



OMAHA'S PREMIER LOCALE FOR OUTDOOR WEDDINGS
AND CORPORATE EVENTS

6705 Dodge Street
Omaha, NE 68182
402-554-2444

<https://www.unomaha.edu/thompson-center/>

The Thompson Alumni Center Policies

Statement of Transparency

The organization reserving a space at the Thompson Alumni Center (hereafter referred to as TAC) 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. TAC reserves the right to deny any event based on the information provided or not provided of the event nature when it is determined by UNO to be detrimental to the UNO or TAC mission and values.

General Policy Statement

TAC is owned and operated by University of Nebraska at Omaha. Space is available for use by the public, UNO affiliated groups, University of Nebraska system groups and University of Nebraska Foundation. Opinions expressed by clients/guests do not necessarily reflect those of the University. At the sole discretion of TAC and UNO representatives, rental will be prohibited or discontinued to occupants who are considered to be potentially harmful to the public image of said entities. Under federal anti-discrimination laws, the University of Nebraska Omaha and the Thompson Alumni Center can refuse service to any event for any reason, unless the business is discriminating against a protected class. The United States Federal Civil Rights Act of 1964 defines protected classes and Title II of this act prohibits discrimination against these specific groups.

- Sex
- Religion or Religious Beliefs
- Race or Color
- Age
- National Origin or Status of Citizenship
- Veteran Status
- Disability covered under the ADA

TAC policies may be revised at any time and will be effective upon date of revision.

Hours of Operation

- The facilities business desk is open Monday through Friday from 8:00 a.m. to 4:00 p.m., except for holiday closures.
- Normal business hours for the TAC are 8:00 a.m. to 4:00 p.m., except for holiday closures and scheduled events.
- UNO sponsored events normal rental hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Please see UNO Room Rental Policies and UNO Student Organization Rental Policies for events outside of this time frame.
- Earliest access available Monday through Friday is 7:00 a.m.
- Event Hours are based on scheduling through TAC, which can include weeknights, weekends, and early weekdays. Weekend access hours must be approved by the TAC Director. The latest an event can be scheduled is 10 p.m. Sunday to Thursday and 12 a.m. Friday to Saturday.
- TAC 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 TAC staff.
- The TAC will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. New Year's Eve and any events within 2 days of these defined holidays are subject to minimums approved by the TAC Director.

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 E-Permit to all attendees.
- TAC staff may provide up to five (5) free E-permits when requested at the time of the event. An administrative fee of \$10.00 will be added when six (6) or more E Permits are requested at the time of the event.
- Guests of TAC may park in the on-site UNO Lot X.
- Overflow parking is available at First Christian Church lot on the north side of Dodge Street across from TAC.
- All vehicles are required to always display an event parking E-permit on the dashboard/windshield when in these lots except for 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 TAC 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:

- TAC offers professional audiovisual equipment to accommodate a variety of meeting, special event, and conference needs. Consult with TAC management at least two (2) weeks prior to the event if audiovisual equipment or services are required.
- Audiovisual equipment must be cancelled at least twenty-four (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 TAC.

Rental Information

- All events must be booked through TAC 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 TAC Director.
- TAC 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 at the time of booking.
- TAC 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, and access to free parking.
- 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 TAC, stage, DJ services, any specialized lighting for the event and other amenities. Specific audiovisual equipment is included with wedding packages.
- The TAC Director can also assist in referrals for other event specialists such as florists, musicians, photographers, event planners, chair cover vendors and additional rental supplies.

Room Rental Discounts:

- 15%: UNO students, faculty, staff, and alumni.
- 10%: Non-profit, educational, military and government entities.
- 20%: UNMC, UNL, UNK and NU Foundation. Must be department event with proper cost center number.
- Nebraska Medicine receives a 20% discount.
- Only one (1) discount allowed per event.

