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Responsible University Office:
Facilities Management & Planning

Responsible University Administrator:
Vice Chancellor for Business & Finance

Policy Contact:
Betsy Warren

Campus Use of Facilities Reservation Policy

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Scope

This policy allows non-University groups, as well as University faculty, staff, students, and visitor sponsors, to request use of UNK's buildings, facilities, grounds, and digitally owned/controlled spaces. It is intended to:

1. Support the University's mission of community engagement and student recruitment.
2. Inform the public of the rules and procedures for use of these facilities.
3. Ensure that use of University facilities is consistent with the University's mission, and compliant with applicable local, state, and federal laws.

Policy Statement

The University makes selected facilities and spaces available, at its discretion, to non-University users for events, provided that such use will not interfere with the academic mission, harm the University's reputation, or pose undue risk to personnel or property.

All users of University property assume responsibility to comply with all applicable laws, regulations, and policies and assume responsibility for fees and charges applicable to associated events and activities.

All persons on UNK property are required to comply with the instructions of a properly identified University official or member of UNKPD. Persons engaging in disruptive action shall be subject to disciplinary measures, including separation from the University, and also to charges of violation of law.

UNK is committed to ensuring protection of First Amendment guarantees of freedom of expression and the right to assemble peaceable and affirms its commitment to the values of diversity, inclusion, and community. The foundation for ethical and responsible behavior at the University is a commitment by each member of the University community to respect the rights of all persons and to refrain from discrimination and harassment.

UNK reserves the right to:

- 1) Give preference to academic, student life, and intercollegiate athletics programs of the University, and recognized student organizations and other events sponsored by the University.
- 2) Make substitutions and/or cancel arrangements at its discretion.
- 3) Deny the use of its facilities to any individual, organization, or entity seeking to use or rent University property.
- 4) Review, specify, and restrict any advertising, sales transactions, or product distribution.

Reason for Policy

- To maximize the utility and impact of university facilities.
- To foster positive relationships with community groups and external partners.
- To ensure fairness, accountability, and clarity in how facility access is granted.

Procedures

Reservation Request Process

1. All requests for facility use must be submitted through the Facilities Management event reservation system (or equivalent).
 - Exceptions: academic scheduling (handled by Registrar), residence hall use (Residence Life), Regional Engagement Center (Strategic Partnerships & Operations), G.W. Frank Museum of History and Culture (Museum Director), etc.
 - Recommended lead time: at least one month prior to event.

- Cancellation: notify the Facilities Business Office at least 3 business days in advance (unless cancellation is due to weather/unforeseen emergency). A cancellation fee may apply.
 - Large or multi-room requests may be subject to modification or limitation to ensure equitable access.
 - Requests for AV, food service, room setup, and technical support must be submitted at least three weeks ahead.
 - The request must include a full description of the event, expected attendance, logistical needs, and identifying information for the sponsoring party.
 - Facility usage fees will vary by facility and associated services.
2. The Vice Chancellor for Business & Finance (or designee) reviews non-University requests before approval or denial.
 3. Reservations will not be honored when the University is closed for holidays or when weather or emergencies force closure.

Criteria for Approval

When considering a non-University request, the University will evaluate, among other things:

- Whether the event aligns with the University's academic, research, and educational mission.
- The capacity to enhance community relations.
- The location, duration, and expected size of the event.
- If there is a youth component: whether the event offers clear educational, cultural, or developmental benefit to participating children.
- Whether the event provides recruiting exposure (e.g., K–12 audiences) and whether UNK Admissions or its designee may have interaction with participants.
- Whether the event is purely fundraising without youth engagement (such events are ineligible under this policy).

University Sponsored Events with Non-University Groups

- When a University-recognized group co-sponsors an external event, that group must be actively involved in planning and execution, serve as the sole point of contact, and submit the reservation request.
- Non-University Groups charging a fee that is not retained by UNK may be subject to rental fees.
- Internal departments/organizations should not directly negotiate facility use with external parties independently.
- The sponsoring University group is liable for any damages or theft; its designated contact must be present (or have a designee) during the event.
- Public materials (advertisements, brochures) must list the University-affiliated group as the sponsor.
- **It should be made clear to the academic and larger communities that sponsorship of events and speakers does not necessarily imply approval or**

endorsement of the views or actions by either the sponsoring group or the University.

