BOOKING & USAGE POLICY

The Barbara Weitz Community Engagement Center (hereinafter called Weitz CEC) at the University of Nebraska at Omaha (hereinafter called UNO) is a building designed to provide meeting and collaboration space for area non-profits, UNO and community groups, government agencies and educational institutions (hereinafter called Guests) for the purpose of community engagement. The following policies and conditions have been established to assure fair usage of temporary meeting and collaborative spaces, and to create a consistent set of expectations.

I. SCOPE OF SERVICE

The Weitz CEC provides meeting rooms, modern audio/visual technology, and scheduled technology orientation sessions at no charge.

The Weitz CEC is a community and university collaborative meeting facility, and not set up to offer the amenities found at a conference or event center. The following amenities are unavailable: Weitz CEC in-house catering services, round and/or cocktail tables, and dedicated event staff, including set-up and clean-up crews.

The Weitz CEC does not provide dedicated technical service, however, a staff member at the welcome desk will be available to support building technology as needs arise.

The Weitz CEC does not provide copying services. A printing machine, WEPA, a pay per print cloud solution, can be found in the Weitz CEC vending area located on the first floor. Printing services can also be accessed at the UNO Criss Library, see the following link for more details. http://www.unomaha.edu/criss-library/library-services,copy-print.php.

The Weitz CEC has a set of criteria for groups and events that qualifies them for using the Weitz CEC. To uphold the Weitz CEC’s mission, vision, and values all event requests will be reviewed and approved based on the proposed activity or type of event at the discretion of the Weitz CEC.

<table>
<thead>
<tr>
<th>Groups We Host</th>
<th>Groups We Do NOT Host</th>
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</thead>
<tbody>
<tr>
<td>• Area non-profits</td>
<td>• For-profit businesses</td>
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<tr>
<td>• Engaged UNO groups</td>
<td>• Social fraternity and sorority organizations</td>
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<tr>
<td>• Community-based groups</td>
<td>• Individuals seeking office</td>
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<td>• Educational Institutions</td>
<td>• Groups promoting a candidate for office</td>
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<td>• Government Agencies</td>
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<td>• Student-run, engagement focused organizations</td>
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<table>
<thead>
<tr>
<th>Events We Host</th>
<th>Events We Do NOT Host</th>
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</thead>
<tbody>
<tr>
<td>• Community engagement events</td>
<td>• Fundraisers</td>
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<tr>
<td>• University engagement events</td>
<td>• Weddings, Graduations, Parties</td>
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<tr>
<td>• Educational events</td>
<td>• Retirement Receptions</td>
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<tr>
<td>• Government sponsored events</td>
<td>• For-profit events</td>
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<tr>
<td>• Student engagement events</td>
<td>• Fraternity and Sorority Meetings</td>
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<td></td>
<td>• Third-party Vendors</td>
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<td>• Press Conferences</td>
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A flier of other venue options on the UNO Campus is available upon request.
II. RESERVATION PROCESS

There are two (2) different levels of priority of Guests:

1. Weitz CEC Building Partner Organizations (Community & UNO organizations housed in the Weitz CEC)
2. Non-Resident Guests (Community & UNO)

Priority 1 Guests are allowed to book in advance (no time limits apply).

Priority 2 Guests may not reserve more than six (6) months in advance. If your requested date does not fall within the 6-month window, Weitz CEC Operations team will make a courtesy note of your interest. The Guest is responsible for contacting the Weitz CEC to make a reservation once they become eligible. Please keep in mind that the Weitz CEC will continuously accommodate Priority 1 requests.

Basic Reservation Information
Use the online reservation request form at [https://orgsync.com/67223/forms/126492](https://orgsync.com/67223/forms/126492) for routine reservations.

For day of or next day requests, call or email David Peterson, Weitz CEC Building Services Manager, at 402.554.6000, davidpeterson@unomaha.edu. Please include the following information: Detailed description of event, date, meeting start time, meeting end time, number of people, title of event, and any parking needs.

