



OMAHA'S PREMIER LOCALE FOR OUTDOOR
WEDDINGS
AND CORPORATE EVENTS

6705 Dodge Street
Omaha, NE 68182
402-554-2444
www.thethompsoncenter.org

The Thompson Center Policies

Statement of Transparency

The organization reserving a space at The Thompson Center (hereafter referred to as TTC) must be the same organization paying for and using the space for the originally stated purpose with the designated rate fee. Hosting for another organization to obtain a lower rental rate is not permitted. Designated spaces, rooms and times are available for appropriate use by University of Nebraska at Omaha approved organizations and departments, and by corporations, businesses, associations, nonprofit organizations and private groups not affiliated with UNO or the University of Nebraska system. The client representative of any University or private organization must acknowledge that they are the actual end user of the space and time provided in accordance with the price and amenities offered.

General Policy Statement

TTC is owned and operated by University of Nebraska at Omaha Alumni Association. Space is available for use by the general public, select UNO affiliated groups and University of Nebraska Foundation. Income from rental at TTC supports UNO and UNO Alumni Association programs. Opinions expressed by clients/guests do not necessarily reflect those of the Association or University. At the sole discretion of TTC/UNO/UNO Alumni Association representatives, rental will be prohibited or discontinued to occupants who are considered to be potentially harmful to the public image of said entities. TTC policies may be revised at any time and will be effective upon date of revision.

Hours of Operation

- The facility is open Monday through Friday from 8:00 a.m. to 5:00 p.m., except for holidays.
- Corporate event normal business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.
- UNO event normal business hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8 a.m. to 3 p.m. Please see [UNO Room Rental Policies](#) and [UNO Student Organization Rental Policies](#).
- Earliest access available Monday through Friday is 7:00 a.m. A \$35 early access fee will be assessed.
- Event Hours are based on scheduling through The Thompson Center, which can include weeknights, weekends and early weekdays. Weekend access hours must be approved by the TTC Director.
- TTC will be locked during all non-business hours, except for the scheduled start of an event until the conclusion of the event which will be predetermined by the client and TTC staff.
- The Event Center will be closed on the following holidays: UNO calendar designated holidays including New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

Parking

- 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.
- TTC staff may provide up to 5 free E-permits when requested at the time of the event. An administrative fee of \$10.00 will be added when six or more EPermits are requested at the time of the event.
- Guests of TTC may park in the on-site UNO Lot X.
- Overflow parking is available in Lot F or G and First Christian Church lot on the north side of Dodge Street across from TTC.
- All vehicles are required to display an event parking E-permit on the dashboard/windshield 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.

- 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.

Audiovisual Equipment/Services:

- TTC offers professional audiovisual equipment to accommodate a variety of meeting, special event and conference needs. Consult with TTC management at least two weeks prior to the event if audiovisual equipment or services are required.
- Audiovisual equipment must be cancelled at least 24 hours prior to the event or all charges will apply.
- Free wireless Internet access is provided throughout the facility.
- Free AV set-up/troubleshooting is provided only for equipment rented from TTC

Rental Information

- All events must be booked through TTC reservations.
- Room assignments are made according to the estimated number of guests and room setup arrangements. Additional rooms for corporate clients, such as breakout rooms, can be arranged with the TTC director. The Thompson Center offers two free breakout rooms with additional rooms charged on time used.
- TTC management reserves the right to revoke an ongoing event or reassign an event to a different room or to another location on campus for any reason.
- Tax-exempt organizations must supply a copy of their Nebraska Sales Tax Exemption Certificate and form 13 at the time of booking.
- TTC Management should be notified of problems or last-minute requests for events during business hours.
- The rental fee includes use of the designated room, tables, chairs; room set-up and tear-down, coat racks, hangers, restrooms, access to free parking and integrated audiovisual system.
- Use of white wedding chairs is limited to wedding ceremonies only.
- Additional charges that are not included in the rental fee are catering, audiovisual equipment, rental of additional tables and chairs beyond the inventory or specifications of the TTC, stage, DJ services, any specialized lighting for the event and other amenities. Specific audiovisual equipment is included with wedding packages.
- The TTC Director may assist in ordering staging and other amenities for the event.
- The TTC Director can also assist in referrals for other event specialists such as florists, musicians, photographers, event planners, chair cover vendors and additional rental supplies.
- All clients must clean up and dispose of all papers, flip chart sheets and boxes at the end of any event.

