CENTRALIZED RESERVATIONS POLICY AND EVENT GUIDE

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GENERAL INFORMATION

WHAT IS CENTRALIZED RESERVATIONS?

The Centralized Reservations team operates under the umbrella of the Skutt Student Center and the Harper Center. The Centralized Reservations Staff is responsible for the scheduling of non-academic events in Creighton University's general-purpose and classroom space in the Skutt Student Center, the Harper Center and various other buildings across campus. These rooms are available for academic events, departmental events, student organization meetings, wedding receptions and public conferences. The Centralized Reservations Staff is also responsible for reserving various outdoor space cross campus.

Please note that Centralized Reservations is NOT responsible for scheduling academic courses/classes/exams. All academic classes/courses/exams must go thru the Registrar's Office. You may contact the Registrar's office by visiting www.creighton.edu/registrar or by emailing registrar@creighton.edu.

Centralized Reservations Office
(402)280-1493
Harper Suite 1108
reservations@creighton.edu
www.creighton.edu/reservations

SCHEDULING YOUR EVENT

POLICY 3.1 – RESERVING SPACE

Space in the Skutt Student Center and Harper Center is available for use by registered student organizations, university departments, organizations that have an affiliation with the University, or public clients consistent with the Catholic Jesuit mission. Reservations for space must be made through the Centralized Reservations Office.

Reservations are made on a first-come, first-served basis. However, in extremely unusual circumstances, confirmed reservations may be over-ridden.

Most space reservations can be made up to one year in advance. The exception is with events needed academic space. No events will be scheduled in any academic space until the academic term courses have been finalized and classroom spaces have been released for general scheduling by the Registrar's Office.

Faculty/Staff Reservations

Creighton Faculty and Staff may make reservations for events for by contacting the Centralized Reservations Office. Rooms are available for you to reserve when they are not being used for an academic course or a University Event.

Student Organization Reservations

Student Organizations that have registered with the Student Leadership & Involvement Center (SLIC) may make reservations for events by contacting the Centralized Reservations Office. Rooms are available for Student Organizations to reserve when they are not being used for an academic course or University Event. Depending on the type of event is being registered; additional approval from SLIC may be required prior to a final event confirmation.

Weddings and Conferences

Due to the additional time needed to plan events such as weddings and conferences, reservations for wedding receptions and conferences may be made up to two years in advance.

Once a reservation has been confirmed and a contract signed, a representative from the Centralized Reservations Office will be assigned to work with the client to finalize all logistical requirements and expectations for the event.

Large Events

Event details for large and/or complex events (graduation ceremony, receptions, conferences, banquets, dinners, vendor fairs, etc.) must be finalized at least 15 business days prior to the event due to the size, scope and nature of the event.

Smaller Events

Any other client reserving space for standard meetings or smaller events that do not require complex AV/Technology or setup should coordinate room set up requirements and equipment requirements at least 5 business days prior to their event.

Special Rental Items

Arrangements may need to be made with outside vendors for special rental items not normally available as part of the Centralized Reservations Office inventory of equipment. The current inventory of equipment is specific to the Skutt Student Center and the Harper Center. The Centralized Reservations Office may secure additional items outside of our normal inventory on behalf of the client. However, any charges incurred for use or rental of equipment or materials will be the sole responsibility of the client. Failure to make prompt payment to any outside vendor will result in the cancellation of future reservations held by that client. (See policy 4.1 for fees)

Using classroom space to hold events (Campus-wide)

Classroom spaces can be used ONLY if there are no academic classes taking place in the space. All request for use of classroom space as an event space will not be processed until the Registrar's Office has released the space for use. This generally takes place after all academic classes have been scheduled. All requests for use of a classroom will be put on an Academic Space Waiting List until classes have been released. All requests will be processed in the order in which they were received.

POLICY 3.2a – RESERVABLE SPACES (SKUTT)

The Skutt Student Center facilities are available for meetings, receptions, lectures, banquets, workshops, fundraisers and other student, department, and University programs. The only locations that can be reserved for meetings and events are:

- Room 209
- Room 218
- Room 104
- Room 105
- 104 and 105 foyer is available for use as a reception or buffet area when using rooms 104 and 105.

