



**COLLEGE OF BUSINESS**

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*This policy can be updated at any time at the discretion of the College of Business.  
Current policies are available online.*

## Overview

The following reservations policies are applicable to all spaces in the University of Nebraska–Lincoln Howard L. Hawks Hall effective June 1, 2017. The college partners with individuals and groups to provide meeting and event space, including assisting with the planning and coordination of these meetings and events and is committed to providing a quality customer experience for every event. The policies and procedures outlined below are intended to streamline the event planning process, create consistent event experiences, create efficiencies to help maximize space usage and maintain the integrity of the facilities.

The Howard L. Hawks Hall cannot be utilized for any activity resulting in financial gain for the client, except for charitable fundraisers or other events approved in advance. Additionally, the building will not be available for weddings, wedding receptions, showers or personal events.

The building and event reservation services are available based on college resources, and policies may be modified or amended at any time. Up-to-date policies will be posted at <http://business.unl.edu>.

## Group Types

### College of Business RSOs, Departments and Units

Any College of Business registered student organization (RSO), department or unit may reserve available space for meetings and events at no charge, as long as it is for their group and not affiliated with another group (See Affiliate Group). RSOs will need to complete the necessary paperwork with the [building manager](#) and [events coordinator](#) and any supplemental forms through Canvas in order to reserve space in the College of Business.

### Affiliate Group

An affiliate group is considered any University of Nebraska–Lincoln RSO, department, unit or current student/faculty/staff/alumni association members wishing to use available space and underwriting the cost with private or outside group funds. The reservations and all the details and modifications to the original booking must be made through the [College of Business External Relations Director](#). The University of Nebraska–Lincoln student/faculty/staff/alumni contact person must be present at the event. Event requests including catering or special setup must be submitted 15 business days prior to the event date. Events not requiring catering or special setup must be submitted 10 business days prior to the event date.

### Non-University of Nebraska-Lincoln

These events are not directly associated with the core mission of the university and are not affiliated with a university RSO, department or unit. The reservations and all the details and modifications to the original booking must be made through the [College of Business External Relations Director](#). The organization representative must be present during set-up, the duration of the event and clean-up.

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## Campus Youth Activity Safety Policy

The University of Nebraska–Lincoln has a strong interest in protecting the safety of youth on our campus; therefore, in 2012 the campus implemented a Youth Activity Safety Policy in order to provide a safe, educational and enjoyable activity/program experience for all participants. This policy provides minimum specific guidelines for activities sponsored by Nebraska and for activities sponsored by other organizations but held on campus. Except as noted herein, university units may, on their own, adopt policies that are stricter than the policies listed in this document. Please visit <http://police.unl.edu/campus-youth-activity-safety-policy#docs-links>.

If activities cannot meet these guidelines, prior written approval from the [UNL Office of Vice Chancellor for Business and Finance](#) is needed before such activities may be held on the University of Nebraska–Lincoln campus. The university reserves the right to discontinue an activity if found to be in violation of this policy.

## Room Fee Schedule

Any business RSO, department or unit may reserve space for meetings and events at no room charge. Room rates are divided into two flat fee time periods: events lasting between zero to four hours and events lasting more than four hours. Room rates listed include event equipment supplied by the college. It does not include event items not provided by the college (see list in reservation system), dedicated staff labor during an event, catering charges and other special event charges listed below.

### General Purpose Classrooms

Cluster & Tiered	<i>Affiliate Group</i>		<i>Non-University Group</i>	
	<i>0-4 hours</i>	<i>4+ hours</i>	<i>0-4 hours</i>	<i>4+ hours</i>
Classrooms	\$50	\$100	\$100	\$200
Atrium	\$400	\$800	\$800	\$1600
Auditorium A	\$250	\$500	\$500	\$1000
<i>*No Food Allowed in Auditorium</i>				
Auditorium B	\$200	\$400	\$400	\$800
<i>*No Food Allowed in Auditorium</i>				
Seminar Rooms	\$50	\$100	\$100	\$200
Conference Rooms	\$50	\$100	\$100	\$200
Dean's Cube	\$1500	\$2500	\$2500	\$5000

*\*includes board room, terrace and catering kitchen*

### Additional Charges and Fees

Note – these charges apply to all group types

Late Cancellation	50% of the Non-University room rate for each space
No Show	75% of the Non-University room rate for each space
Late Bookings	50% of the Non-University room rate for each space
Special Opening	\$250 0-5 hours/\$50 each additional hour
Extended Building Hours	\$50 per hour
Additional Prep Time	\$150 (when available)

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Custodial services	Custodial/college discretion per event
Excessive Cleaning/Room Reset Charge	\$25 per hour/\$50 minimum
Dedicated Event Support Staffing	\$75 per hour per person
Damaged/Stolen Items Various	Direct replacement cost
Violation of Exclusive Catering or College of Business Policies	\$200 minimum

### **Price Adjustments**

The College of Business reserves the right to adjust the quoted rental prices at its building until a reservation agreement has been completed. For events booked one year in advance, the sole catering vendor may adjust prices until a final event summary document has been approved. Such adjustments will not be more than 20% of the original quoted/contracted prices.

