



Facilities and Catering

NEBRASKA ALUMNI ASSOCIATION Facility Usage and Rental Policies

Eligibility for Use:

There are no eligibility requirements to rent space at Nebraska Alumni Association facilities. Any individual or organization is free to book space for meetings, receptions, dinners, luncheons or other approved forms of special events.

- Room rentals are based on two levels of pricing: public/nonuniversity and university. There are also discounts off the standard room rental rate for life members of the Nebraska Alumni Association.
- Nebraska Alumni Association facilities cannot be utilized for any activity resulting in financial gain for the client, except for charitable fundraisers, or other events approved in advance by the Nebraska Alumni Association.
- The Nebraska Alumni Association is a private 501c3 corporation and reserves the right to accept or reject without reason any booking before a space reservation agreement is finalized.

Operating Hours, Deliveries and Security:

Regular business office hours for Nebraska Alumni Association facilities are 8:00 a.m. – 5:00 p.m. Monday through Friday.

- Rental Times – Facilities may be reserved and rented outside of business hours for weekend and evening receptions. In such instances that an event falls outside of normal business hours, an additional security fee and/or extended delivery or set-up fee may be exercised.
- Security – Security is charged at an hourly rate from 30 minutes prior to the scheduled start of any event until everyone (including vendors) has exited the building. In addition to rentals booked outside of regular business hours, the Association may require security if the event type or total projected attendance surpasses a certain number of attendees, such that security is necessary to supplement facilities staff in monitoring guests and usage of the facility.
- Holidays – The facilities business offices will be closed for all major state/federal holidays as well as designated shutdown periods for the University of Nebraska-Lincoln. Events may be booked on holiday or holiday weekends for an additional fee.
- Deliveries & Set-Up – Standard room rental for most events will include a two-hour delivery period the day of the event for clients and vendors to access the building, test and set-up equipment. All vendors must completely clear the facility within an hour of the event's conclusion, and clients are responsible for extra tear-down time of their vendors. Additional delivery and set-up hours may be coordinated at an hourly rate with facility staff.

Reservation Procedure:

- 1) Complete a Deposit Receipt and Date Reservation form – Once this form is returned to the Nebraska Alumni Association facilities office and payment has been processed, the date is considered held.
 - a. All facility bookings require a deposit equal to the full room rental rate to reserve a date.
 - b. Functions booked by university departments do not require deposits, but are subject to cancellation fees below (see cancellations).
 - c. The full amount of any deposit will be credited to the balance due statement at the end of the function.
 - d. The deposit is considered non-refundable and cancellation at any time completely forfeits the deposit.
 - e. Upon completion, facilities staff will forward client information to approved caterer(s) to arrange catering and bar services. All catering and bar services shall be coordinated and billed directly with the caterer.

- 2) A Space Reservation Agreement may be completed at any time to formally book the details of your event and any incidental services. It must not be unreasonably delayed after event details have been solidified and facilities staff has presented an event proposal to the client.
 - a. The agreement will include an exhibit with quoted room rental and other miscellaneous costs. The agreement will lock in those costs pursuant to the policies herein.
 - b. Certain alterations and additions may or may not be allowed up to a reasonable time period before the event at the discretion of the Nebraska Alumni Association.
 - c. If an event is booked less than 90 days in advance, the reservation form and the reservation agreement must be completed at the same time before the event is considered booked and the date and space is reserved.
 - d. It is understood that if the client unreasonably delays the completion of a Space Reservation Agreement, another client with an interest in the same date that is ready to execute a Space Reservation Agreement may bump the reservation. This is the only circumstance where client deposits may be returned.
 - e. Once event details have been solidified, if applicable, proper alcohol forms must be completed for bar service. See the alcohol policy herein for further details.

- 3) Event Specification Summary and Preliminary Invoice – Minor changes may or may not be allowed after the completion of the Space Reservation Agreement. During final walkthroughs or after the client notifies facility staff that they have no additional minor changes, a final Event Specification Summary and Preliminary Invoice will be presented. The Space Reservation Agreement and accepted proposal will be used to generate this summary and final invoice if no alterations are made. Other than final food counts with the caterer, no changes can be made after a final walkthrough or in the two weeks before the event.