Room Rental Discounts:

- 10%: UNO students, faculty, staff and alumni.
- 10%: Non-profit, educational, military and government entities.
- 15%: Alumni card holders who are UNO grads (requires minimum \$25 donation to UNOAA)
- 20%: UNMC, UNL, UNK - Must be department event with proper cost center number.
- Only one discount allowed per event.

Rental Procedures

- Inquiries and reservations for use of the TTC must be made through the TTC reservations.
- In order to secure a date and time each group must fill out a Reservation Request Form that will be sent via e-mail from TTC reservations.
- When TTC reservations has received the completed Reservation Request Form, the space will be booked and a tentative contract will be provided to the client for review and signature, along with the TTC policies.

- The reservation is tentative pending receipt of the signed contract within 7 days.
- If the signed contract is not received by TTC reservations within 7 days, the tentative reservation will be cancelled and the room will be made available to other groups without notice.
- Tentative reservations or inquiries are not guaranteed their quoted room rate. Only confirmed signed and returned contracts may guarantee the current room rate at the time of a signed contract.
- No reservation is confirmed until a signed contract is returned to the TTC reservations.
- The client's signature on the contract indicates that he/she has read the TTC Policies and agrees to ensure they are followed.
- Generally, requests to use space in the TTC should be made at least 30 days prior to the date of the event.

Approval of Reservation Request

- TTC management reviews reservation requests on a case-by-case basis, and reserves the right to deny any request for use of the facilities.
- The reservation is confirmed only when a signed copy of the TTC contract is returned by the event's sponsor. For UNO, UNMC, UNL, and UNK this must include the cost center number for the department requesting the reservation.

Payment for Reservations

- UNO, UNMC, UNL, and UNK clients must provide a valid cost center number at the time of a reservation request to receive waived room rental. Please note: No request will be fulfilled in the absence of a valid cost center number.
- UNO clients using third party billing are required to use the UNO issued cost center number to pay for all TTC costs associated with the event and collect from the third party on their own.
- Event meeting space will be cancelled or reassigned if the tentative confirmation form is not signed and returned within 7 days.
- For clients other than weddings, a non-refundable deposit of one half of the total event cost is required within 30 days of the signed contract date. Corporate clients will be invoiced the remaining balance after the event (Net 30). All other clients must be at a zero balance 7 days prior to their event.
- Wedding clients will be required to place a non-refundable \$500 deposit as down payment within seven days at the time they return the signed contract. Wedding clients must be at a zero balance within 3 months of the signed contract. If the wedding event is less than 4 months away, clients must be at a zero balance within 90 days of the event.
- Corporate clients will be billed the remaining balance plus any additional fees incurred immediately following the event and payment is due within 30 days.
- At the discretion of the TTC Director any event may be cancelled if the above stated policies for reserving the facility are not followed.
- **All payments, including the deposit, are non-refundable.**
- Acceptable forms of payment include cash, check, Pay Pal, Visa, MasterCard, American Express and Discover.
- Make Checks payable to The Thompson Alumni Center.
- If a meeting/event is cancelled, the deposit given upon booking is non-refundable.
- If the meeting/event is rescheduled within 60 days of the original date the deposit will be applied to the new booking.

Event Manager/Security

- Every event at the TTC will require the presence of an event manager outside of normal business hours. Event manager fees are included in wedding packages. All other events will be charged at a rate of \$35 per hour in whole hour increments.
- To maintain adequate security measures, the TTC requires additional security if needed for specific events. Security will be decided at the discretion of the TTC director.

