

UNO INTERNATIONAL CENTER

POLICIES AND PROCEDURES FOR RESERVING THE STUDENT LOUNGE

Lounge Overview

The International Center (IC) Student Lounge may be booked for use by UNO students, faculty, and staff. Reservations may be made in person in International Center 131 or by email to ielp@uno.edu. Reservations are usually limited to one event booked at any given time. Exceptions may be made for ongoing events (i.e., every Monday at 4pm). All reservations and/or Event Approval Forms must be completed a minimum of 24 hours in advance of any event.

Lounge Amenities:

The International Center Student Lounge accommodates 40-50 people and has the following amenities:

- ❖ Satellite television with sound bar
- ❖ Comfortable community seating on couches and chairs
- ❖ Counter-height dining tables.
- ❖ Access to some division media equipment.
- ❖ Sink and countertop for serving refreshments.

Lounge Reservation Procedures:

To reserve the Student Lounge, visit the International Center 131 or email ielp@uno.edu. When requesting a reservation, please give the following information:

- ❖ Date requested
- ❖ Beginning and end time of event
- ❖ Name
- ❖ Employee or Student ID number
- ❖ Phone number
- ❖ Department or organization (if applicable)
- ❖ Name of faculty or staff sponsor that will accompany the event (if applicable)
- ❖ Signed Event Form (Note: Need to create form)
- ❖ Present a Student or Employee ED in IC 131 prior to use of the Student Lounge and remote for satellite TV.

If a conflict occurs, use of the lounge will be granted to the party with an official reservation.

Card Access after Business Hours

If the room is reserved after normal business hours, you must come to IC 131 no later than 10am on the morning of the event to present your ID for the authorization process. If you do not currently have card access to another building on campus, you must visit Computer Center 101Q during normal business hours to obtain a PIN code for use with your ID. Any access given to the IC for an after-hours event will expire at midnight on the day of that event.

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Abandoned Property

Abandoned property left in the Student Lounge will be removed at your expense. You will be notified in writing and given 30 days to claim all items. If no response is received within thirty days, the University will dispose of these items in accordance with University policy.

After the Event

During normal operating hours, return the TV remote to IC 131. **Failure to return the TV remote will result in a \$75 fee.** You must have all your personal belongings removed and return the lounge to the same condition you received it with furniture neatly placed and all trash in bags. Damage to or trash in the lounge may also result in charges for damages/cleaning. We reserve the right to refuse future access to the lounge if it is not returned in good condition. After an evening event, the student must return the remote to IC 131 the following morning.

Care of Facilities

Students are responsible for maintaining the Student Lounge in a neat and orderly fashion at all times. Please keep in mind the following guidelines:

- ❖ Do not drill or nail holes in walls, ceilings, doors, or furniture.
- ❖ Cloth or paper materials should not be used to cover lighting.
- ❖ Window shades may not be removed at any time.
- ❖ Open flames, candles, etc. may not be used in the lounge.
- ❖ Glitter, confetti, etc. is not allowed.
- ❖ Furniture must not be disassembled unless specifically designed for that purpose and approved in advance by the International Center.
- ❖ The Student Lounge must be returned to its original condition upon leaving.
- ❖ Any missing or damaged furnishings will be charged to the reserving member at cost to replace/repair plus labor along with any damages to the Student Lounge.

Cleaning

The reserving group must agree to accept all financial responsibilities for damages and cleaning costs. For your convenience, there are cleaning supplies in the cabinet by the sink. Please do not place trash outside the lounge door; leave it in the trash bin located in the Student Lounge or take the bag to the dumpster in front of the building.

Emergencies

In the event of an emergency after hours, please call University Police at (504)280-6666.

Entrance after Hours

The side door will allow card access after 4:30pm for the designated person who has reserved the lounge and, when applicable, the faculty/staff sponsor. All other sections of the building will be locked and unavailable after operating hours.

Identification

For the welfare of all students and to protect the property of the Student Lounge, you are required to have your University ID in your possession at all times. Members of the International Center staff may request proof of identity for any reason in the Student Lounge. Your cooperation is appreciated should such an occasion arise.

Failure to identify oneself to a University staff person upon request is a violation of the University policy. **Do not lend your ID to anyone.**

Internet

WiFi is currently available in the Student Lounge.

Parking for Bikes

There is a bicycle rack located in front of the International Center. Bicycles may not be chained to sign posts, railings, or any other University property. Bicycles may not be stored inside the International Center.

Parking for Cars

Students can park in any white spaces on campus with a student decal. Faculty/staff may park in yellow spaces. There are two handicapped parking spaces and two visitor spaces in front of the IC and ample student and faculty parking available adjacent to the building. Visitors without decals who park in spots not clearly designated for visitors may be ticketed by UNO police.

Pets

No animals, except those assisting disabled students, are allowed in the Student Lounge.

Prohibited Activities

- ❖ Alcoholic drinks are not permitted in the Student Lounge.
- ❖ University and state law prohibits gambling.
- ❖ The possession or use of illegal drugs or drug paraphernalia is prohibited in the Student Lounge and is considered a serious violation of University regulations. The possession or use of illegal drugs may result in further disciplinary action by the University.

Respect for Property

Students must show respect for the property of other students and the Student Lounge. Students engaging in vandalism will be referred disciplinary action to the University. Vandalism includes, but is not limited to, damaging Student Lounge property, graffiti, placing trash in the hallways, and other destructive actions not appropriate for the community.

Services

Dish TV is provided in the lounge. If any damages results in malfunction of the cable system, the reserving member will be charged for any resulting service calls. If a group is planning to use the media equipment in the lounge, it is the group's responsibility to test the equipment at least 24 hours in advance and to notify staff in IC 131 of any problems immediately.

Smoking

Smoking is not allowed in the Student Lounge or anywhere on Campus.

Contact Information:

International Center Office Hours
Monday - Friday 8:00 am - 4:30 pm
Contact to reserve lounge: Jamie Larson
Office (504) 280-5530 Fax: (504) 280-7317