Rental Procedures

- Inquiries and reservations for use of the TAC must be made through the TAC reservations.
- To secure a date and time each group must fill out a reservation request form that will be sent from TAC reservations or accessed on the TAC website.
- When TAC reservations have 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 TAC policies.
- Except for weddings with music provided by a DJ, no copyrighted music is allowed at any event. Public domain music is allowed.
- The reservation is tentative pending receipt of the signed contract within seven (7) days.
- If the signed contract is not received by TAC reservations within seven (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 TAC reservations.
- The client's signature on the contract indicates that he/she has read the TAC Policies and agrees to ensure they are followed.
- Generally, requests to use space in the TAC should be made at least thirty (30) days prior to the date of the event.

Approval of Reservation Request

- TAC 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 TAC 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. A confirmed reservation may be evaluated based on the TAC policies at any time.

Payment for Reservations

- UNO 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 TAC costs and Catering Creation's 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 seven (7) days.
- For clients other than weddings, a non-refundable deposit of one half of the total event cost is required within thirty (30) days of the signed contract date. Commercial clients will be invoiced the remaining balance after the event (Net 30). All other clients must be at zero balance seven (7) days prior to their event.
- Wedding clients will be required to place a non-refundable \$500 deposit as down payment within seven (7) days from 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 6 months away, clients must be at a zero balance within 90 days of the wedding event.
- Corporate clients will be billed the remaining balance plus any additional fees incurred immediately following the event and payment is due within thirty (30) days.
- At the discretion of the TAC 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 and will be used for future events.**
- Acceptable forms of payment include cash, check, Visa, MasterCard, American Express and Discover.
- Make Checks payable to UNO.
- If a meeting/event is cancelled, the deposit given upon booking is non-refundable.
- If the meeting/event is rescheduled within ninety (90) days of the original date the deposit will be applied to the new booking.

Event Manager/Security

- Every event at the TAC 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 \$40 per hour in whole hour increments.
- To maintain adequate security measures, the TAC requires additional security for specific events.
- The event sponsor shall be responsible for the costs related to any additional security required.
- Larger events may require more than one (1) security guard.
- It will be at the discretion of the TAC Director to determine if additional security is needed who will provide advanced notice of any additional security needs to the client.
- The fee for additional security if needed is \$40.00 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 and approved. 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.
- A fee of \$40 per hour for the TAC event manager is charged for all events held outside TAC normal business hours. (This fee is included in the wedding fee schedule and is not additional).
- The TAC management may add security services and/or additional staff coverage as necessary for events requiring added support. Advance notice will be given to the client in this occurrence. An additional fee of \$40.00 per hour will be charged to the client accordingly, per additional person needed for security services and/or additional staff coverage.

Sales Tax

- The Rental Fee for the TAC is not taxable; however, sales tax is applied to all other charges including audiovisual equipment rental and security costs.
- Tax Exempt Status: If the client/organization is tax exempt, a Form 13, Exempt Sale Certificate, must be submitted to TAC 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 TAC are exempt from the Omaha Occupation Tax of 2.5%; all other tax applies.

Cancellation

- Except as otherwise provided herein, cancellation by the client after the contract is signed will result in forfeiture of the rental fee and deposit.
- The TAC 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 and deposit will be refunded.
- The TAC 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 TAC, 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 TAC 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 TAC have any further liability or obligations regarding said cancelled event. Should such action become necessary, the TAC Director will provide the event sponsor an opportunity to reschedule the event.
- The TAC also retains the right to cancel an event at any point if the event sponsor fails to comply with the TAC policies referenced in this document. Such cancellation shall result in the forfeiture of all fees paid and the event will not be rescheduled.
- Due to any pandemic or any public health crisis, if the event client's then-current policies restrict and/or prevent public gatherings, client may be allowed to adjust the final guest count and/or postpone or cancel

the event without incurring penalties and/or damages. If client needs to adjust the guest count, postpone, or cancel for this reason, client must notify TAC in writing with as much notice as reasonably possible. Client and TAC agree to work together to either find an acceptable date to reschedule the event and transfer all funds previously paid to the new date or, if a new date cannot be agreed upon, TAC will refund client all funds previously paid, including all deposits.

Additional Information

- The TAC management reserves the right to reassign any event to a different room for any reason. The TAC director will contact the client and discuss any relevant situations.
- The TAC will enter into an agreement only with the event sponsor's designated contact person. The TAC 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 TAC Director authorizing the event planner to act on behalf of the event sponsor.
- TAC reserves the right to tour potential guests during rented time.