### **Deposits**

All affiliates and non-university groups will be charged a non-refundable deposit of 50% of room charges to confirm the reservation. The deposit will be applied as a credit toward the final charges of the event. All reservations with invoices totaling less than \$100 must be paid in full in order to confirm the reservation.

### **Cancellation & No Show**

The College of Business has implemented a cancellation policy and no show policy for all groups reserving space. Failure to show for a meeting or event, hold rooms that are not used or cancel with short notice (see cancellation policy below) can create complications for college staff setting up rooms unnecessarily and also denies other groups the opportunity to utilize event rooms.

#### **Cancellation - Single Meeting Rooms**

Reservations involving a single room must be canceled by 12 p.m. the business day prior to the scheduled meeting. If the meeting or event falls on Sunday or Monday, the cancellation must be made by 12 p.m. on Friday. Failure to cancel a meeting will result in the charge of 50% of the non-university rate of the room. Cancellation notification must be submitted in writing to the [building manager](#) or [external relations director](#).

#### **Cancellation - Multiple Meeting Rooms**

Reservations that require multiple rooms on the same date or multiple days must be canceled by 12 p.m., 10 business days prior to the event date. The entire reservation, or any rooms that will not be utilized, must be canceled 10 business days prior to the event date to avoid penalty. Failure to cancel any unneeded rooms, or the entire reservation, will result in the charge of 50% of the non-university rate for canceled/unused room. Cancellation notification must be submitted in writing to the [building manager](#) or [external relations director](#).

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## **No Show**

Groups failing to show up or use all spaces for reservations with multiple spaces will be assessed a charge of 100% of the non-university rate for each room. Any RSO with a record of three no shows will no longer be allowed to make room reservations.

## **Interruption or Termination of Event**

The College of Business reserves the right to cancel, interrupt or terminate any event in the interest of weather related emergency, public safety, noncompliance with university policies, or if the event can be viewed as inappropriate or not consistent with the mission of the college.

## **Inclement Weather**

If the University of Nebraska–Lincoln is closed, all university buildings will be closed and all events scheduled in Howard L. Hawks Hall will be canceled. Please refer to the [Nebraska home page](#) for re-opening information. Neither cancellation nor no show fees will be assessed due to university weather closing.

## **Event Planning**

The client, including university RSOs, departments or units, and the College of Business event team will meet once prior to the event to discuss and plan details for the event. This includes: layout, vendor selection, event timeline and other event specific information. After the planning meeting, a summary and cost estimate will be created for the client's approval. After the client notifies the College of Business event team they have no additional changes, a final summary will be presented along with any additional charges. The agreement and information provided by the client will be used to generate this summary. Other than final food counts with the caterer, no changes can be made after final notification or in the two weeks before the event.

## **Guest Behavior & Compliance**

Guests shall conduct themselves in an appropriate manner. Inappropriate behavior by guests at functions on Howard L. Hawks Hall property will result in their removal from the premises at the sole discretion of the college event staff. Refusal 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.

## **Events Occurring Outside of Business Hours**

Howard L. Hawks Hall will observe the following hours of operation on Monday through Friday. Extended hours may be posted during the course of the academic year.

Business hours	8 a.m.-5 p.m.
Building hours	6:30 a.m.-10 p.m.
Classroom access	6:30 a.m.-10 p.m.
Team breakout rooms	6:30 a.m.-10 p.m.

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Actively enrolled current College of Business students and students currently taking College of Business courses, faculty and staff will have Ncard access to the building 24/7.

### **Special Openings**

For events scheduled on days when the facility would normally be closed outside of normal business hours, groups will be assessed a special opening fee of \$250 for up to five hours of use. An additional \$50 per hour fee will be assessed for any hours beyond the initial five hours. If the event requires college staffing exceeding two staff members, there will be an additional \$75 per hour per additional staff member charged for the duration of the event.

Special openings are for one-time events and not for reoccurring events. Request for special openings need to be made in writing to the College of Business [building manager](#) or [external relations director](#) a minimum of 15 business days prior to the event date for approval consideration.

### **Extended Building Hours**

If an event requires the building to be open earlier or later than the regular building hours, a \$50 per hour charge will be assessed with the building not opening before 6 a.m. or closing later than 1 a.m. Extended building hours are for one-time events and not for reoccurring events. Request for extended hours need to be made in writing to the College of Business [building manager](#) or [external relations director](#) a minimum of two weeks prior to the event date for approval consideration.

### **Security**

The College of Business may require university-approved security if the event type or total projected attendance surpasses a certain number of attendees, such that security is necessary to supplement event staff in monitoring guests and usage of the building. Additional security fees will be charged at an hourly rate as determined by the College of Business [building manager](#) or [event coordinator](#) in partnership with University police.

