

EVENT POLICIES AND REGULATIONS

**The University Center reserves the right to change assignments as needed.*

Requests

Requests for Banquet and Reception Rooms must be submitted a minimum of 10 business days prior to your event.

It is important that you recognize this system is for requesting space. A space is not booked until you have received a confirmation email from the Reservations office.

Payment

Unless billed to an UNO account, all fees and charges must be paid 48 business hours prior to the start of your event.

Catering

No outside food or beverages may be brought into the University Center for meetings or events. All catering must be provided by UNO's Campus Dining Services.

Violations may result in service charges and loss of University Center usage privileges.

Alcoholic Beverages

Alcoholic beverage service is provided through Campus Dining Services.

Campus police are required to be present at events where alcoholic beverages are served. The UC scheduling office will schedule the university police for your event. The number of officers required will be determined based on expected attendance, location of event, time of day, and specific beverages served.

Access

Banquet rooms will be available 1 hour prior to the event scheduled start time unless otherwise requested. Final room setups and equipment requests are required a minimum of 48 business hours prior to your event.

Furnishing

All tables and chairs needed for patio, terrace or plaza events must be requested through the UC scheduling office. Only UC staff members are allowed to move furniture outside.

If the University Center cannot provide the adequate tables, chairs or trash cans needed for a specific event, the sponsoring organization must submit a request to Facility Services for rent.

Cancellations

Please notify the University Center as soon as possible if you must cancel an event. Rooms reserved but not used, or cancelled without 24-hour notice, may be subject to charges already incurred for set-up and/or future use denial.

Fees

Events scheduled outside of normal University Center operating hours will be charged an overtime fee to offset the cost of building utilities and additional staffing required.

Larger events may require additional custodial services fees.

Misuse of rooms may result in refusal of permission for meeting space in the University Center or a maintenance/damage fee, if applicable.

Co-Sponsored Events

For an event to be considered co-sponsored and have rental fees waived; all arrangements and correspondence must be between the University sponsor staff, student or faculty representative and the University Center's scheduling office. It is the University sponsor's responsibility to make the off-campus visitors aware of all University policies. Visiting guests must be informed of parking regulations and permitted parking areas. The University sponsor will assume responsibility for their guests' conduct and accept charges for any and all damages, if necessary. Rental fees will apply to events when an admission fee or donation is required for admittance. Standard rental fees will apply for these types of events.

Prohibited

- Open flames, candles, etc.
- Glitter
- Blocking the flow of traffic or any doors with furnishing
- Sitting on tables
- The removal of tables, chairs, or other University Center equipment from the University Center.