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.
- Space use is determined by the TAC Director for approved UNO meetings based on availability, attendance, AV/catering needs and seating style. Room assignments are subject to change by the TAC Director without prior approval based on business needs, public safety, and final attendance, even if there is a signed contract.
- 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.
- Your event will be reviewed to make sure it fits TAC UNO guidelines for time and space. Once the event has been approved you will receive confirmation of your reservation. Please allow two (2) working days to receive confirmation of your reservation before contacting TAC. There could be changes to your reservation based on room requirements, estimated attendance verses actual attendance, and requested additional audiovisual needs.
- An event manager fee of \$40 per hour is charged in hourly increments for access and event times outside normal event hours. Normal event hours are 8 a.m. to 5 p.m. Monday through 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 5 p.m. UNO departments and organizations will not receive waived room fees after 5 p.m. Friday through 8 a.m. Monday.
- All UNO entities who receive complementary room rentals must follow the transparency clause of TAC Policies and have a valid cost center number provided ahead of the event.

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 fourteen (14) days after the signed contract. The remaining balance is due no later than seven (7) days prior to the meeting date.
- Space use is determined by the TAC Director for approved UNO meetings based on availability, attendance, AV/catering needs and seating style. Room assignments are subject to change by the TAC Director without prior approval based on business needs and final attendance, even if there is a signed contract.

- Though a good faith effort is made to meet requests, the TAC 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 5 p.m. on Friday and during weekend hours will not be honored. Student organizations wishing to rent TAC after 5 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 TAC reservations to book space at TAC. 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 \$40 per hour is charged in hourly increments for access and event times after 5 p.m. Monday through Friday and on all weekends.
- To maintain adequate security measures, additional security may be required for all public events. It will be at the discretion of the TAC Director to determine if additional security is needed. Larger events may require more than one (1) 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 \$40.00 per hour for each security guard. Any additional charges incurred after the initial confirmation is signed must be paid no later than one (1) week prior to the event date.
- Set-up time more than one (1) hour prior to the meeting time must be approved by the TAC 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 always remain closed. Guests renting space on the first floor only may not use the elevator.
- Only TAC 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 TAC director.

Event Center Space Use

- 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 always remain closed. Guests renting space on the first floor only may not use the elevator (this does not apply to weddings).
- Public spaces at TAC 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 UNO and TAC.
- Displays and activities that are deemed inappropriate by the TAC 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 TAC does not imply endorsement or co-sponsorship of events by UNO or the TAC.
- 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 TAC 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.
- TAC 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 wedding cake, nuts, and mints (placed at the cake table only) all food and beverage consumed in the TAC and on the grounds are provided by Catering Creations. No other caterers or potlucks are allowed. Catering Creations menus and policies are available on TAC website.
- Delivery of other catering services will be refused by the TAC Director and/or TAC employees.
- Food activities must comply with the guidelines established by the Nebraska Department of Health and the Douglas County Health Department.
- Catering Creations catering staff will assist in planning receptions, meals, and breaks.
- All billings for catering services are handled by Catering Creations directly (except for certain UNO, UNMC, UNK and UNL groups). Alcoholic beverages and bartender fees will be invoiced directly from Catering Creations to the client as these charges cannot go through the cost center number.
- Dinnerware, kitchen utensils and service ware are supplied by TAC.
- Food may be cooked only in the kitchen and only by Catering Creations or TAC staff.
- All outside sterno, electric warmers, and steamers are subject to the approval of the TAC Director.
- Use of propane, natural gas or butane is prohibited.
- Centerpieces placed on the table must be removed after event by the client or client vendor.
- Linens (mirrors & votive) placed on the table must be coordinated with Catering Creations.
- Early Set Up fee will be added to catering invoice for linens to be placed on the tables before regular agreed time (two (2) hours prior to event), and in conjunction with contracted TAC arrival time.
- Last minute meetings must be booked no less than seventy-two (72) hours from event and will be subject to a chef choice menu if needed.
- Beverage service will take advantage of disposals where appropriate and approved by Catering Creations.
- Charges for UNOAA and NU Foundation Events involve sales tax.
- All special dietary needs will receive the same Omni-free dish for the same event.
- Cash bars will not be allowed at the TAC for weddings unless approved with a basic bar package by Catering Creations.
- Cost Center numbers for UNO (receive the UNO menu), UNMC/UNL/UNK (receives the regular menu).