- Mutual of Omaha Ballroom (ground floor). Seating capacity will vary depending on setup requirements. The Ballroom is a multi-purpose room that can be used as a large banquet hall or divided into seven small meeting rooms.
    - Ballroom Entire
    - Ballroom West
    - Ballroom Center, which can be divided into Rooms A, B, C.
    - Ballroom East, which can be divided into Rooms D, E, F.
- Wall of Distinction (second level) is located at the Kiewit Fitness Center entrance. This space will serve as a display/lobby area.
- Outdoor Stage (Kidney Bean) is located on the northwest corner of the Skutt Student Center lawn. The stage measures 12'x 35' and is equipped with four electrical outlets (110 volts).
- Exterior balconies are located:
    - Off Rooms 104 and 105 on the first level.
    - Skutt second level entrance patio.
- Activities scheduled on the balconies and patios cannot conflict with activities scheduled in adjoining meeting rooms.
- Fireplace Lounge/East Grand Stairway (ground level).

POLICY 3.2b – RESERVABLE SPACES (HARPER)

The Harper Center facilities are available for meetings, receptions, lectures, banquets, workshops, fundraisers and other student, department, and University programs and public events. The only locations that can be reserved for meetings and events are the following rooms:

Room 3023
Room 3026
Room 3027
Room 3028
Room 3029
Harper Hixon-Lied Auditorium
Ahmanson Ballroom

The Harper Center does have classroom space that is available for events during times when classes are not scheduled

Both offices and classroom reside in the Harper Center, in addition to meeting/event spaces. Requests to reserve common areas will only be considered on a limited basis and are not guaranteed and fees may be assessed on a case by case basis. Common areas include the following:

- Frist floor atrium outside of Card Services
- Second floor railing area

- Hallways outside of the John P. Fahey Career Center and the Creighton Center for Service and Justice
- Second floor lounge outside of the Hixson-Lied Auditorium
- Third floor lounge outside of room 3023
- Fitzgerald Boardroom Foyer
- Common hallways near restrooms and elevators

A request to use these areas must be submitted and approved by the Director of the Skutt and Harper Centers, or his/her designee, a minimum of 10 business days prior to the requested event date. Only those events that will not create a disturbance for the occupants in the building will be considered. Examples would include large events taking place in the Hixson-Lied Auditorium involving food/beverages outside of business hours, registration or display areas for large events utilizing several spaces in the building primarily outside of business hours.

Events involving amplified sound in common areas will not be approved during official business hours, during class periods, or if there are other events in the building that could be disturbed by the sound.

POLICY 3.2c – RESERVABLE SPACES (CAMPUS-WIDE)

The Centralized Reservations Office schedules events within classroom space across the entire campus. It is important to note that Academic Courses take precedent in these spaces. Classroom spaces can be used ONLY if there are no academic classes taking place in the space. All request for use of classroom space as an event space will not be processed until the Registrar's Office has released the space for use. This generally takes place after all academic classes have been scheduled. All requests for use of a classroom will be put on an Academic Space Waiting List until classes have been released. All requests will be processed in the order in which they were received.

In the event that an event reserved within a classroom has to be moved to accommodate an academic course, the Centralized Reservations Office will work with the client to relocate them to another space location.

POLICY 3.2d – NON-RESERVABLE SPACES (CAMPUS-WIDE)

Certain spaces across campus are restricted from reservations for a variety of reasons. These space include but are not limited to the following:

- Dining facilities (Becker, Birdfeeder, Brandis, BrewJay, Café A La Cart, Faculty Commons Harper Dining Center, Jack & Ed's Marketplace, Java Jay, Simply-To-Go, Stabucks, and Wareham Court
- Mutual of Omaha Lounge in the Hixson-Lied Science Building

POLICY 3.3 –RE-ALLOCATION OF RESERVED SPACE

All reservations are based on a "first come, first served" policy. Once a client has made a reservation and received a confirmation of that reservation, the space reserved should not be relinquished to another client. However, circumstances may arise that would necessitate a request to the original client to vacate their space. If it becomes necessary to move a confirmed reservation to accommodate a second request for the same date and time, the original client must be contacted first.

Any change to a confirmed reservation must be facilitated by the Centralized Reservations Office. It is the sole responsibility of Centralized Reservations Office to contact the clients involved. If the original client agrees to a change, the Centralized Reservations Office will make all the necessary adjustments. If the original client is unwilling to relinquish their reserved space, the Assistant Director, Centralized Reservations will review the matter, contact all parties involved and make the final determination regarding the space. The Centralized Reservations Office will assist, to the best of its ability, in securing a suitable alternate location for any client that loses its space through reallocation.

