Room/Table Reservation Request

PLEASE RETURN TO:
Facilities Management and Planning
University of Nebraska at Kearney
General Services Building, Room 102
Kearney, NE 68849-4310

Events Scheduling:
Office: (308)865-8692
Fax: (308)865-8706
Cell: (308)627-6946

Events Support:
Cell: (308)440-2573

Date of Event(s) __________________________ Organization/Department __________________________

Day(s) S ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ S ☐ Contact Person __________________________

Building/Room __________________________ Billing Address __________________________

Name/Type of Event __________________________ Phone __________________________

Estimated Attendance Number __________________________ E-mail __________________________

Event Begins __________________________ Event Ends __________________________

Access Begins __________________________ Access Ends __________________________

Indicate if you need the following:
☐ # Tables __________ Stage/Size ______ 4’x8’ Sections
☐ # Chairs __________
☐ # at Head Table _________ ☐ Podium
☐ Sound System ☐ Screen
☐ Lapel Microphone ☐ LCD Projector
☐ Handheld Microphone/Stand ☐ Easel
☐ Sound/Lights Operator (Fine Arts only) ☐ Whiteboard

Other (please describe)

Please Note: You are required to provide your own laptop computer.

Will food be served? ☐ Yes ☐ No ☐

*All catering is done by Loper Catering and is contracted separately; please contact them at (308)865-8637.

- The University reserves the right to alter room assignments and arrangements.
- Final room arrangements must be reported to Facilities at least three weeks in advance.
- Youth (pre-college age) groups are required to have a minimum of one adult sponsor over the age of 21 for each 20 students. Sponsors will accompany students at all times, including meals and breaks.
- For parking arrangements/questions, or for door unlocking assistance, please contact UNK Police at 865-8911.
- For Guest Housing needs, please contact the Office of Residence Life at 308-865-8519.

Please submit signed copy to Facilities for Approval.

We the undersigned, hereby warrant that we are authorized officers of the organization to be bound by this agreement, and we hereby accept the terms and conditions provided on the front and back of this form. We hereby voluntarily and knowingly assume all risks associated with utilizing facilities at the University of Nebraska at Kearney and agree to hold harmless the Board of Regents of the University of Nebraska, The University of Nebraska at Kearney, their employees, agents, and/or representatives of any of these bodies from any claims, damage or liability of any nature arising from our use of the facility described herein. My signature below indicates that I have complied with the Youth Activity Safety Policy, Emergency Management (http://www.unk.edu/offices/emergency_management/files/event-preparedness-handbook.pdf) and all Risk Management requirements as needed.

Contact Person Signature: __________________________ Date: __________________________

APPROVAL:

Facilities Coordinator: __________________________ Event #: __________________________ Date: __________________________

For Facilities Use Only:

☐ Building Supervisor(s) __________________________ Date: __________________________ Rental Fee: $ __________________________

☐ Loper Catering ☐ Confirmation to Contact Person __________________________ Staffing/Utilities: $ __________________________

☐ Police Services ☐ Custodial/Grounds __________________________ Materials: $ __________________________

☐ Total: $ __________________________

Will special staff be needed? __________________________

*If the University of Nebraska at Kearney is closed due to inclement weather, all UNK buildings will be closed and all events scheduled will be canceled. Please refer to UNK's home page for re-opening information.
UNIVERSITY OF NEBRASKA AT KEARNEY
POLICY STATEMENT FOR USE OF FACILITIES

Please keep this page for your records

WELCOME
The University of Nebraska at Kearney is pleased to make facilities available to responsible groups and organizations, whenever in the judgment of the University, such use will not interfere with the academic mission of the University or provide undue risk to personnel or property. When such arrangements are made, the group shall make known its sole sponsorship of the program. By reserving the facility(ies), the group shall enter into an agreement to hold the University of Nebraska at Kearney, the University of Nebraska Board of Regents, and any agents, representatives, or employees of any of these bodies, free of any liabilities incurred in connection with use of the facility(ies). By reserving a facility, the group shall also bind itself to indemnify the University of Nebraska at Kearney for any property damages other than normal wear.

PLAN AHEAD
All groups are encouraged to complete a Facility Reservation Request at least one month in advance. Specific details for audio-visual equipment, food service, and room arrangements must be submitted at least three weeks in advance. The University reserves the right to substitute facilities and/or cancel arrangements at its discretion and to give preference to academic programs of the University, recognized student organizations, and other events sponsored by the University. The University further reserves the right to review, specify, and restrict any advertising, sales transactions, or product distribution.

FACILITY FEES
A facility fee will be assessed to all groups whose primary purpose and reason for existence is anything other than serving the constituency of the University of Nebraska at Kearney. The fee may be waived, if in the judgment of the University, the program or event will benefit the academic mission of the University. Electronic Check Re-presentment Policy – In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy can be retrieved by contacting your financial institution.

INSURANCE
All non-university groups (groups which are not directly funded and governed by the university) must provide a certificate of liability insurance naming the Board of Regents of the University of Nebraska as “an additional named insured” for the duration of the event. The certificate of insurance is required whether or not a rental fee is assessed. In its sole discretion, the University may waive any or all of the certificate of insurance requirement.

LIABILITY AND RISK MANAGEMENT
University departments and recognized organizations sponsoring an on-campus student organization event, dance or concert shall be held liable for damages. The presiding officer and the advisor of a student organization sponsoring an on-campus event, dance and/or concert are required to be in attendance during the entire time of the event, and are financially responsible for any damage to, or theft of University property. Alcohol and/or drug use is strictly prohibited. If evidence of alcohol or drug use is linked to the event, the organization will not be permitted to schedule future events. On-campus events will conclude by 11:00 pm, and may be asked to conclude earlier should noise violate City of Kearney code or campus Residence Hall quiet hours, or if there are general complaints from the campus community or surrounding city neighborhoods. The sponsoring organization will pay for any damage and additional charges that occur whether or not a member of the department or organization caused the damage. Student activities are subject to University guidelines, supervision and conduct. Event organizers are responsible for the safety and well-being of their attendees. As such organizers need to prepare for emergency events, review the universities emergency procedures and complete the event preparedness checklist prior to the event.

SECURITY
The UNK Police and Parking Services will review all events on campus and access the need for security. As the standard, a minimum of one officer for every 250 individuals in attendance is required. The Director has the discretion to alter this ratio based on the event, the environment and current issues. All costs incurred to supply such an event, security will be charged to the individual, group or organization holding such event. In certain situations Police Services may outsource and T-shirt security may be used. Individuals, groups or organizations wishing to have security to guard items above what is supplied by the on duty officer patrolling will need to make a request to the Director of Police Services. The individual, group or organization will be responsible for the cost of the officers’ wage. On campus emergencies should be directed to UNK Police Services by calling 911 or 308-627-4811.

For the complete Events and Reservations Policies and Procedures, visit: http://www.unk.edu/offices/facilities.aspx?id=1546

The University of Nebraska at Kearney is an affirmative action/equal opportunity institution.