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.

- Friday, Saturday, and Sunday after 4 p.m. April 1 – Oct 31: Minimum expenditure per guest of \$23.00 (food) for all wedding receptions, events, and social functions. Tax, labor fees and bar are additional.
- Friday, Saturday, and Sunday after 4p.m. Nov 1 – March 31: Minimum expenditure per guest of \$19.00 (food) for all wedding receptions, events, and social functions. Tax, labor fees and bar are additional.
- Events ending by 4 p.m. may not be subject to a minimum charge Friday, Saturday, and Sunday.
- At least \$5 per person must be spent on food during non-minimum events at which alcohol is served.
- Please consult with Catering Creations event producers regarding any minimum catering requirements that may apply.

Alcoholic Beverages

- **No alcohol is allowed inside the TAC or on the TAC 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, or bar closed.
- At the discretion of TAC or Catering Creations staff, alcohol services may be discontinued for any individual or group.
- No person under the age of 21 can consume alcohol at the TAC.

- 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 thirty (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 TAC.
- Decorating and signage ideas must be approved by TAC 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 halo lights or wall sconces.
- Under no circumstances are silly-string, soap bubbles, or small décor items such as glitter, confetti, rice, birdseed, etc. allowed inside or outside the TAC.
- Candles must be in appropriate glass candle containers. The lip of the flame must meet the lid of the vessel or container. No open flames are allowed inside or outside the TAC 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 TAC Director and additional clean-up costs will apply. Any artificial petals on the carpet must be removed by the client at the end of the event.
- A fee will be assessed for cleanup required because of flower petals/decorations left on the carpet.
- Fresh floral petals may be used in the outdoor wedding ceremony space area only and only for outside events.
- No artificial petals are allowed outside.
- Decorations may be displayed within the interior of the facility in the spirit of holiday or specific events if 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 TAC 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 TAC. 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 TAC Director.
- Fireworks shall not be used on TAC property.
- Decorations not meeting these guidelines will be removed and discarded by the TAC staff.

- Questions regarding the placement or acceptability of decorations should be referred to the TAC 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 brought food and décor must be removed from the TAC no later than the event end time.
- TAC staff will dispose of any items not removed by the event sponsor unless prior storage arrangements have been made with the TAC 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 TAC event manager is mandatory. If any clean-up is found to be unsatisfactory, the problem must immediately be resolved to the satisfaction of the TAC 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 TAC 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 TAC 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 TAC staff only.
- The event sponsor must provide the DJ and/or 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 TAC 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.
- DJs are not permitted to use the integrated house speakers for any music unless approved by the TAC 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 TAC outside grounds after 10 p.m.

Deliveries and Pick-up

- Anyone providing a service to any client or other contracted license company must contact TAC Reservations two (2) 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 TAC policies and expectations. All deliveries and outside vendors should enter at the receiving door on the north side of the TAC (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 TAC event staff; an open door must be guarded by the vendor, client, or event staff.
- TAC 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 TAC 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 TAC as scheduled with the TAC Director unless other arrangements have been made.

- There is limited storage at the TAC; all storage must be approved by the TAC Director.
- All rental furniture and equipment must be placed in the designated space reserved. TAC 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.
- All delivery drivers need a TAC issued parking pass.

Inclement Weather

- Several factors, including the availability of TAC staff, Catering Creations, and security services, will be considered before deciding to cancel an event due to closing.
- The TAC will close when a city-wide shut down is declared by the Omaha mayor's office if the UNO Campus is closed or the TAC Director determines that the safety of clients or staff is in question.
- If a client cancels a room reservation due to weather no refund is given. The TAC will maintain a credit for room rental, event manager charges and AV rental for future use by cancelling client. Please note this policy does not relate in any way to the Catering Creations cancellation policy.
- Please contact the TAC 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 five (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 TAC staff, no refund is given and the full negotiated price for the event is in effect.
- In the event of a tornado warning, TAC 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 TAC is not responsible for any theft or damage that occurs during an event.