SPECIAL NOTE: It is vital to the integrity of the Centralized Reservations Office and the confidence of our clients that confirmed reservations are not reallocated by another client. Application of this policy should be under exceptional, extenuating circumstances and not merely to accommodate a second client's request.

POLICY 3.4 – OVERLAPPING RESERVATIONS

In the event overlapping reservations occur, the Centralized Reservations Office will review each reservation number and determine which client made the first request. The client who made the initial reservation would be granted the space.

If it cannot be determined which reservation was made first, the Assistant Director, Centralized Reservations will try to resolve the situation. If an amicable solution cannot be determined by the Assistant Director the final decision on who will be granted the space would be made by the Director of the Skutt Student Center and Harper Center for Student Life and Learning.

The Centralized Reservations Office will assist the displaced client to the best of its ability to locate an alternate location

POLICY 3.5 – ROOM HOLDS

It is not the policy of the Centralized Reservations Office to **hold** more than one space for an event, or to hold a room for a client for an undefined event. A room hold is at the discretion of the Centralized Reservations Office.

When a request is made to hold a room for an event, the client will have 3 business days from the date the reservation is made to either confirm a planned event or release the room. When the 3 business day time period has passed, the Centralized Reservations Office will release the hold after notifying the client.

Due to the high demand for room reservations and the limited availability of space, clients may not hold more than one space at a time. Holds may not be placed farther than one calendar year in advance. Unless the hold is for a conference or similar event and the hold has been placed directly with the Assistant Director of Events/ Reservations.

POLICY 3.9 – FINAL ROOM SETUPS

Customers are to provide final meeting room setups at least 15 business days in advance for large events. **This includes dinners, banquets, receptions, graduation ceremonies, conferences/seminars, and special AV/ Technology setups.** Customers are to contact the Centralized Reservations Office for any changes as soon as possible. Last-minute setup changes may be subject to labor fees (see fees in Policy 4.1).

POLICY 3.10 – INCLEMENT WEATHER SITE LOCATIONS

Due to the high demand for space on Creighton's campus, it is not a customary procedure to allow clients to reserve inclement weather site locations. However, there are particular events involving a large number of attendees which require a guaranteed location. Examples of this would include University activities with Regular Event Status.

The Centralized Reservations Office will make the final determination as to the qualifications of a specific event with consultation.

In the Skutt Student Center indoor vendor lobby tables will not be reserved in conjunction with an outdoor table on the mall solely for the purpose of having a space in the event of bad weather. However, outdoor vendors may be able to relocate to the Fireplace Lounge as approved by the Director, Skutt Student and Harper Center.

POLICY 3.18 – EVENT STORAGE

The Centralized Reservations Office is not to be used as storage space for events. All items (posters, decorations, flowers, equipment, etc.) needed for events and the storage thereof, are the sole responsibility of the client. Clients should make arrangements to have items delivered and picked up within the scheduled time of their reservation.

Centralized Reservations is not responsible for any items left behind after an event. All items found in the Skutt Student Center or Harper Centers will be turned in to Lost and Found. Clients may contact the Welcome Desk at both locations to inquire about lost items and/or to pick up lost items.

POLICY 3.12 – REGULAR EVENT STATUS

Regular Event Status addresses the parameters around using facilities for reoccurring events that may be reserved three (3) years in advance according to approved Event Date Standards.

Requirements

An event considered for Regular Event Status must comply with all of the following criteria:

- The event must be sponsored by a recognized Student Organization, University Organization or University Department.
- The event must follow an annual, semiannual, or alternate year pattern of scheduling for an indefinite number of years.
- The event must be clearly defined by Date(s), Room(s), and Time(s).
    - Academic and ecclesiastical calendars will determine the selection of some dates.
- The event must be a single event:

    - Which may include multiple room reservations
    - Which may repeat or extend over a series of several days
        - The event may not be a series of single events, i.e.- a weekly/monthly meeting held throughout the semester
- No date or space may be placed on "hold" or reserved unless a specific event has been scheduled for that date.
- The event must have a history of consistently being scheduled

Application and Approval

Event sponsors must complete an application for Regular Event Status form and submit it to the Centralized Reservations Office. Submission of an application is not a guarantee for approval. To obtain an application, please contact the Centralized Reservations Office. All applications will be reviewed by the Assistant Director of Events/ Reservations. All applicants will receive an email detailing the approval or denial of their application.