### **Holidays**

Howard L. Hawks Hall will be closed for all major state/federal holidays, as well as designated shutdown periods for the University of Nebraska–Lincoln. ([see list here](#)).

### **Late Bookings**

#### **College of Business RSOs, Departments or Units**

A meeting room request will be considered a late add if the request for space is received after 12 p.m. for the next day. If the meeting falls on a Sunday or Monday, the room request must be made by 12 p.m. on Thursday. Unless the space request is made for a room that is used “as is,” there will be a charge of 50% of the non-university room rate for the space. An “as is” room requires no setup by College of Business staff. These requests must be submitted via email to [building manager](#) or [external relations director](#).

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## **Decorating**

### **Requirements for Decorating Spaces**

- Glitter, confetti, artificial snow, rice, sand, silly string, soap bubbles or other similar decorations that cause tracking or staining, or are difficult to clean up are prohibited.
- String or blue masking tape may be used to attach items to the ceiling. However, no decorations are allowed to be hung from sprinkler heads, projectors, microphones or cameras in the rooms.
- The use of incense, candles, fog machines or anything producing an open flame/haze/mist is strictly prohibited.
- Decorations are not allowed to be taped or tacked to the walls. Groups may use blue masking tape to attach decorations to wooden surfaces such as doorframes and wood or metal trim areas.
- Decorations of any type are not to be affixed to draperies or window coverings.
- Any decorations beyond the entrance of the group's reserved room or on stairway handrails must be pre-approved by the College of Business.
- Groups are to consult with the College of Business before using fountains, ice sculptures or similar decorations.
- Groups are responsible for insuring that no fluids of any type contact the flooring; including stone, wood floors and carpets.
- Helium balloons are not allowed in Howard L. Hawks Hall.
- All decorations must be removed immediately after the event, unless prior arrangements are made with the College of Business event team. Trash containers will be provided by building staff to assist groups in clean up. Groups will be charged an additional cleaning fee if decorations remain beyond the end of the event.
- All exit doors, exit lights, fire sprinkler heads, fire alarm pulls, fire extinguishers and other emergency or safety equipment must be kept free of obstacles or decorative material.

### **Additional Prep Time**

If available, the room may be rented the day before (during regular business hours) for preparations or setup for an additional \$150 fee for affiliate and non-university groups. University groups will not be charged a rental fee pending space availability.

## **Excessive Cleaning, Room Reset & Damaged/Stolen Items**

### **Custodial Services**

The College of Business reserves the right to adjust event invoices following the conclusion of the event for custodial and special cleanings. These adjustments may include, but are not limited to, restrooms, trash, floor and furniture. Groups will receive necessary updates from the [building manager](#) or [external relations director](#).

### **Excessive Cleaning and Room Reset**

It is the reserving group's responsibility to ensure the space they reserve is returned reasonably clean and as close as possible to the original room configuration as they found it. If spaces are left unreasonably dirty or not returned to the same condition they will be charged an excessive cleaning fee of \$25 per hour with a \$50 minimum charge. The use of 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 building as well as the outdoor space.

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### **Damaged or Stolen Items**

The repair/replacement cost of any College of Business item damaged or stolen during an event will be the responsibility of the reserving group.

### **Catering & Food Policy**

Catering Investments, LLC (dba Yes Chef Catering) is the sole catering vendor for the Howard L. Hawks Hall. Per contract, they will prepare and sell coffee and food items and provide catering services for all events scheduled in Howard L. Hawks Hall. All beverages provided will adhere to the Pepsi-Cola Company partnership.

Upon approval from the College of Business Building Committee, individual organizations affiliated with the university may give away food and beverage items within the college building and surrounding areas provide the items are not in direct competition with the catering or café menus.

An event with less than 20 people may request permission to have outside, catered food and drinks provided for their event. However, the outside caterer or provider must deliver the food to one of the building entrances and the event representative will need to provide set up and serve the food. Requests for permission to utilize outside catering must be submitted in writing to the College of Business [event project manager](#) or [external relations director](#).

Should Yes Chef Catering be unable, unavailable or otherwise refuse the catering of any event, that event shall be allowed to use a licensed outside catering service. In this event, the catering service may provide on-site set up. The [event coordinator](#) will provide a list of approved, licensed vendor.

Upon College of Business management approval, any event with “potluck” style food and beverages shall be excluded from the requirement to use Yes Chef Catering provided that no caterer shall be used for the “potluck” event.

### **Food Provided at Booths or Outdoor Promotional Tables**

Groups wanting to provide food in Howard L. Hawks Hall need to include food needs in their event request submission. Specific menus and notes will be reviewed and approved by the College of Business building manager and events coordinator. Food must follow the procedures below.

### **University RSO Food & Beverage Policy**

University RSOs, departments or units will need to submit food requests via the event request process when making their reservation request.

University RSOs, departments or units receiving a waiver from Yes Chef Catering must:

- Submit a request in writing to the [building manager](#) or [event coordinator](#) at least three weeks prior to event.
- Have food approved by the College of Business building manager and/or events coordinator.
- Provide food that has been donated or purchased from an approved, licensed vendor.