Liability and Insurance

- The TAC is not responsible for damage to or loss of any freight, merchandise, equipment, or articles left in the TAC 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 TAC 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 client accepts full responsibility and agrees to fully indemnify TAC for all damage done to the facility during the client-sponsored event, excluding normal wear and tear, including but not limited to theft.
- The TAC 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 TAC or UNO's mission, vision and values will not be tolerated and may result in guest removal and/or event termination.
- The TAC 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 TAC 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 TAC.

- The TAC 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 TAC Director.
- Photography is limited to designated event spaces only.

Publicity

- Announcements and advertisements for event promotional purposes are not permitted prior to the TAC 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 Thompson Alumni Center at UNO to announce the location of the event but may not make claims that UNO or TAC is in any way sponsoring or hosting the event.
- The UNO and TAC 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 TAC Director's approval.
- Such materials must be submitted to the TAC Director for review and approval before printing.

Electrical

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

Equipment

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

Miscellaneous:

- The sponsoring group or individual is responsible for all damage excluding normal wear and tear.
- All forms of illegal substances are strictly prohibited on the University campus. Any illegal drug activity will be reported to UNO Campus Security and the Omaha Police Department.
- The TAC 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 TAC event manager immediately.
- The TAC is a smoke-free facility in compliance with UNO regulations. Smoking may be allowed in designated areas in accordance with UNO regulations. Event sponsors are responsible for knowing where smoking areas are located on the TAC grounds.
- The TAC is in compliance with the Americans with Disabilities Act.
- Guns, weapons, or instruments of an unsafe nature are not allowed on the UNO campus or at TAC.
- All floor plans will accommodate free and clear fire exits, fire extinguisher locations, and all points of ingress and egress.
- There are no vending machines or cash machines in TAC.

- Only personal pets with the purpose to aid an individual's disability are allowed and must be under the control of the owner or owner proxy. 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
 - Footwear is always required on all TAC grounds and inside the TAC.
 - TAC 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 TAC and UNO. All such changes/additions completed between the booking of an event and the event completion are accepted by the guest or organization.
 - Space use is determined by the TAC Director for approved meetings based on availability, attendance, AV/catering needs and seating style. Room assignments are subject to change by the TAC Director without prior approval based on business needs and final attendance, even if there is a signed contract.
 - Force Majeure. Neither party to the contract shall be liable to the other for damages for any delay in performance directly arising out of causes beyond its reasonable control and without its fault or negligence, including without limitation: (1) fire, flood or water damage, elements of nature or other acts of God, including any of the foregoing that are harmful to electronic circuitry; (2) outbreak or escalation of hostilities, war, riots, or civil disorders in any country; (3) act or omission of the other party or any governmental authority, (4) labor disputes (whether or not the employees' demands are reasonable or within the party's power to satisfy), (5) non-performance by a third party (including any voice or data telecommunications common carrier), (6) failures or fluctuations in telephone, computer or other telecommunications equipment or lines or other equipment, (7) the real, potential, or credible threat of terrorist activity, or (8) a health emergency (e.g. serious outbreak of contagious disease such as an influenza pandemic or any other pandemic as designated by the CDC or local authorities) which in the judgment of UNO poses a serious threat to the public health. In the case of any such excusable delay, the non-performing party will be excused from the performance of any affected obligation, including attrition or cancellation damages.
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- Performance of any affected obligation, including attrition or cancellation damages.
 - I understand that any entity that represents the University of Nebraska system or UNO will not be held liable for any illness resulting from attendance of any event at the Thompson Alumni Center.
 - I understand that the Thompson Alumni Center can for any reason, and at any time, cancel a scheduled event when it is deemed to put the public health at risk. The event will be rescheduled for a later date.
 - I understand failure to abide by these processes can result in the cancelation of the event including cancelation during the event.