Client Responsibility

Collaboration between both parties is essential to having a successful event. All clients who receive approval for Regular Event Status must meet with the Centralized Reservations Staff via phone or in-person at least 30 days prior the event to review event needs and expectations.

Due to the nature and size of Regular Event Status Events, all event details will need to be finalized at least 15 business days prior to the scheduled event.

Changes & Unused Space & Cancellations

Date, time and room changes or cancellations of Regular Events must be requested through the Centralized Reservations Office in writing. Changes to a reservation will be made only if appropriate space is available.

- Any space that will not be used for the event must be released no later than two weeks prior to the event.
- Any unused space that is not released two weeks prior to the event will be assessed the affiliate rate for usage.
- All cancellations and changes will be reviewed by the Centralized Reservations Office who will make recommendations for changes in status.

Administration & Maintenance

The Centralized Reservations Office is responsible for the administration and maintenance of this policy. Specifically, the responsibilities include:

- Schedule newly-approved Regular Events for three (3) years and confirm the reservations with the client
- Maintain an accurate roster of approved Regular Events
- Make and confirm new reservations for each of the approved Regular Events
- Ensure that appropriate setup reservations are made for events needing additional setup time
- Monitor reservation changes that deviate from the approved Event Date Standard
- Recommend that Regular Event Status be approved, changed or revoked
- Manage changes and cancellations of reservations
- Annually confirm the upcoming three (3) years' reservations with the client. **A review will occur annually in the month of July. All approved applicants will be contacted by the Centralized**

Reservations office to confirm additional reservation dates are entered into the reservation system.

CATERING YOUR EVENT

Sodexo Catering is the exclusive caterer at Creighton University. All orders for food and/or beverages for meetings, events, etc. in spaces across campus must be purchased through Sodexo Catering.

Sodexo Catering Office
(402) 280-2446
Harper Center Suite 1108 catering@creighton.edu
https://creighton.sodexomyway.com/catering/index.xhtml

POLICY 3.6 – FOOD SERVICE EXCLUSIVITY

Creighton University contracts their food service through Sodexo Campus Services. All foods and beverages consumed in the building related to events and activities must be purchased from University Dining Services, unless a Catering Exclusivity Waiver has been obtained and approved from the Director of the Skutt Student Center and Harper Center.

Any individual or group discovered to have brought food from outside the building into the facility for an event without appropriate permission will be charged a minimum fee of $50.00. Fees will be assessed according to the severity of the violation. (See policy 4.1 for fees)

An individual or group wishing to arrange for catering in any reservable space must contact the Centralized Reservations Office and the Sodexo Catering Office. The room reservation must be made prior to finalizing catering arrangements. A room reservation acts as a clearance for the food event to take place.

To complement this exclusivity the Centralized Reservations Office must work with its clients to allow exceptions to the protected contract.

In accordance with this belief, the following is allowed:

- Brown bag events, in which individuals bring their own meal
- Events subject to the University's Ethnic Food Service Policy
- Special event arrangements subject to authorization by the Director of the Skutt and Harper Centers or his/her designee

POLICY 3.7 – FOOD SERVICE CATERING LEFTOVERS

For numerous reasons, including insurance, ServSafe regulations, and State/Local Health Department concerns, no catering client or guests of that customer shall remove food products from any reserved space at the conclusion of an event without explicit prior approval of the catering department's director or his/her designee. Only products that will not spoil and become contaminated will be considered for removal.

This guideline includes staff of the Centralized Reservations Office, Skutt Student Center, Harper Center and any other University faculty, staff or students. It is also the expectation that staff will not consume leftovers remaining at an event site without approval of the catering administration.

POLICY 3.17 – FOOD AND DRINK IN THE HARPER CENTER AUDITORIUM

Groups wishing to have food and drink within the Harper Center Auditorium must adhere to the following guidelines:

- Events with food and drink must adhere to the food service exclusivity policy.
- All beverages must be covered.
- Alcohol will be permitted within the auditorium and must follow existing policies regarding service alcohol on campus. Alcoholic beverages must be covered.
- Individuals may purchase items from the Bird Feeder or Brew Jay and consume them in the auditorium as long as the items are not prohibited.
- All catering food items must be preapproved by the Director of the Skutt and Harper Centers or his/her designee.
- No popcorn will be permitted
- All food setups are to be in the common area outside of the auditorium or the top level of the auditorium

ALCOHOL GUIDELINES

POLICY 3.8 –EVENTS WHERE ALCOHOL IS SERVED

This policy recognizes drinking alcohol is a privilege, not a right. Responsible drinking is defined to be "consumption without infringing on the rights of one's self or community."

