



Mailing Address: 6001 Dodge Street, CEC 115, Omaha, NE 68182-0886

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

Office Hours: Monday – Friday, 8 A.M. – 4 P.M.

Phone: 402.554.6000

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.

Additional Considerations/Qualifications related to the COVID-19 Pandemic

1. *All on-campus approved gatherings must follow current guidance according to UNO Policies.*

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>.

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 reservations will be cancelled. More information regarding inclement weather policies/procedures can be found on the "[Bad Weather](#)" portion of UNO's Emergency Information site. Meetings may be re-scheduled by contacting unocecreervations@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. Conditions may require the immediate cancellation of all events in the CEC or UNO with little notice. Campus guidance supersedes current local guidance.

Room Condition | Furnishings | Capacity

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. Please consult the UNO CEC staff regarding capacity issues.

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.

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.

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 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](#).

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 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.
- 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 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 Guests 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>. 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, unocereservations@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. While CEC staff will make all efforts to honor a same-day or next-day request, those requests are not guaranteed.

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 Jason Jones, UNO CEC Building Services Manager, at 402.554.5965, unoccebuildingservices@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 of any group size 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. - 5 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 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. Non-temperature controlled foods, e.g. pastries, candy, chips, are allowed if they are individually packaged.

Guests are required to clean up and dispose of any leftover food and drink items. Excess food items that haven't spoiled and are unopened can be donated to the Maverick Food Pantry for distribution (i.e fresh fruit, sandwiches, drinks, snacks).

Alcohol Policy

No alcohol is permitted in the UNO CEC at this time

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.

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.*

Event coordinators must reach out to the [Office of Youth Safety](#) prior to submitting an event for consideration to complete a safety review. These events must be approved through the associated Senior Vice Chancellor or Vice Chancellor, and the Office of Health Security.

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 Title IX concerns, please contact the Title IX Coordinator (phone: 402.554.2120). For ADA/504 accommodations or assistance please call/contact the ADA/504 Coordinator (phone: 402.554.2463) or the Accessibility Services Center (phone: 402.554.2872).



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UNO CEC RESERVATION AGREEMENT PANDEMIC ADDENDUM

My initials and signature below indicate my agreement to the terms and conditions set forth in this Addendum. I, the authorized signatory, will be responsible for sharing the terms and conditions in this Addendum with other members of my organization, and all people involved in the administration or sponsorship of the meeting or meeting series.

Addendum 1. Expectations for Guests at Gatherings | COVID-19 Guidance

From the UNO Events and Gatherings Guidance: Event guidance applies to on-campus gathering/events. Campus guidance supersedes current local guidance.

I, the signatory, understand and agree that it is my responsibility to ensure our gathering is safely conducted and complies with guest guidelines and expectations according to UNO Policies.

Addendum 2. Food at Gatherings – Effective 11 April 2022

Please Initial

_____ We will not have food or beverages at our meeting.

_____ We will have food at our meeting, and will follow UNO/CEC restrictions on food and beverages.

If the below guidelines are not followed, my scheduled meeting may be immediately cancelled by the CEC.

_____ I will notify the CEC with the details of my catering order (type of food and caterer) no later than 24 business hours prior to my event.

_____ Food from outside vendors must not require heating or refrigeration prior to, or during, food distribution. The CEC does not offer chilled or heated food storage. (i.e. sterno's, chafing dishes).

_____ I will clean up and dispose of any food and drink items at the conclusion of my meeting/event.

***** Excess food items can be donated to the Maverick Food Pantry. They will accept food and drink items that haven't spoiled and are unopened. (i.e fresh fruit, sandwiches, drinks, snacks). Telephone # 402-554-4083 / E-mail: unomavfoodpantry@unomaha.edu / CEC Room 106

If you opt-out of catering or the details of your catering order changes, please notify UNO CEC Reservations at unocecreervations@unomaha.edu / telephone # 402-554-6000.



Addendum 3. Number of Guests | Justification for Gatherings with two hundred (200) or more people

From the [UNO Events and Gatherings Guidance](#): All gatherings/events, both UNO-sponsored and externally-sponsored, should adhere to the UNO campus policies and procedures. Review and share the [Approval Checklist for Successful Gatherings](#). Wait for the Approval Process.

- My gathering will have less than two hundred (<200) guests
- My gathering will have two hundred or greater (≥200) guests*

I, the signatory, offer the following justification for holding an in-person gathering of two hundred or more (200+) people at the UNO CEC during the pandemic:

RESERVATION AGREEMENT PANDEMIC ADDENDUM | SIGNATURE FOR THE GUEST

Authorized Signatory/Responsible Party for Guest: _____

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