- The event sponsor shall be responsible for the costs related to any additional security required.
- Larger events may require more than one security guard.
- It will be at the discretion of the TTC Director to determine if additional security is needed.
- The fee for additional security if needed is \$50.00 per hour for each security guard.
- The total security fee for the event will appear on your final invoice.

Additional Fees

- A \$75.00 late set up fee will be assessed if a room must be rearranged after the initial set up has been completed. This fee also applies should the client decide not to use reserved space the day of the event or if the event does not take place without appropriate advance notification of cancellation or date change by the client. UNO events that are cancelled less than 2 months prior to the event will be subject to a \$100 per room cancellation fee.
- A fee of \$35 per hour for the TTC event manager is charged for all events held outside TTC normal business hours. (This fee is included in the wedding fee schedule and is not additional).
- The TTC management may add security services and/or additional staff coverage as necessary for events requiring added support. An additional fee of \$50.00 per hour will be charged to the client accordingly.

Sales Tax

- The Rental Fee for the TTC is not taxable; however, sales tax is applied to all other charges including audiovisual and/or equipment rental.
- Tax Exempt Status: If the client/organization is tax exempt, a Form 13, Exempt Sale Certificate, must be submitted to TTC management prior to the event. If the appropriate form is not received before the close of the event, the 10% non-profit discount will be invalidated and sales tax will be applied; the client will be responsible for payment in full.
- All catering or food purchases at the TTC are exempt from the Omaha Occupation Tax of 2.5%; all other tax applies.

Cancellation

- Cancellation by the client after the contract is signed will result in forfeiture of the rental fee and deposit.
- The TTC retains the right to cancel any scheduled event prior to the event date. In such instances, as much notification as possible will be provided and the full amount of the rental fee will be refunded.
- The TTC also reserves the right to cancel any event at any time if the facilities are, in the sole judgment of an authorized representative of the TTC, rendered unsuitable for the presentation of the event due to fire or other calamity; labor dispute; notice of violations by a city, county or other government agency; or any other occurrences beyond the control of the TTC for which no one can be held responsible. In the event of such cancellation, the event sponsor will not be liable for the rental or direct expense fees, nor will the TTC have any further liability or obligations with regard to said cancelled event. Should such action become necessary, the TTC Director will provide the event sponsor an opportunity to reschedule the event.
- The TTC also retains the right to cancel an event at any point if the event sponsor fails to comply with the TTC policies referenced in this document. Such cancellation shall result in the forfeiture of all fees paid and the event will not be rescheduled.

Additional Information

- The TTC management reserves the right to reassign any event to a different room for any reason. The TTC director will contact the customer and discuss any relevant situations.
- The TTC will enter into an agreement only with the event sponsor's designated contact person. The TTC will enter into an agreement with an event planner in lieu of that person only if the event's sponsor submits a letter to the TTC Director authorizing the event planner to act on behalf of the event sponsor.

UNO Room Rental Policies

- Each room rental must include a UNO Room Reservation Request for each event. The request must include a cost center number so it can be processed if approved.
- UNO groups receive waived room rental with a valid UNO cost center number. NU groups (UNL, UNK, UNMC) receive a 20% discount on room rental with a valid cost center number.
- Waivers and discounts apply only to room rental fees and do not include audiovisual equipment, administrative and event manager fees, catering or other miscellaneous fees. Income from rental at TTC supports UNO campus programs and UNO Alumni Association engagement efforts.
- Your event will be reviewed to make sure it fits TTC UNO guidelines for time and space. Once the event has been approved you will receive confirmation of your reservation. Please allow 2 working days to receive confirmation of your reservation before contacting TTC. There could be changes to your reservation based on room requirements, estimated attendance verses actual attendance, and requested additional audiovisual needs.
- An event manger fee of \$35 per hour is charged in hourly increments for access and event times outside normal business hours. Normal business hours are 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday. Any additional charges incurred after the initial confirmation is signed will be applied to the cost center number at the time of invoicing.
- Waived room rentals for UNO events and student organizations only apply from 8 a.m. Monday through Friday at 3 p.m. UNO departments and organizations will not receive waived room fees after 3 p.m. Friday through 8 a.m. Monday.
- All UNO entities who receive complementary room rentals must follow the transparency clause of TTC Policies and have a valid cost center number provided ahead of the event.
- UNO Campus menu will only be extended to UNO events with a valid cost center number.