Parking
The booth at Lot E is staffed from 7 A.M. until 7 P.M. Monday through Thursday, and 7 A.M. until 5 P.M. on Fridays. No stalls can be reserved while the attendant is off duty, and the lot becomes a first-come, first-served visitor lot. The Weitz CEC will do everything possible to reserve spaces for your event, however, parking in Lot E is not guaranteed and the parking attendant may issue temporary parking passes for the surface lots if parking is unavailable in Lot E at the time of check-in. If you intend to drop-off or pick-up guests by bus please contact Vanessa Rath, UNO Parking/Transit Manager, at 402.554.7277, vrath@unomaha.edu to make arrangements.

Set-up and Re-set Time
Users are encouraged to re-arrange tables and chairs to facilitate the best possible environment for their meeting. Your reservation confirmation will include the allotted amount of time scheduled for set-up and re-set. Please let us know if you require additional set-up and re-set time. We require that rooms are returned to the standard state when finished, even multi-day events, unless arrangements have been made with the Weitz CEC staff. Diagrams are available upon request.

Booking Limits on Consecutive Meetings
Priority 2 Guests can request to reserve up to four (4) dates at a time. A new request will have to be submitted towards the end of your first request for the next series of four (4) meetings. The Weitz CEC does not have automatic renewals, it is the responsibility of the guest to submit a new room request form for their next series.

Holds
Priority 2 Guests may hold a date five (5) business days. At any time during the five (5) days, the Guest can contact the Weitz CEC to complete the reservation. After this five (5) day period, the hold will be released to any other interested Guests.

Fees
The Weitz CEC meeting spaces and amenities are free of charge. Guests hosting events in the building are not allowed to charge for events unless it is a nominal fee to cover the cost of food and speakers, and this fee prohibition has been waived by the Weitz CEC. If you are charging a fee for your event please contact David Peterson, Weitz CEC Building Services Manager, at 402.554.6000, davidpeterson@unomaha.edu.

Confirmation
There is no reservation without written confirmation. If the Guest does not receive a confirmation by email, then the Guest is responsible for contacting the Weitz CEC to determine the status of the request.

Reservation Agreements
Agreements must be signed and returned within two (2) business days after confirmation is delivered, or the reservation will be cancelled.
III. FACILITY/OPERATIONS

Hours of Operation
The Weitz CEC is open Monday through Friday, from 6:30 A.M to 9:00 P.M. We are currently closed to Priority 2 (non-resident) Guests on weekends and University closures.

Furnishings
The Guest understands and agrees that the Weitz CEC will supply the room(s) as indicated in the written reservation confirmation.

As Is
The Guest understands and agrees that any room labeled “As Is” may not be adjusted by the Guest or attendees.

Public/Shared Space
The Guest understands and agrees that any space labeled “Shared Space” will be open for others to use concurrently. Your event will be put on the calendar for the room, however, it will not be scheduled as a private meeting room.

Room Condition
Guest understands and agrees that upon conclusion of event, guest is responsible for returning the room to its original condition and cleanliness.

A/V Video Wall (Jumbotron)
Artwork/fliers for events held in the Weitz CEC may be displayed on the video wall. The artwork/flier must be in finished form, must be informative or promoting an event. Logos and emblems alone will not be used. Please submit to Robyn Loos, Weitz CEC Special Projects Associate, at 402.554.2173, rloos@unomaha.edu.

Liability & Damage Responsibility
The Guest understands and agrees that the following activities are prohibited:
1. Writing on walls, windows, floors, or any other Weitz CEC surfaces, except whiteboards.
2. Tape or pins on walls, floors, or other Weitz CEC surfaces, unless approved by Weitz CEC Operations.
3. Bringing in external materials or equipment, e.g. gym equipment, coffee makers, popcorn machines, cleaning chemicals, etc.
4. Improper use of furniture and equipment.

Please call Weitz CEC Operations at (402-554-6000) to notify staff of any damages or broken items prior to the end of your event re-set time, before you leave. The Weitz CEC reserves the right to charge Guest for missing and or damaged goods.

Public Safety
The Guests understands that they may not provide their own event security for events hosted at the Weitz CEC. The Weitz CEC will make arrangements for public safety services as appropriate.

2. No open flame, including candles.
3. No helium balloons in the building, so as to avoid tripping the fire alarm.
4. No external electrical equipment and supplies.
5. If alarms are tripped due to Guest, Guest is responsible for related fees.