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- Have food delivered to one of the building entrances and have group members take the items from the point and set up the event. Vendors cannot bring the food into the building, setup or serve the food.
- Cold beverages must be Pepsi products, this includes bottled water.
- Hot beverages must be prepared offsite and served from insulated containers or “to go” containers.
- Cotton candy machines and snow cone machines (or similar equipment) are not allowed in or on Howard L. Hawks Hall premises.
- Popcorn machines will not be allowed. Any group wanting to provide popcorn will need to serve pre-popped popcorn.

### **Grill Policy**

No grills, griddles or the like will be permitted in or around Howard L. Hawks Hall to include sidewalks, plazas or delivery/dock zones. Groups may include grilled food requests in their event request and the college-approved caterer will address those needs.

### **Team Breakout Rooms**

Howard L. Hawks Hall has rooms that can be utilized by current business students for studying, as well as by faculty and staff for meetings. These rooms are available for reservation 6:30 a.m.-10 p.m.

Team breakout rooms can be checked out on the reservation screens located at the entrances to the rooms, via online requests and at the Welcome Desk. Business students will be required to submit a valid NU ID number to complete any reservation.

These rooms can be reserved for up to two hours, once in a 24-hour period, up to two weeks in advance. Rooms are to be used as is and must be vacated at least 15 minutes prior to any scheduled meeting in that room. When leaving the room, it must be left in the manner in which it was found and any reported damages or missing items will be the responsibility of the person who reserved the space.

Any person, group or RSO with a record of three no shows over the span of a semester will no longer be allowed to make multiple room reservations for the team breakout rooms online for that semester.

### **Booking Periods**

The College of Business building manager will facilitate room assignments based upon the business class schedule and resulting room availability. All event requests will be reviewed on a case by case basis.

### **College of Business Recognized Student Organizations (RSOs)**

College of Business RSO may schedule space up to one semester in advance for regular meetings. The first date a regular meeting may be scheduled for each semester is as follows:

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- April 15 for Fall Semester,
- The Monday after Thanksgiving for Spring Semester
- March 15 for Summer Sessions

For annual or special events, RSOs may reserve one year in advance.

### **University Organizations/Departments/Units**

University organizations, departments or units may schedule regular meetings one year in advance and annual or special events two years in advance.

### **Affiliate and Non-University Groups**

Non-university organizations may schedule between the Saturday of University of Nebraska–Lincoln Commencement in the spring and the last Saturday in July, two years in advance. Events between August 1 and the Friday before [University of Nebraska–Lincoln Spring Commencement](#) may be scheduled one year in advance. Event requests including catering or special setup must be submitted 15 business days prior to the event date. Events not requiring catering or special setup must be submitted 10 business days prior to the event date. Contact the college [external relations director](#) to schedule events.

### **Solicitation**

Active solicitation of goods and services are prohibited in Howard L. Hawks Hall with the exception of RSOs with confirmed reservations. RSOs with confirmed reservations may solicit goods and services but the solicitation must remain in the event space or directly behind booths or tables in confirmed first floor and outside public spaces.

### **Event Signage/Directional Signage**

Posting of event or directional signage throughout Howard L. Hawks Hall is only permitted with prior approval from the College of Business [building manager](#) and/or [external relations director](#).

Signs will not exceed 8.5” x 11” and will include date, event name and location. All signs will be put up no earlier than two hours before the event and taken down thirty minutes after the event.

Signage may only be displayed inside Howard L. Hawks Hall designated areas. All exit doors, exit lights, fire sprinkler heads, fire alarm pulls, fire extinguishers and other emergency or safety equipment must be kept free of obstacles or decorative material.

Standard College of Business signage must not be covered or otherwise obstructed in any manner.

No tape/adhesive, thumbtacks, screws and nails are to be used on any surfaces.

A-Frame signs (sandwich boards) will not be permitted by RSOs, affiliate groups or non-university groups.

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Any signs that are not placed in the previous agreed upon location(s) will be removed and disposed of and the group may be charged a fee for not following policy. The College of Business is not responsible for the lost, damaged or stolen signage. The reserving group accepts all responsibilities for replacement and repair cost.

## **Digital Signage Policy & Guidelines**

First and foremost, our digital signage will serve students, faculty, staff and guests who visit Howard L. Hawks Hall. Digital signage will guide them to available spaces and scheduled activities (i.e. events, locations and times), people and offices. The signage does not replace personal one-on-one conversations with our staff, but provides an additional option for visitors to use.

### **Order of Priority of Digital Signage**

1. Emergency information
2. College of Business content
3. College of Business recognized student organizations (RSO)
4. Other affiliate organizations depending on availability

### **Policy Subject to Change**

These policies and guidelines are subject to change depending upon several factors, including visitor feedback, evolution or adoption of new graphic layout standards, implementation of new technologies and best practices, and other reasons that could potentially influence this medium.