UNO Student Organization Rental Policies

- 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 and do not include audiovisual equipment, administrative and event manager fees, catering or other miscellaneous fees.
- If there are additional fees, we require a deposit equal to half the total event cost. All reservations are held on a tentative basis until the deposit is received. The deposit is due 14 days after the signed contract. The remaining balance is due no later than 7 days prior to the meeting date.
- Space use is determined by the TTC Director for approved UNO meetings based on availability, attendance, AV/catering needs and seating style. Room assignments are subject to change by the Director without prior approval based on business needs and final attendance.
- Though a good faith effort is made to meet requests, the TTC Director's discretion is used in determining the best fit for any given event. Due to the volume of requests, there is no guarantee that every request will be granted. Space is reserved on a first come first served basis.
- Waived room rentals after 3 p.m. on Friday and during weekend hours will not be honored. Student organizations wishing to rent TTC after 3 p.m. Friday and during weekend hours must pay full rental rates and will receive a 10% discount on room rental only.
- A Room Request form must be completed and submitted to TTC reservations to book space at TTC. No reservation is held until the form is received. The room request form must be signed by the president of the student organization as on file at the Office of Student Organizations and Leadership Programs. The sponsoring organization is responsible for requesting the specific set up needs of the event.
- An event manager fee of \$35 per hour is charged in hourly increments for access and event times outside the TTC normal business hours of 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday.
- To maintain adequate security measures, additional security will be required for all UNO student events. It will be at the discretion of the TTC Director to determine if extra security is needed. Larger events may require more than one security guard. The event sponsor shall be responsible for the costs related to any additional security required. The fee for additional security if needed is

\$50.00 per hour for each security guard. Any additional charges incurred after the initial confirmation is signed must be paid no later than one week prior to the event date.

- Set-up time more than one hour prior to the meeting time must be approved by the TTC Director.
- Guests may not access areas other than those specified on the signed contract form without prior written approval nor open doors to service areas or stairwells. Room doors must remain closed at all times. Guests renting space on the first floor may not use the elevator.
- Only TTC staff may unlock exterior doors for access to the veranda/patio. Exterior doors may not be propped open, including southwest lobby doors and northwest service door.
- All equipment must be brought in through the service doors unless otherwise approved by TTC director.

Event Center Space Use

- Public spaces at TTC offer a positive, safe environment for all visitors. All activities, displays and people associated with them will maintain a professional environment consistent with the mission and values of the UNOAA, UNO and TTC.
- Displays and activities that are deemed inappropriate by the TTC staff may be removed or discontinued.
- For practical reasons and safety, activities or displays will not exceed the space allocated in each location.
- Rental of the TTC does not imply endorsement or co-sponsorship of events by the TTC, UNOAA or UNO.
- The following type of print and/or audiovisual materials may not be used for any activity: Materials that may be objectionable to another employee and/or the public because of race, color, religion, sex or national origin, sexual orientation, obscene or pornographic materials, etc.
- Every client is responsible for cleaning up all trash associated with their event.
- Littering to any extent by any group or event will be documented by TTC staff and a fine will be assessed.

Capacity and Access

- The number of guests must not exceed the stated capacity of the area designated for the event.
- TTC staff will refuse admittance to an event once capacity has been met.
- Event sponsors will be held liable for damage, injury, or loss of life resulting from capacity violation.
- Event sponsor's subcontractors and event attendees may not access areas other than those specified on the signed contract form without prior written approval.