Catering
The Weitz CEC recommends the use of UNO Catering Services, the only vendor allowed to serve warm/hot foods in the building. To place your order please call 402-554-3047.

If the Guest elects to employ a professional external caterer, or local vendors (e.g. pizza and sandwich shops, café, local grocery stores, etc.) the Guest will abide by the No Hot/Warm Food Policy of the Weitz CEC. The Guest understands that regardless of the caterer used, they are responsible for cleaning up and disposing of all trash and left over food. (Please see front desk for cleaning products and disposables).

The only exception to the Hot/Warm Food Prohibition by non-UNO food providers is pizza.

Alcohol Consumption
No alcohol is permitted in the Weitz CEC building without prior consent and approval of Weitz CEC Management. If you have an alcohol request, you must submit the following form to David Peterson at davidpeterson@unomaha.edu at least two (2) business weeks prior to your event.


Alcohol requests that will be granted are limited to specific Weitz CEC rooms and times. In order to be considered qualifying groups will need to host a business meeting in the building prior to 5 P.M.

Audio/Video Technical Service
The Guest understands and agrees that it is their responsibility to schedule a technology orientation session before their meeting/event if you plan on using the Weitz CEC built-in technology. Please contact Jason Leichner at 402-554-5947 or via email at jleichner@unomaha.edu.
The Guest understands and agrees that the Weitz CEC does not provide dedicated technology staff for meeting/events; however, limited technical assistance will be available through the front desk Monday through Friday from 7 A.M. to 9 P.M. to support the Weitz CEC built-in audio/visual technology.

**Conduct**

The Guest understands and agrees to confine themselves and their activities to the reserved space(s) and time specified in the Confirmation. The Guest understands and agrees to use the building in the manner described at the time of request, and to conform to all policies and regulations listed in this document, the policies of the University of Nebraska, and the laws of the City of Omaha and the State of Nebraska.

The Guest also agrees to:
1. Respect set-up, start, end, and re-set times listed on the Confirmation.
2. Leave all areas in a clean and orderly condition. Return room(s) to original configuration at time of check-in. Groups using Weitz CEC for meals or messy activities are expected to wipe down all surfaces. If you are in need of any additional cleaning considerations, (i.e. trash, vacuuming, cleaning supplies, etc.) please contact the Weitz CEC Operations at (402-554-6000) to place your request prior to the end of the event re-set time.
3. Power down all A/V equipment in the room. Please refer to IT handout located in room for instructions.
4. Return additional equipment to Weitz CEC check-in desk (e.g. rolling whiteboards, easels, pitchers, etc.). If staff is unavailable at the check-in desk, please see Room 115 for assistance.

**Night Before/Overnight Storage**

Neither Guests nor vendors will be allowed to set-up the night before an event. There will be no storage in rooms, especially in rooms not reserved by the Guest. To maximize usage, other meetings may be scheduled in rooms in the evenings between multi-day events.

**Youth Activity**

The Guest understands and agrees that any events or activities sponsored by the Guest at the Weitz CEC must comply with any UNO policies regarding youth activity and that all youth attending events at the Weitz CEC must be supervised at all times. For more information, please contact Rachael Jensen at rachaeljensen@unomaha.edu.

**Right to Reassign Space**

The Guest understands and agrees that the Weitz CEC Operations has the right to move bookings from one space to another as needed for internal purposes, and that any changes will be communicated to the Guest as soon as possible.

**Right to Refuse**

The Guest understands and agrees that UNO and the Weitz CEC reserve the right to ban or limit future use of the building by guests that fail to comply with the policies of Weitz CEC and UNO.

**Photo and Media Opt-out**

The Guest understands and agrees that events at the Weitz CEC may be documented on media for academic, promotional or archival purposes, including photographs and film, and that the Weitz CEC Management has the right to use this media for academic, promotional and archival purposes unless the Guest opts-out in writing to the Weitz CEC Management in advance of the event.

**Event Marketing and Communications**

If you are interested in assistance with marketing and communication for your event, please contact Robyn Loos, Special Projects Associate, at rloos@unomaha.edu.