

# MEETING ROOM POLICIES AND REGULATIONS

*\*The University Center reserves the right to change room assignments as needed.*

## Requests

Requests for the meeting rooms must be submitted a minimum of 1 week prior to your event.

**A room is not booked until you have received a confirmation email from the Reservations office.**

## Access

*\*Only available during Regular Building Hours*

Meeting rooms will be available 15 minutes before the scheduled meeting time unless requested otherwise in advance.

Rooms must be vacated within 15 minutes of scheduled ending time.

*\*Projector and Screen setup are subject to availability.*

## Space Use Policy

Event organizers shall return the space in the condition it was found upon move-in, including returning furniture if moved, picking up trash, and returning borrowed equipment. Out of respect for fellow community members, we ask all event organizers to leave the reserved space in a condition better than it was found.

Misuse of rooms may result in refusal of permission for meeting space in the University Center or a maintenance/damage fee, if applicable.

## Payment

Unless billed to an UNO account, 30 days out / upon execution of the contract, whichever is closer to the date of the event.

## Food and Drinks

No outside food or beverages may be brought into the University Center for meetings or events. All catering must be provided by UNO's Campus Dining Services.

Violations may result in service charges and loss of University Center usage privileges.

## Prohibited

- Open flames, candles, etc.
- Glitter
- Sitting on tables
- Blocking the flow of traffic or any doors with furniture
- Removal of any tables, chairs, or other University Center equipment from the University Center
- Confetti, glitter, and sand
- Fog and smoke/haze machines
- Balloons
- Hanging or Affixing items to ceilings, walls, floors, and all other items unless otherwise approved by Campus Booking management