Catering Policy

- Other than cake, nuts, mints, candy, ice cream and similar items, all food and beverage consumed in The TTC and on the grounds are provided by Catering Creations. No other caterers or potlucks are allowed. Catering Creations menus and policies are available on TTC website.
- Delivery of other catering services will be refused by the TTC Director and additional fees may be assessed.
- Food activities must comply with the guidelines established by the Nebraska Department of Health.
- Catering Creations catering staff will assist in planning receptions, meals and breaks.
- All billings for catering services are handled by Catering Creations directly (with the exception of UNO groups).
- Linens, dinnerware, kitchen utensils and service ware are supplied by TTC.
- Food may be cooked only in the kitchen and only by Catering Creations or TTC staff.
- All outside sterno, electric warmers, and steamers are subject to the approval of the TTC Director.
- Use of propane, natural gas or butane is prohibited.
- All centerpieces placed on the table must be removed after the event by the client or client vendor.
- Linens (mirrors & votive) placed on the table coordinated with client's contracted arrival time.

- Early Set Up fee to be added to catering invoice for linens to be placed on the tables before regular agreed time (2 hours prior to event), and in conjunction with contracted TAC arrival time.
- Last minute meetings will follow a minimum time frame, no less than 72 hours from event and be subject to a chef choice menu.
- Beverage service will take advantage of disposables where appropriate and approved by Catering Creations.
- Tastings will be scheduled for future client, there will be a \$15 per person charge above and beyond four complementary invites.
- Charges for UNOAA and NU Foundation Events will have sales tax added.
- Cash bars will not be allowed at the Thompson Center unless approved by Catering Creations.

Catering Minimums (All minimums calculated before 20% service charge and 7% sales tax. See the catering menu for selections and prices. Bar service is available but is not included or required.)

- Saturday Night April 1 – Oct 31: Minimum expenditure per guest of \$23.00 for all wedding receptions, events and social functions.
- Friday Night and Sundays April 1 – Oct 31: Minimum expenditure per guest of \$20.00 for all wedding receptions, events and social functions.
- Events ending by 3 p.m. may not be subject to a minimum Friday, Saturday and Sunday.
- At least \$5 per person must be spent on food during events at which alcohol is served. Alcohol expenditure is not included in catering minimums above.
- Please consult with Catering Creations event planners regarding any minimum catering requirements that may apply.

Alcoholic Beverages

No alcohol is allowed inside the TTC or on the TTC grounds except as provided by Catering Creations.

- All alcohol must be provided and served by Catering Creations licensed professional bartenders.
- The serving of alcohol will comply with the policies of the University of Nebraska Board of Regents and the laws of the State of Nebraska and Douglas County.
- Any alcohol found on the premises which is not provided by Catering Creations will be confiscated and will not be returned and a verbal warning will be issued. After the verbal warning if alcohol is found on the premises which is not provided by Catering Creations, a fine of \$200 will be assessed and the event may be discontinued.
- At the discretion of TTC or Catering Creations staff, alcohol services may be discontinued for any individual or group.
- No person under the age of 21 will be allowed to consume alcohol at the TTC.
- A minimum \$5 per-person food purchase is required for all events serving alcohol; non-alcoholic beverages must also be provided.
- Bar and alcohol services will be discontinued 30 minutes prior to the scheduled end of all events.
- All guests are required to have valid identification at events where alcohol is served. Proper identification will be requested of any person appearing to be under the age of 40. The event sponsor is responsible for restricting minors from alcohol consumption.
- Keg beer is permitted if provided by Catering Creations and served behind the bar by a Catering Creations bartender.

Decorations & Party Favors

- Due to potential tripping hazards ground runners for outdoor weddings are not allowed at TTC.
- Decorating and signage ideas must be approved by TTC Reservations.
- The client will be charged all applicable fees to repair or replace paint, stain, wallpaper, lighting fixtures and any other area damaged by décor or signage item(s).

