RESERVATION AGREEMENT

This is an agreement between the Guest and the Barbara Weitz Community Engagement Center (hereinafter called Weitz CEC) on the reservation and usage of space in the Weitz CEC building at the University of Nebraska at Omaha (hereinafter called UNO) campus, located at 6400 University Drive South, Omaha, NE, 68182.

The Guest has received, understands and agrees to the policies, rules and regulations of the Weitz CEC, and agrees to communicate these policies, rules and regulations to their attendees (guests, participants and/or vendors). The Guest understands and agrees that they are responsible for having their attendees comply with Weitz CEC policies, rules and regulations, which are posted at weitzcec.unomaha.edu.

The Guest understands and agrees that there is no reservation without a confirmation. If the Guest does not receive confirmation by email, they need to contact Weitz CEC Operations. The Guest agrees to review the reservation confirmation for accuracy.

If the information is incorrect, the Guest will contact Weitz CEC Operations to communicate any changes. If the information listed is correct, the Guest will review, sign, and return this Reservation Agreement within two (2) business days after confirmation is sent to complete the reservation, otherwise the reservation will be cancelled.

The Guest understands and agrees that the Weitz CEC shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.

The Guest understands and agrees that authorization for use of the Weitz CEC shall not be considered as endorsement or approval of the activities, content, and/or views of the Guest, nor for the purposes they represent, by the Weitz CEC, UNO or the University of Nebraska System, and should not be conveyed as such. Additionally, the Guest understands and agrees that they will not misrepresent the involvement of Weitz CEC, UNO or the University of Nebraska System for any events held at the Weitz CEC.

The Guest understands and agrees to take all reasonable actions to assure event safety, and to prevent damage to the Weitz CEC and the equipment/property of the Weitz CEC.

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 the Weitz CEC Operations in advance of the event.
Please submit ONLY this completed page of the Agreement to your Weitz CEC reservation contact for this event to complete your reservation.

unocecreservations@unomaha.edu

AGREEMENT/SIGNATURES

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

Name of Guest Organization: __________________________________________________________

Name of Event: _________________________________________________________________________

Date(s) of Event: ________________________________________________________________

Reservation ID Number (on the Confirmation): __________________________________________

Authorized Signatory for the Guest

The Weitz CEC staff will direct any questions/issus prior to the event to this person.

Name (Print): _________________________________________________________________

Signature: _______________________________________________________________

Office/Mobile number: __________________________________________________________

E-Mail: _______________________________________________________________

Date: _______________________________________________________________

Authorized Day of Event Contact

The Weitz CEC staff will direct any questions/issus the day of the event to this person. Use “Same” if applicable.

Name (Print): _________________________________________________________________

Signature: _______________________________________________________________

Mobile number: __________________________________________________________

E-Mail: _______________________________________________________________

Date: _______________________________________________________________