### **Digital Signage Policy**

1. Advertisements or solicitations are not accepted to post on the College of Business digital signage network.
2. The following messages are prohibited:
  - a. Religious messages not pertaining to an RSO
  - b. Sexually suggestive, derogatory, discriminatory or inflammatory material
  - c. Fundraising advertisements or sponsorships for any initiative not directly associated with the University of Nebraska–Lincoln
  - d. Job postings
  - e. Events held on campus that are not associated with the University of Nebraska–Lincoln
  - f. Messages not in accordance with the University of Nebraska–Lincoln Code of Ethics
  - g. Messages that promote or condone behavior that violates University or College of Business policies, or local, state or federal law
  - h. References to the sale or consumption of alcohol or illegal drugs
  - i. Personal messages
  - j. Advertisement of commercial products or services
  - k. Messages that include the copyrighted or trademarked works of others
  - l. Political messages for candidates or local, state or federal measures and bills (see exception below)

***Exception:*** When a candidate for political office comes to campus, neither the campus nor the hosting facility is taking a political position for or against a candidate. Their

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presence on campus is strictly educational and similar opportunities are to be offered to all candidates. Posting their event on an electronic signage board does not make the posting political.

3. Recognized student organizations' access to the network will be limited to those recognized by Student Involvement and the College of Business. That access will only include recruitment notices, announcements of new clubs and college- or campus-wide events. Ongoing club information (e.g. monthly meeting notices) will not be accepted as its relevance is limited in scope to only club members. College of Business Communications, Marketing and External Relations office will have discretion over final messaging and graphics displayed on all College of Business digital signs.
4. Messages **MUST** be brief and concise. The number of words to be used in each screen on average is 12. Content messages should be easy to comprehend and include only essential information such as time, date and place of event. Viewers typically ignore messages that are challenging to interpret. For more information, include URL addresses but keep them as short as possible or create a go.unl.edu shortlink.
5. Digital signage submissions should be made at least 14-21 days prior to the posting date.
6. Submitted content is posted no more than 14 days prior to the event date and is removed automatically at midnight the day the event concludes.
7. Informal postings not directly associated with an event may be posted for up to three weeks (i.e. scholarship opportunities, priority registration, general student deadlines, etc.).

### **Submission**

Requests made without 14-days notice are not guaranteed to be displayed. Requests will be on a first come, first served basis. College of Business Communications, Marketing and External Relations will have discretion over all content submitted.

The College of Business Communications, Marketing and External Relations office reserves the right to edit any submitted material, determine what is appropriate for posting and choose when a posting will appear in the announcement rotation.

The College of Business Communications, Marketing and External Relations office will make every effort to fulfill requests but provides no guarantee that digital materials submitted will be posted and reserves the right to limit or exclude submissions.

### **Approval Process**

All requests must be verified and approved before a sign is created. You will be contacted by email to confirm whether your request was approved or denied. This process may take several days to complete.

A request that meets all requirements does not guarantee approval. Approval also depends on available sign space. This is determined on a first come, first served basis with the understanding College of Business content takes priority over all requests.

### **Text and Signage Suggestions**

1. The actual display resolution is 1920 x 1080 pixels at 96 dpi with a horizontal/landscape orientation.

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2. Text is limited to 20 character per line with a maximum of three lines of text.
3. College of Business communications adhere to AP journalistic style for consistency and clarity. We recommend your digital sign to follow AP style as well. Examples include:
  - a. Do not use st, nd, rd, or th with dates. January 1 not January 1<sup>st</sup>.
  - b. Time is shown by using a.m. and p.m., and do not use :00. Examples: 1 p.m., 3:30 a.m.
4. Recommended fonts include Times New Roman, Arial or Helvetica in addition to the University of Nebraska–Lincoln institutional typefaces URW Grotesk, Minion, Tungsten, Gotham, Mercury, Snelma and Lubalin Graph Nebraska.
5. Display time on the digital signage is limited to a maximum of 10 seconds per posting.
6. Only two messages per RSO and department will be allowed on the network at any given time (this may be increased at the discretion of the administrator in times of low content). During times of high content, priority will be given to College of Business content.
7. It is the contributor’s responsibility to submit the graphic elements that will be displayed on the message posting. These elements should have the adequate format quality and resolution to be part of the screen layout.
8. Artwork must include organizational logo or your official university lockup.
9. Acceptable graphic formats are JPEG and PNG.

**To request space on our digital signage, please contact [unlcba@unl.edu](mailto:unlcba@unl.edu).**

**Questions or comments should be referred to the College of Business Communications, Marketing and External Relations office at [unlcba@unl.edu](mailto:unlcba@unl.edu).**

## **Table Tent Policy**

Table tents are a popular way to advertise student organization activities to a large population of students. Below are the guidelines for reserving table tents in Howard L. Hawks Hall.

Contact the [College of Business Communication and Marketing Specialist](#) to make a reservation for table tents.