Pricing & Fees

Cost Recovery

The University shall be reimbursed for all **direct costs** associated with hosting the event for non-university groups. Direct costs include, but are not limited to: custodial labor and supplies, room setup and teardown, special equipment, security, technical support, and staffing. Note that equipment in rooms is available for use, however staffing is not provided unless requested and will be billed at the stated rate.

Rate Categories

- **University Group or Co-Sponsored Rate: Free**
- **Private / Commercial Rate:** Full rate for non-University groups without non-profit status.
- **Non-Profit Rate**
 - Eligibility: Must provide proof of current IRS 501(c)(3) or equivalent designation.
- **Non-Profit Youth Engagement Rate**
 - Eligibility: Must satisfy non-profit status and show that the event is primarily for school-aged children (K–12) and provides educational, cultural, or developmental benefits.

Outdoor University space

Some outdoor University spaces are designated public forums that are subject to reasonable time, place and manner regulations and require completion of the reservation information and request form and approval. Completion of the information and request form is not required for non-University entities limited to two people, without table or fixed display, for less than four hours. The spaces so designated include (Link map):

- a) Cope Fountain Plaza (CFP)
- b) Campus “green” extending north from CFP to Nebraskan Student Union,
- c) Campus “green” extending south from CFP to Bell Tower, and
- d) Campus quadrangle surrounding the Bell Tower.

The approval of the Vice Chancellor for Business and Finance is required for any non-University individuals, organizations, or entities seeking to campaign, solicit, promote goods or services, and/or distribute materials on University property. These activities are prohibited near the entrance/approach to events and venues drawing large crowds.

Parking

Groups must adhere to campus parking rules (metered zones, permit areas, restricted lots). Special arrangements may be made via the UNK Police Parking Division with

advance notice; fees may apply. The University is not responsible for parking citations issued to event attendees. Visit [Parking Regulations](#) for more information.

Risk, Liability & Insurance

- By reserving the facility, the organizing party agrees to hold the University of Nebraska Board of Regents, UNK, and their agents harmless from liabilities arising from the event.
- The group agrees to indemnify the University for damage beyond normal wear and tear.
- All non-University groups must provide a certificate of liability insurance naming the Board of Regents of the University of Nebraska as an **additional insured** for the duration of the event. The University may waive this requirement only at its discretion.

Damage / Property Loss

All users are responsible for damage, loss, or destruction of University property associated with their event (excluding normal wear). This includes furniture, A/V equipment, surfaces, etc.

Group Representative / Sponsor

- The individual submitting the request is the event sponsor and is responsible for attendee conduct, communication of policies, and overall oversight.
- If that person will not be present at the event, a designated representative must be named in advance.
- A responsible representative must remain on-site for the event's duration.

Use of Facilities / Restrictions

- Events must not materially interfere with teaching, research, administration, or authorized University activities.
- Events must stay within the reserved boundaries (no blocking walkways, entrances, exits).
- Furniture should generally remain in its original configuration; moving or removing furniture requires prior authorization and must be consistent with classroom/space usage plans.
- Activities must comply with all University policies (e.g., safety, fire, accessibility, non-discrimination).

The University may deny a request to reserve space for an event or activity if:

- The applicant has not completed a reservation information and request form required of all applicants.
- The request to reserve space contains a material misrepresentation or materially false statement.

- The request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location.
- The use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed in the first section of this policy or present an unreasonable health or safety danger.
- The applicant has damaged University property in the past, and/or has not paid for repairs, or has otherwise been in violation of this Policy and its procedures.
- The request to use University property conflicts with a pre-existing

Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
Events & Reservations	Betsy Warren	308-865-8692	warrenbn@unk.edu

Forms

[Reservation Request Form](#)

Related Information

[Policy on Use of University Facilities and Grounds](#)

[Posting Materials, Display of Signage on University Property](#)

[Non-Discrimination & Harassment Policy](#)

[Youth Activity Safety Policy](#)

[Firearms and Weapons Policy](#)

History

Initial Draft Policy.