- 4) Final food quantities must be submitted at least seven (7) days before the event or as designated by caterer.

Changes to the Agreement

Client understands that the major elements of their agreement will not be subject to alteration once an agreement is complete. At the discretion of facilities staff and the catering partner, client may request minor alterations with the understanding that any requested change may not be allowed. Client can elect to set up incidental charges with the caterer such as drink tickets, kegs on hold and so forth that will be estimated before the event, but expressed on the caterer's final invoice.

Contact Persons

Each meeting of scheduled event must have a designated contact person on behalf of the client who will solely be:

- Present at the event from beginning to end
- Responsible for the behavior and demeanor of the guests
- The spokesperson for the group
- Responsible for all payments as well as any damages and/or property loss incurred during the event

Payment and Billing

All billing and contracts for space reservation, equipment and rented services or decorations will come directly from the Nebraska Alumni Association. Payment is due upon the date noted on the billing statement. All food and beverage service will be coordinated and billed directly through the caterer.

The caterer may elect to add a service charge and will add all applicable taxes at current legal rate. Room rental with the Association is not taxable. All other services charged and material rented from or through the Association are taxable at state and local rates. If the booking organization is exempt from Nebraska sales tax, the customer must submit a Nebraska sales tax exemption certificate number before the execution of their Space Reservation Agreement – failure to do so will subject the client to Nebraska sales tax on all relevant charges.

Final payments shall be due thirty (30) days after the invoicing date. Payment can be made by check, Visa, MasterCard, Discover or American Express and is payable to the Nebraska Alumni Association.

- University Accounts – Functions will be invoiced after the date of the event for all charges. Please submit the cost object account number along with a campus billing address to the building activities manager at the time of booking. Events for the university not billed directly to university accounts are subject to sales tax. Cost-object approval to begin processing payment must begin within (30) days of invoicing, with a 15% penalty per month of the outstanding charges due if no action is taken.
- Non University Accounts – A payment equal to the full room rental rate is due at the time of reserving space. Invoices for the remaining balance for incidentals will be sent after the event.

Accounts not paid within thirty (30) days of invoicing will be assessed interest charges at the rate of 15% of the outstanding charges per month.

Price Adjustments

- The Nebraska Alumni Association reserves to right to adjust the quoted rental prices at either of its facilities until a Space Reservation Agreement has been completed. For events booked one year in advance, Association caterers may adjust prices until a Final Specifications Summary document has been approved. Such adjustments will not be more than 20% of the original quoted/contracted prices.

Cancellation Policy

In the event of cancellation by the client for any reason, the cancellation fees will vary as stated below:

- All deposits to hold dates are considered non-refundable, except as noted above. For university organizations, a fee equal to 50% of the room rental rate is due if the date cannot be rebooked as no deposit is necessary to hold space.
- After a Final Specifications approval is made, a final walkthrough is complete or within two weeks of an event, client is responsible for 100% of all contracted charges.
- Changes in facilities caterers are not grounds for cancellation.

Liability

The Alumni Association assumes no responsibility for personal injury, damage to, or the loss of any merchandise, gifts, equipment or personal articles left in the building prior to, during or following a scheduled event. The Nebraska Alumni Association assumes no responsibility from damages or injuries caused by florists, bands, musicians, rental agencies or other outside contractors hired by the booking organization or individual.

The booking organization or individuals are responsible for any and all damage to Nebraska Alumni Association property (building and its furnishings) caused by setup, guests, outside contractors or any other entity that is hired by or is a guest of the booking organization.

Parking

Wick Alumni Center – All campus parking is governed by UNL Parking and Transit Services. On street parking is available during the weekdays. Evening and weekend garage parking is available one block east of the Center. For an additional fee, the Alumni Association can periodically work with campus and city entities to reserve parking.

The Nebraska Champions Club – Surrounding the clubhouse are 400 parking stalls available for evening events (after 5pm) or Saturday and Sunday events (all day). For an additional fee, special parking arrangements can be made for weekday events held during working hours, including covered parking in the Stadium Drive parking garage.

Snow Removal

For events booked outside of regular business hours, a snow removal fee may apply.