- A total of 175 table tents are needed for all the tables in the College of Business including the café, atrium and galleries.
- Only two table tent reservations will be available per area.
- Each organization is only permitted one table tent per table per week. Table tent reservations cannot be made for consecutive weeks.
- Table tents are defined as a folded tent-shape, triangular, or square-shaped card no longer than four inches by six inches on any one side.
- The name of the sponsoring organization must be prominent on the table tent.
- The student organization members will place the table tents throughout Howard L. Hawks Hall and need to pick them up by Friday afternoon.
- An approved event scheduled in the college will have priority over the displayed table tents in corresponding areas. As a result, the table tents will be removed.

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Current policies are available online.*

## **Advertising/Promotion**

### **Booth & Outdoor Promotional Table Policy**

University of Nebraska–Lincoln organizations, departments or units may reserve booths or outdoor tables for publicity or informational materials.

All groups need to complete an online event request to reserve a booth or outdoor table.

- Booths and outdoor table activities are limited to one booth or outdoor table. Activities requiring more than one table are considered an event and will fall under the College of Business Booth/Outdoor Activity Policy.
- A booth or outdoor table may be reserved for no more than two times per week, excluding Friday. Specific times are to be given at the time of the reservation.
- The name of the RSO or university department or unit must be prominently displayed using appropriate signage.
- Animals are not allowed at Howard L. Hawks Hall.
- Verbal harassment of College of Business customers or loud and boisterous activity is not allowed. Those using the booth or outdoor table are expected to remain behind the booth or table. University RSOs, departments or units need to get permission from the College of Business building manager to have music and/or amplified sound at the time the reservation is made.
- The booths and tables are not to be moved from their current location. All outdoor tables and chairs are to be returned at the conclusion of the reservation.
- Food provided at RSO booths or outdoor promotional tables may not be sold or used for fundraising purposes.
- University organizations, departments or units providing food at booths or outdoor tables are not allowed to sell food or purchase food from anyone but the College of Business contracted caterer or approved food vendors.
- University organizations, departments or units must get permission from the College of Business building manager or events coordinator to give away either purchased or donated food/beverages at the time the reservation is made. University groups are only allowed to give away food three times per semester.
- The College of Business does not allow university RSOs, departments or units to co-sponsor non-University of Nebraska–Lincoln groups for commercial and informational purposes unless it is part of an educational activity sponsored by the RSO, department or unit (See Booth or Outdoor Activity Policy).
- University RSOs, departments or units may not sell or promote credit cards or anything not within the university or College of Business policy. The college reserves the right to stop any activities if it violates policy or the safety of individuals.
- If a rain date or rain location needs to be scheduled, it should be done so at the time of the reservation.
- The College of Business assumes no responsibility for items, personal or organizational, left unattended.

### **Booth & Outdoor Activity Policy**

University RSOs, departments or units requiring more than one booth or outdoor promotional table and/or vehicles outdoors or additional equipment fall under the College of Business Booths/Outdoor Activity Policy.

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Current policies are available online.*

- Activities/Events requiring additional space other than a regular booth or outdoor promotional table will be subject to availability of the space requested and must follow the reservation process.
- Animals are not allowed inside Howard L. Hawks Hall.
- The College of Business allows university RSOs, departments or units to co-sponsor non-University of Nebraska–Lincoln groups for educational purposes that fit within the group’s mission statement. Co-sponsoring requires multiple members of the RSO, department or unit to be present and actively participating in the event. Example of these events are employers in residence, entrepreneurs in residence, career fairs and majors fair.
- University RSOs, departments and units will be required to complete an online event request form.
- The charges when co-sponsoring with non-university groups will follow the affiliate rate.
- The name of the university RSO, department or unit must be prominently displayed using appropriate signage.
- Verbal harassment of College of Business customers or loud and boisterous activity is not allowed. University RSOs, departments and units must get permission from the College of Business building manager or events coordinator to have music and/or amplified sound at the time the reservation is made.
- The RSO, department or unit is expected to setup and clean up the event themselves. The College of Business will provide a specific number of tables and folding chairs and any other needs will need to be provided by the group listed on the reservation.
- RSOs providing food at booths or outdoor promotional tables, need to complete an online event request form and receive approval from University of Nebraska–Lincoln Risk Management. RSOs are permitted to give away pre-packaged food/beverages for a group promotion purposes. Homemade food is not allowed. Beverages must follow the University of Nebraska–Lincoln exclusive Pepsi beverage contract.
- University departments or units providing food at booths or outdoor activities are not allowed to sell food or purchase food from anyone but the College of Business contracted caterer or food vendors. University departments or units must get permission from the [College of Business Building Committee](#) to give away either purchased or donated food/beverages at the time the reservation is made.
- If a rain date or rain location needs to be scheduled, it should be done so at the time of the reservation.
- The College of Business assumes no responsibility for items, personal or organizational, left unattended.

