



Effective: November 2015
Last Revised: September 15, 2026

Responsible University Office:
Office of the Vice Chancellor For Business & Finance

Responsible University Administrator:
Vice Chancellor for Business & Finance

Policy Contact:
Senior Advisor to the Chancellor
falconerj@unk.edu

Facility Use and Reservation Policy

POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Procedures
Definitions
Additional Contacts
Forms
Related Information
History

Scope

This policy defines how individuals and organizations may reserve space in university buildings and grounds. It applies to students, student organizations, employees, and people not affiliated with UNK.

The policy informs the public of the rules and procedures for use of UNK facilities, and it ensures that use of UNK facilities is consistent with UNK's mission and is compliant with applicable laws.

Policy Statement

The University of Nebraska at Kearney makes selected facilities and spaces available, at its discretion, to individuals and groups for events provided that such use does not interfere with the academic mission, harm the university's reputation, or pose risk to persons 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 instructions from a properly identified university official or member of UNK Police Department. Persons engaging in disruptive action shall be subject to disciplinary measures, including removal from the property and separation from the university, and also to charges of violation of law.

UNK is committed to ensuring protection of the first amendment right of free expression and the right to peaceably assemble, and UNK affirms its commitment to the values of diversity, inclusion, and community.

UNK reserves the right to:

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

Reason for Policy

The policy is intended to:

- Maximize the utility and impact of university facilities;
- Prevent interference with the mission and operation of the university;
- Foster positive relationships with community groups and external partners; and
- 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](#).
 - a. Exceptions: academic scheduling (done via Registrar's Office), resident hall use (done through the Residence Life Office), Regional Engagement Center (done through the Strategic Partnerships and Operations Office), G.W. Frank Museum of History and Culture (done through the Frank Museum director).
 - b. Recommended Lead Time: One month prior to the event.
 - c. Cancellation: Notify the Facilities Business Office at least three business days in advance (unless cancellation is due to weather or emergency). A cancellation fee may apply.

- d. Large or Multi-room requests may be subject to modification or limitation to ensure equitable access.
 - e. Requests for AV, food service, room setup, and technical support must be submitted at least three weeks in advance.
 - f. The request must include a full description of the event, expected attendance, logistical needs, and identifying information for the sponsoring party.
 - g. Facility usage fees will vary by facility and associated services.
2. The Vice Chancellor for Business & Finance will review requests for reservations from non-university organizations and people.
3. Reservations will not be honored when the University is closed for holidays or when weather or emergencies force closure.

Criterial for Approval

When considering a request from a non-university organization or individual, the university will evaluate:

- Whether the event aligns with the university's academic, research, and educational mission;
- The potential of the event to support community interests;
- The location, duration, and expected size of the event;
- If there is a youth component: whether the event offers clear educational, cultural, or development benefit to participating children;
- Whether the event provides recruiting exposure (e.g. K-12 audiences) and whether UNK Admissions may have interaction with participants;
- Whether the event is purely commercial or fundraising without youth engagement (such events are not permitted under this policy).

University Sponsored Events with non-University Groups

- When a university-recognized group co-sponsors an event with an external group, the university-recognized group must be actively involved in planning and execution of the event, serve as the sole point of contact, and submit the reservation request.
- Non-university groups that charge a fee that is not retained by UNK may be subject to rental fees.
- UNK departments and organizations should not directly negotiate facility use with external parties independently.
- The sponsoring university group is liable for any damages or theft. The designated contact (or their designee) must be present 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 community that sponsorship of events does not necessarily imply approval or endorsement of the views or action of the sponsoring group or the university.

Pricing & Fees

Cost Recovery

The university shall be reimbursed for all direct costs associated with hosting events 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 and commercial rate: Full rate for non-university groups without non-profit status. Check with UNK Facilities for specific rates.

Non-profit rate: Organization must provide their IRS 501 (c) (3) determination letter or equivalent.

Non-profit youth engagement rate: Organization must provide their IRS 501 (c) (3) determination letter or equivalent, and must show that the event is primarily for K-12 aged children and provides educational, cultural, or developmental benefit.

Outdoor University Space and Public Forum Areas

Some outdoor university spaces are designated public forums that are subject to reasonable time, place, and manner regulations. Individuals or groups that wish to speak or distribute printed matter in these areas may do so without completing the reservation form if they meet the following conditions:

- The group is not more than two people
- They do not have chairs, tables, or other equipment
- They are not soliciting
- They are not present for more than four hours.

No activities can obstruct pedestrian traffic, building entrances, or otherwise disrupt university business.

Designated public forum areas include:

- Plaza south of the Nebraskan Student Union
- Campus green from Nebraskan Student Union south to Bell Tower
- Cope Fountain Plaza
- Campus quadrangle surrounding the Bell Tower

- Plaza adjacent to west entrance to Health and Sports Center
- Area southwest of Cope Stadium, outside of fence and north of Mantor Hall.
- Sidewalk north of Parking Lot 27, south and east of Discovery Hall
- Plaza outside of south entrance to HSEC II in the Douglas Kristensen Rural Health Complex.

See the linked map in Related Information below.

Individuals and organizations that do not meet all the criteria above, including those who wish to hold events outside of the public forum areas, must complete the facilities reservation form.

Parking

Groups must adhere to campus parking rules (metered zones, permit areas, restricted lots). Special arrangements may be made with the UNK Police Department in advance. See Parking Regulations for more information.

Risk, Liability, and Insurance

- By reserving a facility, the organizing party agrees to hold harmless the University of Nebraska Board of Regents, UNK, and their agents 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 and Property Loss

All users are responsible for damage, loss, and destruction of university property associated with their event (excluding normal wear). This includes but is not limited to furniture, A/V equipment, and surfaces.

Group Representative and Sponsor

The individual submitting the request is the event sponsor and is responsible for attendee conduct, communication of policies, and oversight of the event.

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.

Restrictions on Use of Facilities

- Events must not interfere with teaching, learning, research, administration, or other operations of the university.
- Events must stay within the reserved boundaries, and may not block walkways or building entrances.
- Furniture should generally remain in its original configuration; moving or removing furniture requires prior authorization and must be consistent with space usage plans.
- Activities must comply with all university policies, such as safety, fire, accessibility, and non-discrimination policies.

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

- The applicant has not completed a reservation request form
- The request to reserve space contains 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 proposed behaviors or conduct are proscribed in this policy or present an unreasonable health or safety danger.
- The applicant has damaged university property in the past and 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 reservation.

Contacts

Subject	Contact	Phone	Email
Events and Reservations	Betsy Warren	308.865.8692	warrenbn@unk.edu
Administrator	Scott Benson	308.865.8205	Bensona1@unk.edu

Forms

[Space Reservation Form](#)

Related Information

[Policy on Posting materials and display signage on university property](#)

[Youth safety policy](#)

[Harassment and Discrimination policy](#)

[Campus Map](#)

History

This policy initially came into effect in November, 2015. The revision of September 2026 clarified some language and added new Public Forum areas on campus.