- No decorations, signs or banners may be pinned or taped to any painted or wallpapered surface nor suspended from the ceiling or light fixtures.
- Under no circumstances are silly-string, soap bubbles, bubble gum, cotton candy, or small décor items such as glitter, confetti, rice, birdseed, etc. allowed inside or outside the TTC.
- Candles must be enclosed in glass. No open flames are allowed inside or outside the TTC in compliance with state fire regulations.
- A cleaning charge will be assessed if candle wax is dripped on carpets, tables, chairs or walls.
- All decorations and materials should be removed immediately following an event. If items are not removed they will be considered waste and disposed of immediately at the cost of the client, unless special arrangements are made in advance.
- Real and artificial flowers/petals may be used indoors on tables only. Real petals are not allowed on indoor carpet. Use of flowers, real or artificial must be approved by the TTC Director and additional clean-up costs will apply. Any flowers (whole or pedals) used must be removed by the client at the end of the event.
- A fee will be assessed for cleanup required as a result of flower petals/decorations left on the carpet.
- Fresh floral petals may be used outdoors in the backyard area only and only for outdoor events.
- No artificial petals are allowed outside.
- Throwing of rice or birdseed is not permitted inside the TTC or anywhere on the grounds.
- A fee will be assessed for cleanup of artificial petals or other decorations left on the grounds.
- Decorations may be displayed within the interior of the facility in the spirit of holiday or specific events as long as they do not pose a potential fire threat or in any way decrease the overall level of fire safety in the facility.
- Decorative materials may consist of such items as streamers; poster board and other paper material; surface coverings applied over the building interior finish for decorative, acoustical, or other effects; and shall include cloth, paper, cotton batting, straw, vines, leaves, trees, moss, candles and electric lighting used for a decorative effect.
- Decorative materials may not include ordinary window shades or material one-fortieth of an inch or less in thickness and applied directly to and adhering to a non-combustible base.
- Any costs associated with damage caused by installation or removal of decorative materials will be the responsibility of the event sponsor.
- Electric holiday lights will only be allowed when installed under the direction and supervision of the TTC Director. Lighting strings must be double insulated or grounded and have an approval rating from either UL or Factory Mutual. Battery powered lights are permissible if their use complies with this placement criteria.
- Cut trees, tree branches, pinecones, mistletoe, etc. shall not be used inside the TTC. Artificial trees, wreaths, and other seasonal decorations must be fire/flame-retardant. The event sponsor is responsible for proving to the fire marshal that decorative materials have received flame-retardant treatment.
- Decorative materials may not be placed on fire doors, smoke doors, vision panels in any door, light fixtures, electrical equipment, electrical outlets, circuit breaker panels, etc. and may not block fire doors.
- Open flame devices such as candles, fireplaces, chafing dishes, etc., shall not be permitted without prior written approval of the TTC Director.
- Fireworks (including sparklers) shall not be used on TTC property.
- Decorations not meeting these guidelines will be removed and discarded by the TTC staff.
- Questions regarding the placement or acceptability of decorations should be referred to the TTC Director.
- All décor and/or displays must be limited to the designated event space. Nails, tacks, staples, and tape may not be used on walls, windows, or floors.
- Banners, awnings, promotional/commercial signage, and lighting may not be placed or projected on the building.

Clean Up

- All supplies, client/guest provided décor and other items must be removed from the TTC no later than the event end time.
- TTC staff will dispose of any items not removed by the event sponsor unless prior storage arrangements have been made with the TTC Director. The event sponsor will be responsible for any expenses related to disposal.
- A final walk-through at the conclusion of the event with the TTC event manager is mandatory. If any clean-up is found to be unsatisfactory, the problem must immediately be resolved to the satisfaction of the TTC event manager.
- All trash or remains that cannot be vacuumed must be picked up from the floor and placed in the designated waste receptacle.
- The event sponsor is responsible for the removal of all debris and for repair of any damage that might occur to the facility or its contents.
- If TTC staff determine that routine cleaning and maintenance is inadequate to return the premises to its prior condition, special maintenance services will be contracted by the TTC Director and billed to the event sponsor.

