technology.

#### **Copyright Compliance/Using Copyrighted Material**

The Guest understands and agrees that their use of copyrighted materials in the building will be subject to the University of Nebraska Memorandum on Copyright Law and Compliance, <https://nebraska.edu/docs/policies/MemorandumonCopyrightLawandCompliance.pdf>. Those wishing to use copyrighted materials, including but not limited to movies, must provide the Weitz CEC with a document expressing rights have been granted before a reservation will be confirmed.

#### **Conduct**

The Guest understands and agrees to confine themselves and their activities to the reserved space(s) and time specified in the Confirmation. The Guest understands and agrees to use the building in the manner described at the time of request, and to 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.

The Guest also agrees to:

1. Respect set-up, start, end, and re-set times listed on the Confirmation.
2. Leave all areas in a clean and orderly condition. Return room(s) to original configuration at time of check-in. Groups using Weitz CEC for meals or messy activities are expected to wipe down all surfaces. If you are in need of any additional cleaning considerations, (i.e. trash, vacuuming, cleaning supplies, etc.) please contact Weitz CEC Operations at 402.554.6000, or stop by Suite 115 or the Welcome Desk to place your request prior to the end of the event re-set time.
3. Power down all A/V equipment in the room. Please refer to IT handout located in room for instructions.
4. Return additional equipment to Weitz CEC Welcome Desk (e.g. rolling whiteboards, easels, pitchers, etc.). If staff is unavailable at the Welcome Desk, please see Suite 115 for assistance.

#### **Night Before/Overnight Storage**

Neither Guests nor vendors will be allowed to set-up the night before an event. There will be no storage in rooms, especially in rooms not reserved by the Guest. To maximize usage, other meetings may be scheduled in rooms in the evenings between multi-day events.

#### **Youth Activity**

The Guest understands and agrees that any events or activities scheduled by the Guest at the Weitz CEC must comply with any UNO policies regarding youth activity and that all youth attending events at the Weitz CEC must be supervised at all times. For more information, please contact Rachael Jensen, UNO Youth Safety Coordinator, at 402.554.3453, [rachaeljensen@unomaha.edu](mailto:rachaeljensen@unomaha.edu).

#### **Right to Reassign Space**

The Guest understands and agrees that Weitz CEC Operations has the right to move bookings from one space to another as needed for internal purposes, and that any changes will be communicated to the Guest as soon as possible.



**Right to Refuse**

The Guest understands and agrees that UNO and the Weitz CEC reserve the right to ban or limit future use of the building by guests that fail to comply with the policies of Weitz CEC and UNO.

**Photo and Media Opt-out**

The Guest understands and agrees that events at the Weitz CEC may be documented on media for academic, promotional or archival purposes, including photographs and film, and that the Weitz CEC Management has the right to use this media for academic, promotional and archival purposes unless the Guest opts-out in writing to Robyn Loos, Weitz CEC Special Projects Associate, at 402.554.2173, [rloos@unomaha.edu](mailto:rloos@unomaha.edu) in advance of the event.

*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 Charlotte Russell, ADA/504 Coordinator (phone: 402.554.3490 or TTY 402.554.2978) or Anne Heimann, Director, Accessibility Services Center (phone: 402.554.2872).*