UNO CEC RESERVATION AGREEMENT

This is an agreement between the Guest and the Board of Regents of the University of Nebraska on behalf of the Barbara Weitz Community Engagement Center (hereinafter called UNO CEC) on the reservation and usage of meeting space in the UNO 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 UNO 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 UNO CEC policies, rules and regulations, which are posted at cec.unomaha.edu.

The Guest understands and agrees to confine themselves and their activities to the reserved meeting 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 or referred to 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 understands and agrees that there is no reservation without a confirmation. If the Guest does not receive confirmation by email, they need to contact the UNO CEC. The Guest agrees to review the tentative hold notice for accuracy. If the information is incorrect, the Guest will contact the UNO CEC to communicate any changes. If the information listed is correct, the Guest will review, sign, and return this Reservation Agreement within three (3) business days after the tentative hold notice is sent to confirm and complete the reservation, otherwise the reservation will be cancelled.

The Guest understands and agrees that the UNO 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 UNO 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 UNO 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 UNO CEC, UNO or the University of Nebraska System for any meetings or events held at the UNO CEC.

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

The Guest understands and agrees that meetings at the UNO CEC may be documented on media for academic, promotional or archival purposes, including photographs and film, and that the CEC management has the right to use this media for academic, promotional and archival purposes unless the Guest opts-out in writing to the UNO CEC in advance of the meeting.
RESERVATION REQUEST INFORMATION

Name of Guest Organization: ____________________________________________________________________________________

Name of Meeting: _______________________________________________________________________________________________________

Reservation ID Number (on the Tentative Hold Notice): _____________________________________________________________________________

RESERVATION AGREEMENT | SIGNATURES FOR THE GUEST

My signature below indicates my agreement to the terms and conditions set forth in this Reservation Agreement and the Booking and Use Policy. 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 meeting or meeting series.

Authorized Signatory/Responsible Party for the Guest
The UNO CEC staff will direct any questions/issues prior to the meeting to this person.

Name: __________________________________________________________________________________________________________________

Email: _____________________________________________________________________________________________________________

Office/Mobile number: _____________________________________________________________

Signature: __________________________________________________________________________________________________________

Date: _______________________________________________________________________________________________________________

Authorized Day of Event Contact
The CEC staff will direct any questions/issues the day of the meeting to this person. Check “Same as Above” if applicable.

Same as Above ☐

Name: __________________________________________________________________________________________________________________

Email: _____________________________________________________________________________________________________________

Mobile Number: _______________________________________________________________________________________________________

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).
UNO CEC RESERVATION PANDEMIC ADDENDUM

PANDEMIC ADDENDUM | SIGNATURES FOR THE GUEST

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. Prohibition of Gatherings Over Ten (10) People

From the UNO Directions for Hosting a Gathering: If you are planning an in-person gathering, please be able to justify the need to have the gathering in-person and have a COVID-19 safety plan prepared. Review and share 7 Fundamentals for COVID-19 Campus Control for Visitors. Wait for the Approval Process.

Please Initial

__________   My gathering will have ten or fewer (≤10) people

Addendum 2. Expectations for Guests at Gatherings

From the UNO Directions for Hosting a Gathering: Plan Ahead to Enforce Safety. Attendees must adhere to UNO COVID-19 expectations. Failure to do so will inhibit your ability to host another gathering. Before the gathering, create a registration process to ensure you don’t exceed the allotted capacity of the space. Include contact information in case contact tracing is needed. Be sure to promote physical distancing of at least 6 feet. Proper distancing is the number one indicator of whether individuals need to quarantine if exposed to a positive case. During the gathering, indicate the location of and encourage use of sanitizer and disinfecting wipes and have disposable masks handy.

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. I acknowledge that all guests associated with my gathering will:

- Wear a face covering during the gathering and in any common spaces
- Not exceed the capacity of the room, as determined by the UNO CEC and stated in the confirmation, and I understand that any additional people above capacity will be turned away and will not be allowed to enter the room
- 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
- Provide contact information during a check-in process in the event contact tracing is needed
- Be instructed to stay home if the day of the gathering 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 gathering
- If someone who attended the gathering is diagnosed with COVID-19 within 2-weeks of the gathering being offered, the sponsoring unit will notify Office of Health Security at unohealthsecurity@unomaha.edu

Please Initial

__________   My COVID-19 safety plan includes the items in Addendum 2 and other UNO documents provided
Addendum 3. Food at Gatherings

From the UNO Directions for Hosting a Gathering: If food is served, provide opportunities for attendees to stay at least 6 feet apart.

I, the signatory, understand and agree that food service at gatherings should be significantly limited and where possible avoided. I understand, acknowledge, and agree that for gatherings in the UNO CEC:

- Any proposed food must be approved by the designated administrator as part of the reservation process
- All food and beverages distributed should be individually packaged
- Plated or buffet-style, concessions, external catering, potlucks, bake sales, and food lines are not permitted at UNO CEC

☐ We will not have food at our meeting

☐ We will have individually packaged food that is not temperature sensitive, and provide adequate space and time

Authorized Signatory/Responsible Party for Guest: ________________________________________________________________

RESERVATION AGREEMENT & ADDENDUM | SIGNATURES FOR UNO

UNO CEC Approver: ☐ Denied ☐ Approved __________________________________________________________________________

UNO Administration Approver: ☐ Denied ☐ Approved __________________________________________________________________________

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.

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