



6705 Dodge Street  
Omaha, NE 68182  
P 402-554-2444  
F 402-554-3189  
<http://thethompsoncenter.org>

## Student Organization FAQ'S

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### **How much does it cost to rent space at TTC?**

Room rental is waived for campus related events for UNO student organizations in good standing with the University as approved by the Student Organizations and Leadership Programs Office. Waivers and discounts apply only to room rental fees. Audiovisual equipment, administrative and event manager fees, catering and other miscellaneous fees are not waived.

### **Are we required to pay in advance?**

A non-refundable deposit of half the total rental amount is required within 7 days. The remaining balance is due in 30 days.

### **How do we reserve space at TTC?**

A Room Request form must be completed and submitted to TTC event reservations to book space at TTC. Contact TTC Reservations, Joni at 402-554-2444; email [jfichtl@unoalumni.org](mailto:jfichtl@unoalumni.org) to get a form.

### **How are room assignments determined?**

The TTC Director's discretion is used in determining the best fit for any given event based on availability, attendance, AV/catering needs and seating style. Though a good faith effort is made to meet all requests, there is no guarantee every request will be granted. Space is reserved on a first come first served basis.

### **Are we allowed to have music at our event?**

Weekday events with music may meet at TTC on Wednesday or Friday evenings only. Times must be approved by the TTC director to ensure adequate accommodation for all groups. Set-up time more than one hour prior to the meeting time must be approved by the TTC Director. All equipment must be brought in through the service doors unless otherwise approved by TTC Director.

### **May we bring in our own food and beverages?**

All food and beverage is provided by Catering Creations only. Catering is billed separately.

### **Are we allowed to have alcohol?**

Alcohol is allowed when provided by Catering Creations and served by Catering Creations bartenders in compliance with the laws of the State of Nebraska and Douglas County with a minimum food purchase requirement of \$5 per-person. **No other alcohol is allowed on TTC property.** Alcohol will not be served to anyone without valid identification.

### **Is a security guard required and how much does it cost?**

An event manager fee of \$35 per hour is charged in hourly increments outside TTC normal business hours of 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday. At the discretion of TTC Director, additional security may be required for public events. Larger events may require more than one security guard. The fee for additional security if needed is \$50.00 per hour for each security guard.

### **Are we allowed to park in the TTC parking lot?**

Guests attending meetings at TTC may park in UNO Lot X. Overflow parking is available in Lot F or G and First Christian Church lot on the north side of Dodge across from TTC. All vehicles are required to display a Thompson Alumni Center event parking E-permit on the dashboard at all times when in these lots with the exception of Friday after 5 p.m. and all day Saturday and Sunday. This includes Handicapped and Visitor stalls. Vehicles parked in these lots without a valid parking E-permit may receive a parking fine. An E-permit is provided in advance to the event organizer via email. It is the event organizer's responsibility to provide the parking EPermit to all attendees. The TTC is not responsible for tickets issued by UNO Parking Services. It is the responsibility of the parking ticket recipient to resolve any parking issues related to failure to follow stated UNO parking regulations.

**Please review the TTC Policies in their entirety for more details and important information.**