Registration of Events

a. All events where alcohol is served must be registered with the Centralized Reservations Office.
b. Clients who invite Creighton University students to an event must satisfy all regulations set forth in the current Student Handbook.

Serving Alcohol when Student are Present

a. Prior approval must be obtained from the Director of the Skutt and Harper Centers (or his/her designee) for any event where alcohol will be served. It will be necessary to complete and adhere to all University policies and applicable state laws.
b. The “Request to Serve Alcohol When Students are Present” form can be found on the Centralized Reservations website. **It is important to note that this form must be submitted to the Centralized Reservations Office for review <u>at least 2 weeks prior</u> to the event. Any form submitted less than 2 weeks from the event will automatically be denied.**
c. Any sponsoring organization which serves alcohol at their events must use trained servers from University Dining Services (Sodexo Catering). Students must present a valid

ID and their student ID.

d. Sponsoring organizations or groups assume responsibility for their events. This responsibility includes insuring that only those of legal drinking age possess and/or consume alcoholic beverages, refusing to serve people who appear, act, or behave in an intoxicated manner; providing sufficient quantities of non-alcoholic beverages as dictated by the event and he crowd; and, finally, providing sufficient quantities of food throughout the event. In addition, the group has the responsibility of restricting alcohol to the designated area.
e. Advertisement for any event on campus shall be in good taste and conform to the posting policy. Those events involving alcohol shall conform to the "Creighton University Guidelines for Promotion of Events Where Alcohol Will Be Served." A copy of this can be found in the Student Handbook.
f. Public advertising or open access to social events where alcoholic beverages are being served may not be in the best interest of the sponsoring group or of Creighton University. Therefore, any open event to the general public will be scrutinized very carefully.
g. For those on-campus social events where students are present and alcoholic beverages are being served, Public Safety personnel shall be notified of the event to determine whether or not an officer should be present. The sponsoring group is responsible for any Public Safety expenses that may result.
h. Consuming or possessing open containers of alcoholic beverages is prohibited in hallways, bathrooms, stairwells, general lounges, lobbies, study rooms, and all public areas unless specified as part of an event coordinated by the Centralized Reservations Office.

Purchase and Supply of Alcohol

a. Alcohol must be purchased by the client from University Dining Services.

Alcohol Servers

a. Servers must be hired through University Dining Services, who will be responsible for this staff's training and supervision. The servers will be ServSafe™ trained. The~~se~~ servers may recommend whether to continue serving alcohol to a guest. The final decision on whether to continue serving a guest will rest with the building manager and/or the on-site food service manager after consultation with the event host in charge.

Food Service

a. Alcohol served at any event must be accompanied by a food order. Food service must be:
    i. A meal offered in a seated or buffet style, or
    ii. A reception including hors d'oeuvres, snacks, and finger foods, or
    iii. Sufficient quantities of food provided throughout the event as determined by the Director of the Skutt Student Center and Harper Center for Student Life and Learning or his/her designee.
b. Non-alcoholic beverages must be offered as an alternative.

Serving Durations

a. The duration of alcohol service may not exceed six hours when accompanied by a meal.

b. A four hour limit will be placed on alcohol service at any other event.
c. Last call will be made 45 minutes prior to the scheduled closure of the event. Bars will close 30 minutes prior to the event's end.
d. Any event with duration of two hours or less will not be governed by point 5.C.
e. Alcohol will not be served after 1:45 a.m.

Style of Service

a. A cash bar is any event where an exchange of money transpires for the privilege of consuming alcohol.
b. An open bar is any event where alcohol is dispensed free of charge to guests and paid for by the host.

Area Restrictions

a. Alcohol consumption will be restricted to the area reserved for the event.
b. Guests attending an event are prohibited from bringing their own alcohol onto the premises and/or removing containers containing alcohol from the premises.

