



UNIVERSITY OF NEBRASKA AT OMAHA

## BARBARA WEITZ COMMUNITY ENGAGEMENT CENTER

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

### 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](http://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 reservation confirmation 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 confirmation is sent to 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.

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*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).*



### GUIDELINES FOR GATHERINGS (EVENTS AND MEETINGS) ON THE UNO CAMPUS

The following guidelines for events have been developed to help ensure the health and safety of the campus community. It is important to note that these guidelines may be modified as the COVID-19 situation and corresponding federal, state, and local guidance continues to evolve.

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 of 11 people or more.
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.

**Overview of New Process for Fall 2020.** 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

#### Food at Gatherings

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. For campus events with food, the following guidance is strongly encouraged:

- **All food distributed should be individually packaged** or
- Food served is plated or buffet-style is served by staff, not guests (*Plated or buffet-style not permitted at UNO CEC*)
- **Beverages should be individually packaged** (e.g. can of soda, bottle of water or juice)
- Use single directional flow for served buffet lines or concessions (*Buffet and concessions not permitted at UNO CEC*)
- Catering team/event lead designates a sanitation lead to monitor any food distributed at an event (*External catering not permitted at UNO CEC*)
- Use signage, floor decals, and/or tensile barriers to guide flow for food lines at an event to ensure proper physical distancing and directional flow (*Food lines are to be avoided at UNO CEC*)

Distribution of food through bake sales, selling of franchise food items as fundraisers, or pot lucks will not be allowed for the fall semester.

#### Expectations for Guests at Events

Sponsoring units are fully responsible for ensuring their gathering is safely conducted and complies with guest guidelines and expectations. Sponsoring units must acknowledge that all guests associated with their event will:

- Wear a face covering during the event 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 event 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 event 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](mailto:unohealthsecurity@unomaha.edu)

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Please submit **ONLY** this completed page of the Agreement to the UNO CEC reservation contact for this event to complete your reservation.

**unocecreervations@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 meeting or meeting series.

**Name of Guest Organization:** \_\_\_\_\_

**Name of Meeting:** \_\_\_\_\_

**Date(s) of Meeting:** \_\_\_\_\_

**Reservation ID Number (on the Confirmation):** \_\_\_\_\_

**Authorized Signatory for the Guest**

*The UNO CEC staff will direct any questions/issues prior to the meeting to this person.*

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Office/Mobile number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorized Day of Event Contact**

*The CEC staff will direct any questions/issues the day of the meeting to this person. Use "Same" if applicable.*

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Mobile number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

*For UNO CEC Management Use:* \_\_\_\_\_

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