Facility Usage and Prohibited Items

Events on Nebraska Alumni Association property must be by invitation only. Events open to the public by general announcement must be approved in writing in advance by facilities staff. Events booked by an individual or organization must utilize the facility according to the originally stated purpose of the rental.

Events may be scheduled no longer than three consecutive days. No posters, charts, signs, decorations or other items may be attached to the walls, doors, pillars, or stairways. No tape or tacks may be fastened to walls or ceilings. No rice, birdseed, confetti, silly string or soap bubbles may be used inside the facility. The use of such prohibited items is subject to extra cleaning charges at double the normal rate, and may subject the client to suspension from future bookings. This applies to both inside the facilities as well as the grounds and space outdoors.

No bicycles, skateboards or roller blades are allowed inside this facility. No animals are allowed inside the facility, except dogs trained to assist the disabled. Candles must be used in compliance with fire regulations. Cleaning charges will be assessed for wax damages to furniture or carpeting.

Rental Items

Menu selections, set-up arrangements, equipment requests and all event details must be detailed in the Space Reservation agreement and can be adjusted prior to the scheduled function in a timeline at the discretion of facility staff. Changes made in close proximity to the event, or in the circumstance that facilities staff contracts with a third party for equipment rentals or any other non-standard service on the client's behalf, client agrees to cover all additional charges and/or recognizes a loss of flexibility with additions or changes.

Dance floor

At an additional charge, the Nebraska Alumni Association offers a dance floor for special events available in various sizes depending upon the number of guests at each event. The Nebraska Alumni Association building facilities director will coordinate directly with the band or disc jockey for set-up times and needs for the day of the event. All dances must end by 12:30 a.m.

Linens

With minimum food purchases, standard linens and china are provided by the Nebraska Alumni Association for your event at no additional cost. A handful of colors and styles are considered

standard – please consult your facility staff member for a listing of standard linens. Specialty linens may be ordered at an additional charge.

Decorations

The Nebraska Alumni Association can provide standard centerpieces for events at nominal charges. We also offer a variety of custom-designed centerpieces at an additional rental cost. The Nebraska Alumni Association has a list of preferred vendors for other centerpiece options and floral designs. Customers are free to bring in their own centerpieces and decorations, but must get approval in advance from facility staff. Please note the candle policy above.

Audiovisual Equipment

In order to accommodate a variety of meeting and special event needs, the Nebraska Alumni Association offers a wide array of audiovisual equipment. Examples include an HD projector and screen, podium with microphone, wireless microphones, and access to a speaker phone. If the event requires technical assistance there will be an additional required charge for technical support staffing. Additional rental fees may apply.

Internet Access

Please consult with facilities staff for both wired high-speed and wireless Internet access for your events. Access is subject to University policies and may carry an additional charge.

Authorized Areas

Clients will have access to authorized areas only as specified in the Rental Contract.

- The client, members, supporters and participants will not have access to office spaces throughout the building, including front desk reception areas during the contracted event. Computers, phones and other equipment in these offices and at the front desk are not available for events and/or participants.
- The client is responsible for keeping its various members, supporters, and participants within the authorized contracted areas.
- Clients renting facilities on the main floor (Wick Alumni Center) will not have access to stairwells or elevators facility without prior approval of the facility staff. Clients renting facilities in the Great Hall level (Nebraska Champions Club) will not have access to elevators or other levels of the facility without prior approval of the facility staff.
- The client or responsible party identified in the contract must be present for the specified time in the contract and will accept full responsibility for any damage and/or missing property.
- Such unauthorized access may carry additional charges.

Food and Beverage

Champions Club

- Chances “R” Restaurant is the exclusive caterer at this facility. There is an 18% service charge and 7% sales tax applied to all food and beverage purchases. Chances “R” Catering requires a minimum seven (7) day guarantee on final guest counts. The customer will be billed for the actual number of guests served if it exceeds the guarantee number. Chances “R” will provide food preparation for approximately 5% over the guarantee.
- Chances “R” is responsible for direct billing client for food and beverage services.
- No food or beverage may be brought into the building by any group or individual renting this facility with the exception of mints, nuts and wedding cake.
- Food minimums based on different types of events may apply.