Music and Entertainment

- The sound level of music or entertainment must be appropriate for the venue.
- All adjustments to the sound level of the integrated house speakers must be completed by TTC staff only.
- The event sponsor must provide the musician's name, affiliation, and expected arrival time.
- The event sponsor also is responsible for any applicable licenses for live or recorded music performed during the event, and further agrees to indemnify the TTC against any liability resulting from lack of compliance.
- Event managers are not responsible for playing music or starting videos for any reason during an event. Event managers will setup AV and troubleshoot with the client designated AV person.
- DJ's are not permitted to use the integrated house speakers for any music unless approved by the TTC Director. The client is responsible for all damage caused to the sound system or speakers due to inappropriate use.
- DJ or loud music is not allowed on the patio.
- Per Omaha City Ordinance no background music is allowed on the Patio or TTC grounds after 10 p.m.

Deliveries and Pick-up

- Anyone providing a service to any client or other contracted license company must contact the TTC Reservations two weeks prior to the event to arrange a delivery and set-up time. It is the responsibility of the client, whether University related or non-University related, to inform any contracted vendors of the TTC policies and expectations. All deliveries and outside vendors should enter at the receiving door on the north side of the TTC (call 402-554-3368 or 402-554-2444 to coordinate all deliveries).
- Delivery vehicles are not permitted to remain parked in the loading zone after delivery of items.
- Doors cannot be propped open for loading/unloading unless approved by TTC event staff; an open door must be guarded by the vendor, client or event staff.
- TTC is not responsible for damage during loading, unloading or use of any rental equipment. The responsibility for damage is between the vendor and the client/guest.
- The TTC is not responsible for items delivered and stored before or after an event.
- Items must be clearly labeled with event name and date and clear instructions for placement.
- All deliveries and outside vendors (rental companies, florists, DJs, bakeries, etc.) should enter at the loading dock door on the north side of the TTC as scheduled with the TTC Director unless other arrangements have been made.

- There is limited storage at the TTC; all storage must be approved by the TTC Director.
- All rental furniture and equipment must be placed in the designated space reserved. TTC staff is not responsible for receiving event-related materials or loading, unloading, or otherwise moving rented furniture and equipment.
- It is the responsibility of the event sponsor to coordinate delivery and removal of all supplies and equipment.

Inclement Weather

- Several factors, including the availability of TTC staff, Catering Creations and security services, will be considered before making a determination to cancel an event due to closing.
- The TTC will close when a city-wide shut down is declared by the Omaha mayor's office, if the UNO Campus is closed or the TTC Director determines that the safety of clients or staff is in question.
- Please contact The TTC Director to cancel an event due to weather conditions.
- Parking conditions and walkways are not guaranteed.
- Reserved outdoor space requires indoor rental coordination in advance should inclement weather prohibit an outdoor event.
- The decision to move an event from outdoors to indoors must be made no less than 5 hours prior to the event start time. If a decision is made to move an event from outdoors to indoors either by the client/guest or the TTC staff, no refund is given and the full negotiated price for the event is in effect.
- In the event of a tornado warning, TTC clients and guests will gather in Bootstrapper Hall on the first floor.

Theft/Damage

- The event sponsor is liable for any loss, theft, or damage to the collection, equipment, furnishings or building resulting from the event. In case of such loss, theft or damage, the event sponsor is responsible for the cost of repair/replacement.
- The TTC is not responsible for any theft or damage that occurs during an event.

Liability and Insurance

- The TTC is not responsible for damage to or loss of any freight, merchandise, equipment or articles left in the TTC prior to, during or following an event.
- Clients/guests will be charged for damage or injury caused by vendors contracted by the client/guest.
- The TTC is not responsible for action or inaction by representatives of Catering Creations, florists, bands, bakeries, musicians, rental agencies, or other outside contractors hired by the event sponsor which results in injury or loss to any participant at an event.
- The TTC is not responsible for any action or inaction by representatives of Catering Creations or other vendors which results in injury or loss to any guest or property thereof.
- The client accepts full responsibility and agrees to fully indemnify TTC for any and all damage done to the facility during the client-sponsored event, excluding normal wear and tear, including but not limited to theft.
- The TTC staff is not responsible to provide any first aid or medical assistance should the need arise. All medical emergencies will be coordinated through UNO Campus Security and/or city emergency services.
- A designated customer representative must remain on the premises during the event and is responsible for the conduct of guests, including minors.
- Disagreeable or disruptive conduct that is not consistent with the UNOAA, TTC or UNO's mission, vision and values will not be tolerated and may result in guest removal and/or event termination.
- The TTC is not responsible for the cancellation or disruption of an event due to circumstances beyond its control such as fire, electrical or mechanical failure, water disruption, or any acts of God.