Supervision of Area

a. The event host will be held accountable for the behavior of his/her guests and for their compliance with all regulations.
b. The Centralized Reservations Office will notify Public Safety of all upcoming events at which alcohol will be served. Such events may be supervised by Public Safety, at the discretion of the Director of the Skutt Student Center and Harper Center or his/her designee.
c. At the discretion of the Director of the Skutt Student Center and Harper Center or his/her designee, one or more of the following may be required and will be provided at the expense of the client:
    i. Non-alcohol-drinking adult(s), at least 21 years of age.
    iii. An on-site officer provided through the Department of Public Safety.
    iv. A sign will be clearly displayed at the serving area stating, "The sale or serving of an alcoholic beverage is prohibited to anyone under 21 or to any person who is intoxicated or who appears to be intoxicated." University Dining Services must display a copy of its liquor permit and the generic state-issued warning sign related to alcohol abuse.

Other University Guidelines

a. All other University guidelines must be followed to include:
    ii. I.D. check and banding
    iii. Items related to alcohol in the Student Handbook
    iv. The universal Creighton University Alcohol Policy

Legal Requirements

a. All government legal requirements must be observed, including the Nebraska Liquor Control Act (Nebraska Rev. Stat. S53-101 et seq.).

PROMOTING YOUR EVENT

At this time, the Centralized Reservations Office does not assist with the promotion of any events. The promotion of any scheduled events is the sole responsibility of the client. For more information on banners, posters, flyers and tables tents, please refer to the information listed below.

POLICY 2.6a – BANNERS/POSTERS & FLYERS/TABLE TENTS SKUTT STUDENT CENTER

BANNERS

Interior- The content of banners to be displayed in the Skutt Student Center must conform to the University Posting Policy and must avoid demeaning, sexual, racial, or other discriminatory references. Only University-registered student organizations or University departments may hang banners. There are various locations for banners on each side of the grand stairway, first floor. Space must be reserved with the Student Leadership & Involvement Center Office. Space is available on a first come, first served basis. A banner may hang for a maximum of one week. The banner must be displayed on the days reserved or the space may be given away to another group. All banners must be neat in appearance.

Exterior- Two spaces are available for reservations on the railings on the patio adjacent to Rooms 104 and 105. These banners must be constructed of vinyl material with waterproof ink. The size limit is 36" wide by 72" long. Space must be reserved with the Student Leadership & Involvement Center. Space is available on a first come, first served basis. A banner may hang for a maximum of one week. The banner must be displayed on the days reserved or the space may be given away to another group. All banners must be neat in appearance.

POSTERS AND FLYERS

The placement of posters and flyers to be displayed in the Skutt Student Center must conform to the Creighton University Posting Policy and must avoid demeaning, sexual, racial, or other discriminatory references.
Posters are not to exceed 18" X 24" in overall size. Only one of each poster or flyer may be displayed per bulletin board. The name of the organization or sponsor as well as contact information must appear on every poster.

Creighton Student Union election information must be approved by the Creighton Student Union election Commissioner prior to posting.

All poster or flyers from off-campus establishments or vendors as well as those that advertise events with alcohol must be approved and stamped for posting by the Student Leadership & Involvement Center Office. Signs that are improperly posted, out-of-date, or inconsistent with these guidelines will be removed by the Student Leadership & Involvement Center Office. Sponsoring organizations that violate these procedures may be denied future space and may be subject to a fine of $25.00 per violation.

Table Tents

Table tents may be placed on tables in Wareham Court. *T*able tents are not to be place on tables on the first and second floors of the Skutt Student Center. No more than two table tents may be displayed at one time. Only University recognized organizations and University departments may reserve space. Space must be reserved on a first come, first served basis. Table tents may be placed for up to one week. The size limit for all table tents is 8-1/2" X 5-1/2". If at any time a table tent food or drink spilled on it or is torn, it will be discarded. There are approximately *76* tables in the food court area.

Table tents spent must be reserved through the Student Leadership & Involvement Center prior to display. Table tents must be placed on tables by noon Monday of the reserved week or the space may be given away. The content of the table tents must conform to Creighton University's posting policy and must avoid demeaning, sexual, racial, or other discriminatory references.