### **Non-University Vendor Policy for Inside Space**

- Only one six-foot table is available for non-university vendors. No outside space will be available.
- No credit card vendors, food vendors, or anything not within University of Nebraska–Lincoln or College of Business policy will be allowed. The College of Business reserves the right to stop any activity if it violates policy or the safety of individuals.
- The table and chairs provided are not to be moved from its reserved location. Those using the booth/table are to remain behind the booth/table and the table is not to be moved out into the walkway.

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- Verbal harassment of College of Business customers or loud and boisterous activity is not allowed. Those using a booth are expected to remain behind the booth/table.
- A facilities agreement and certificate of insurance will need to be received no later than five business days prior to the beginning date of the reservation. If any conditions of the agreement are not met, the reservation will be voided and the vendor may not be allowed to return to Howard L. Hawks Hall.

### **Chalking Policy**

Chalking is defined as the marking of a surface with chalk in order to communicate a message. Chalking will not be permitted on Howard L. Hawks Hall premises. Those wishing to publicize upcoming events should refer to the Nebraska Union Chalking Policy.

- Any RSO chalking on Howard L. Hawks Hall premises will have all messages removed immediately and will be assessed an excessive cleaning fee of \$50 per hour.

### **UNL Outdoor Spaces**

University RSOs, departments, units, affiliate groups and non-university groups may reserve outdoor spaces.

- All reservations need to be made, with finalized event details, at least ten business days prior to the event date with the College of Business [events coordinator](#).
- Affiliate groups and non-university groups will be required to complete a facilities agreement with the College of Business [events coordinator](#), pay any deposits, and provide a certificate of insurance.
- Depending on the event, waivers from participants may be required.
- A noise variance will be required for events with amplified sound scheduled past 10 p.m.
- All reservations will be dependent on the weather. If University of Nebraska–Lincoln Landscape Services determines the outdoor space is too wet, snowy, etc. to withstand being damaged by the event, the event will be cancelled. A decision will be made as early as possible but since weather can be unpredictable, the decision may not be able to be made until the day of the event. The College of Business building manager and event coordinator will provide as much communication to the event contact as possible. An alternative location or date should be planned.
- Any athletic events such as bubble soccer, human foosball, touch football, etc. will not be allowed on outdoor space. These reservations will need to be made through campus recreation to be played on the appropriate field surfaces. Contact Campus Recreation, 402-472-3467 for athletic events.
- Proper care needs to be taken to protect the landscape turf, plantings and related facilities.
- If there is any damage beyond normal wear and tear to the site, the group will be charged for the cost of repairing or replacing the damage. This will be determined by University of Nebraska–Lincoln Landscape Services.
- The use of nails, staples, adhesive, etc. to attach objects to the wooden structures, buildings, trees, poles, etc. are prohibited.
- It is the reserving group’s responsibility to ensure the space they reserve is returned reasonably clean and as close as possible to the original condition they found it. If spaces are left

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unreasonably dirty, the group will be charged an excessive cleaning fee of \$25 per hour with a \$50 minimum charge.

- Trash containers, recycle containers, and picnic tables may be rented from University of Nebraska–Lincoln Landscape Services. Requests must be made no later than ten business days prior to the event.
- Tables and chairs require prior approval for all outdoor spaces. Once approved, rental of tables and chairs must be made by the group through an outside rental company.
- All vehicles must be parked in designated areas and are never allowed on the grass. If you are having anything delivered, the vehicle will need to remain on streets and the delivery carried to the outdoor space. Parking arrangements may be made through Parking & Transit Services, 402-472-1800.
- If the event requires electricity, electrical needs will be requested no later than 10 business days prior.
- Groups will be allowed to reserve outdoor space for one day, three times per semester.
- Any beverages will need to comply with the University of Nebraska–Lincoln contract with Pepsi.
- Please note the University of Nebraska–Lincoln campus is public so there is no guarantee that you will be the only individual/group utilizing the area.

## **College of Business Parking**

There are four reserved College of Business parking spaces for invited guests and dignitaries visiting Howard L. Hawks Hall. These spaces operate on a first come, first served basis. While requests for a space may be made via the [event management system](#), affiliate and non-affiliate groups should make reservation requests via their college contact or the [welcome center receptionist](#).

Please note the following guidelines apply to the approval of reservations.

- Permits must be obtained and displayed in the driver's side dash.
- Reservations will not exceed two hours.
- Walk-ins are not guaranteed a space so it is highly recommended parking be reserved 48-hours in advance. If the welcome center receptionist is unavailable, guests may inquire in the Dean's Suite (HLH 301).
- Vendors should be confirmed through the [building manager](#) and/or [external relations director](#).
- These spaces are not designated for use by College of Business employees or students, family and friends visiting the building. This also applies to individuals picking up or dropping off an employee for work or student for class.

## **Photography and Filming**

Largely, outside individuals or companies are not allowed to photograph or film inside Howard L. Hawks Hall. Exceptions are made on rare occasions when it is determined the proposed project furthers the university's educational mission or strengthens university ties to the community and will not disrupt activities on campus.