Wick Alumni Center

- Premiere Catering is the exclusive caterer at the Wick Alumni Center. The caterer must be notified of the final guest count seven (7) days prior to the scheduled event, or as designated by the catering manager. No changes to the guaranteed count may be made after the deadline passes.
- The customer will be charged for the number of meals/services guaranteed even if fewer guests actually attend the function. If more guests attend than the guarantee, the customer will be charged for the actual number of guests served. Wick Alumni Center catering can only cover approximately 3% over the guarantee.
- Premiere Catering is responsible for direct billing client for food service.
- No food or beverage may be brought into the building by any group or individual renting this facility with the exception of mints, nuts and wedding cake.
- All food service requires a minimum of 25 guests, some buffets and bar service require higher guest counts.
- No food may be removed from the center at the end of the function. Leftover food remains the property of our catering service.
- Pascale Great Hall – There is a minimum food purchase required on the weekend (after 4 p.m. on Friday, all day Saturday and Sunday): Breakfast \$9 per person, Lunch \$10 per person, Dinner \$12.75 per person, and Hors d’ Oeuvre Buffet \$9 per person.
- Weddings/ Wedding Receptions –There is a minimum of 100 guests with a maximum of 300 guests capacity at the Wick Alumni Center. Minimum food purchase of \$15 per person required.

Bar Service

Alcohol service is subject to university policy and the laws of the State of Nebraska and the City of Lincoln. For each event requiring cash bar service, an alcohol request form must be completed at least 60 days prior to the event with facility staff. Hosted bars also require an alcohol request form to be completed at least 30 days prior to the event. At least 75% of the guests in attendance at an event need to be 21 or older in order to have bar service at an event.

There will be an 18% service charge and 7% sales tax applied to all bar purchases and alcoholic beverages.

- Wick Alumni Center- Any alcohol service requires a minimum food purchase as well as a minimum amount of bar sales (cash or hosted). If the minimum is not reached, there will be an additional bartender charge.
- Champions Club- Chances "R" Catering provides all bar service for events held at the Nebraska Champions Club. A minimum amount of bar sales (cash or hosted) is required. If the minimum is not reached, there will be an additional bartender charge.

Smoking and Firearms

In accordance with university policy, all Nebraska Alumni Association rooms and buildings are smoke-free facilities. Nebraska Alumni Association facilities abide by the university policy on smoking and dangerous weapons (both concealed and unconcealed). All rooms and buildings are smoke free. All dangerous weapons are prohibited.

Entertainment

You may hire your own DJ or band for weddings and entertainment. Bands larger than four musicians or those with large amounts of electronic equipment must be approved in advance by the facility staff. All music must conclude by 12:30 a.m. All music performances must abide by both city and campus noise regulations.

Advertising and Promotion

All advertising material using the name, images or any other intellectual property of Nebraska Alumni Association facilities is subject to the approval of the Nebraska Alumni Association prior to the placement of such promotions.

Guest Behavior and Compliance

Guests shall conduct themselves in an appropriate manner. Inappropriate behavior by guests at functions on Nebraska Alumni Association property will result in their removal from the premises at the sole discretion of the facility staff. Refusal to do so may result in trespassing charges for such guests and the booking individual/organization will be billed for repair/replacement costs and any lost revenue due to damages.

Cleaning

Facility rental prices for events with food service include up to three (3) man-hours of cleaning time. Events without food service include one (1) hour for cleaning time. Additional cleaning time for either event type will be billed at a rate of \$100 per man-hour. Usage of prohibited items will double the cleaning fee.

Standard Room Rental

Standard room rentals shall include the following services rendered by the Association:

- Set up tables and chairs
- Standard linens, table cloths and napkins with minimum food purchases
- Limited event planning services of facility staff – this includes basic menu planning, sharing examples of past successful events, room layout and basic suggestions. This does not include full-scale coordination and event planning, which may be available at an additional charge.
- Supervision of event by facility staff
- Limited access to microphone and background music, at the discretion of facilities staff
- Post-event cleanup as specified above
- Caterer will provide china, flatware and glassware at appropriate food purchase levels

Policy Changes

The Nebraska Alumni Association reserves the right to update and alter these policies without advance notice to clients. Up-to-date policies will be posted at HuskerAlum.org.