- It is agreed that the Alumni Association/TTC may publish photos and/or videos and descriptions of events for marketing purposes.
- It is the event sponsors prerogative to purchase event insurance. Event insurance is not available through TTC.
- The TTC is not responsible for any perishable product that is damaged or destroyed by mechanical failure, electrical disruption, water or fire emergencies and any acts of God.

Media

- If media coverage or photography of the event is desired, the event sponsor must indicate this requirement on the reservation request form.
- Photography by non-press must be for personal, non-commercial use only and must be approved in advance by the TTC Director.
- Photography is limited to designated event spaces only.

Publicity

- Announcements and advertisements for event promotional purposes are not permitted prior to the TTC Director's approval stated on the signed contract form.
- Once the request is approved and the deposit is received, the event sponsor may use the name TTC at UNO to announce the location of the event, but may not make claims that UNO, UNOAA or TTC is in any way sponsoring or hosting the event.
- The UNOAA, UNO and TTC logo and secondary icon may not be used in any way to advertise any event.
- The content of all promotional materials relating to the event are subject to the TTC Director's approval.
- Such materials must be submitted to the TTC Director for review and approval before printing.

Electrical

- All power may be turned on and off only by TTC staff.
- Thermostats may only be adjusted by TTC staff.
- The event sponsor must submit unusual power/electrical or data requirements for review as part of logistics planning with the TTC Director. Any damage done by unusual power or electrical use is the responsibility of the event sponsor.
- TTC does provide extension cords or other electrical equipment cords. TTC is not responsible for damage to personal electronic equipment using TTC supplied cords or equipment.

Equipment

- Vendors must provide their own equipment such as ladders, dollies, hand trucks, etc. The TTC will does not have this type of equipment available for use by the event sponsor or vendors.
- If client uses any TTC equipment they are fully responsible for any injury that occurs while using said equipment.

Miscellaneous:

- The sponsoring group or individual is responsible for any and all damage excluding normal wear and tear.
- All forms of illegal substances are strictly prohibited on the UNO campus. Any illegal drug activity will be reported to UNO Campus Security and the Omaha Police Department.
- The TTC event manager will be present for the duration of the event. Should any last-minute requests or problems occur prior to the event, the event sponsor will contact the TTC event manager immediately.
- The TTC is a smoke-free facility in compliance with UNO regulations. Smoking is not allowed on UNO or TTC grounds.
- The TTC is in compliance with the Americans with Disabilities Act.
- Weapons or instruments of an unsafe nature are not allowed on the University campus or at TTC.

- All floor plans will accommodate free and clear fire exits, fire extinguisher locations, lighting fixtures, ventilators and all points of ingress and egress.
- There are no vending machines or cash machines in TTC.
- Only personal pets with the purpose to aid an individual's disability are allowed and must be in control of the owner. The owner assumes all responsibility for any damage or harm the animal may cause to the premises or to any person(s). All other pets or animals are not allowed on premise unless approved by the TTC Director.
- Footwear is required on all TTC grounds and inside TTC at all times.
- TTC maintains the right to change our catering partner. The guest or organization accepts such a change if it would occur between the booking of an event and the event completion.
- Any improvement, building, addition or landscaping changes done at any time is the prerogative of TTC and the UNO Alumni Association. All such changes/additions completed between the booking of an event and the event completion are accepted by the guest or organization.