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Photography and filming will be allowed only during times and in locations least likely to be disruptive to the academic process and student life. The use of any prop, set item, special effects apparatus or any other device of any kind that may result in damage to Hawks Hall or university property is prohibited. Photography and filming may not take place in hazardous locations at any time that could cause injury to cast and crew or damage to equipment or university property.

Photography and filming may not be conducted in the following areas:

- In front of or inside building elevators
- In restrooms, mother's rooms or other personal rooms
- Anywhere where building egress (i.e. entrances, exits, etc.) might be blocked in any way
- Anywhere where building operation might be impaired in any way

### **Non-University of Nebraska–Lincoln Groups**

At least 10 business days prior to location photography or filming, a written request including the following information must be submitted to the [College of Business External Relations Director](#).

- Name and description of the organization or individual making the request
- Name, address, email and phone number of contact person
- Project description, including the way in which Howard L. Hawks Hall will be portrayed, and the intended use of the resulting material
- Date(s) requested
- Time and duration of proposed shoot
- Specific site(s) requested
- Number of people and amount and type of equipment involved
- Any potential disruption (sound, light, physical, etc.) of college activities
- Any specific requests to utilize college resources (personnel, electricity, etc.)
- A certificate of insurance naming the University of Nebraska–Lincoln Board of Regents as additional insured, providing comprehensive general liability insurance, including personal injury and property damage

Location film and video production carries risk. While making every attempt to exercise safety precautions on a location shoot, outside individuals or companies may be held legally and financially liable in the event of an accident that happens as a result of that shoot.

### **University Affiliate Groups and College of Business RSOs, Departments and Units**

At least 10 business days prior to location photography or filming, a written request including the following information must be submitted to the [College of Business External Relations Director](#).

- Name and description of the organization or individual making the request
- Name, address, email and phone number of contact person
- Project description, including the way in which Howard L. Hawks Hall will be portrayed, and the intended use of the resulting material
- Date(s) requested
- Time and duration of proposed shoot
- Specific site(s) requested
- Number of people and amount and type of equipment involved
- Any potential disruption (sound, light, physical, etc.) of college activities

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- Any specific requests to utilize college resources (personnel, electricity, etc.)

### **Media and News Groups**

Please note, this policy does not apply to digital and print news media, which are generally welcome on campus. News media personnel should contact the [College of Business Executive Director of Communications, Marketing and External Relations](#) with requests.

### **Alcohol Service**

The following policy regarding the service of alcoholic beverages on the University of Nebraska–Lincoln campus is adopted pursuant to Board of Regents Policy 6.4.1, Dispensing Alcoholic Beverages on University Property. In addition to this policy, any service or dispensing of alcohol on the University of Nebraska–Lincoln campus shall also comply with the Nebraska Liquor Control Act and any applicable local liquor ordinances. This includes, but is not limited to, a prohibition against any alcoholic beverage dispensed to or consumed by an individual under the age of 21, at any event covered by this policy.

There are two categories of events, where the service of alcohol on the University of Nebraska–Lincoln campus may be allowed. They are:

1. Private social events where attendees are not directly or indirectly charged for the alcohol served.
2. Events at which the attendees are not limited to a specific guest list or any event where attendees are charged, directly or indirectly, for the alcohol served.

These categories and related rules are more fully discussed below. All categories of events require an application for university approval, as will be discussed, and Category #2 events require a Special Designated License (“SDL”) issued by the municipality within which the event takes place.

All alcohol must be contained within the building. At least 75 percent of the guests in attendance must be 21 years of age or older in order to have bar service at an event. Please consult your venues’ bar caterer for policies on beverage guarantees, minimums, billing policies, etc.

Event sponsors (whether an individual or organization) of Category #1 and #2 events shall select an “Approved Caterer” from a [list of caterers](#) approved by the Vice Chancellor for Business and Finance.

Approved caterers must

- Have the necessary licensure from the Nebraska Liquor Control Commission and appropriate liability insurance, as determined by the Vice Chancellor for Business and Finance.
- Have no less than five years-experience in beverage catering and no confirmed violation(s) of the Nebraska Liquor Control Act or local liquor ordinances for the three years prior to University of Nebraska–Lincoln approval.

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- Will be removed from the list and their eligibility to serve alcoholic beverages at University of Nebraska–Lincoln revoked, if the university determines that they have engaged in any activity, on or off campus, that would constitute a violation of the Nebraska Liquor Control Act or local liquor ordinances.
- Demonstrate sufficient financial resources to serve as a beverage caterer at the type of events held at University of Nebraska–Lincoln. Within the limits imposed herein, the process for inclusion on the list shall follow university procedures for contracting with outside vendors.

Due to the nature of flooring and other surfaces, keg beer, red wine or punch, and other red or dark liquids and staining foods are not permitted in the building. To avoid damage to the building and artwork, only the bartender is permitted to open and serve alcohol. Alcohol may only be served and consumed in the designated event space.

For additional category and permit information, please visit: <http://bf.unl.edu/policies/policy-serving-alcoholic-beverages>.

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