POLICY 2.6b – BANNERS/POSTERS & FLYERS/TABLE TENTS HARPER CENTER

No hanging of banners, display of posters or placement of table tents will be allowed within common spaces, at the Welcome Center of the Harper Center, within Harper Dinning Hall or the Brew Jay. A request to override this policy on an individual basis may be placed with the Director of the Skutt and Harper Centers' office. Example: a special all-University event such as Founder's Week; conferences; large single one-day events; etc. The activities listed on the banners must be scheduled in the Harper Center for Student Life and Learning.

An application form must be completed and submitted prior to the request and can be secured in the Centralized Reservations Office.

Should a request to override the policy be granted the following guidelines must be adhered to:

- The application form must be submitted to the Director of the Skutt and Harper Centers, or his/her designee, 10 days prior to the date of the event.
- Locations and placement for the banner(s) and posters will be negotiable but must be in a location where no special attachments are necessary which will affect surfaces within the facility.
- Regulations for banners, posters, and table tents will be in accordance with guidelines noted in 2.6a.
- The Harper Center for Student Life and Learning staff will hang and remove all banners and posters.
- Materials used to construct banners must be of professional grade fabric and all written content must be professionally produced. Poster construction must meet the standards set forth by the Student Leadership & Involvement Center Office.
- The content of the banner, poster or table tents must conform to Creighton University's posting policy and must avoid demeaning, sexual, racial, or other discriminatory references.

LOBBY TABLES

POLICY 3.1a – TABLES FOR SKUTT STUDENT CENTER

There will be a three-tiered category of users:

- Tier 1: Registered student organizations/university departments
  - No charge
- Tier 2: Fundraisers (student organizations/university departments/co-sponsored by a "for profit" group or individual)
  - No charge.
  - However, if they are cosponsored by a "for profit" group, there will be a charge of $50.00 for one table + $10.00 for each additional table. An exception will be allowed if the "for profit" group is rebating the University sponsor a minimum dollar amount equal to the applicable cost of the lobby table rental
- Tier 3: "For profit" groups & individuals (financial gain/advertising/display/recruiting)
  - Tier 3 groups- $75.00 for one table, plus $25.00 for each additional table

Locations available:

- Two permanent tables flanking the fireplace on the east and west
- One overflow table will be allowed for student groups only on the brick area adjacent to the west ballroom
- Wall of Distinction entry for groups with large presentations that wish to reserve up to three tables
- Bottom of Grand Staircase

Priority:

- First come, first served, with no exceptions.
- May reserve any time up to one year in advance.
- A time limit of three days per week will be imposed on "for profit" groups.

Cancellations/No Shows:

- 24-hour cancellation notice is required for Lobby Tables; otherwise the group will be considered a no show and may be assessed a No Show Fee (see policy 4.1 for fees)
- The second no show by any group will result in a loss of table reservation privileges for the remainder of the semester and for the following semester.

Miscellaneous:

- Clients are required to remain behind their tables and not actively solicit customers to their locations

POLICY 3.1b – LOBBY TABLES FOR THE HARPER CENTER

Two Lobby Tables will be available to the Harper Center Department Residents to reserve through Centralized Reservations Office. These tables will be located on the 2nd floor glass railing at the top of the stairs. If reserved for outside companies, an affiliate rate may be assessed to the organization.

See Policy 2.10 for further guidance on reserving space in common areas in the building and policy 4.1 for fees

POLICY 3.14 – OUTDOOR VENDOR TABLES SKUTT STUDENT CENTER

There will be a three-tiered category of users:

- Tier 1: Registered student organizations/university departments
  - No charge.
- Tier 2: Fundraisers (student organizations/university departments/co-sponsored by a "for profit" group or individual)
  - No charge.
  - However, if they are cosponsored by a "for profit" group, there will be a charge of $100.00 for one table + $10.00 for each additional table. An exception will be allowed if the "for profit" group is rebating the University sponsor a minimum dollar amount equal to the applicable cost of the lobby table rental.

- Tier 3: "For profit" groups & individuals (financial gain/advertising/display/recruiting)
  - Tier 3- "For profit" groups- $250.00 for one table, plus $100.00 for each additional table.

Locations available:

- Outside the Skutt Student Center on the Skinner Mall

Priority:

- First come, first served, with no exceptions.
- May reserve any time up to one year in advance.
- A time limit of three days per week will be imposed on "for profit" groups.

Cancellations/No Shows:

- 24-hour cancellation notice is required for Lobby Tables; otherwise the group will be considered a no show and may be assessed a No Show Fee. (see policy 4.1 for fees)
- The second no show by any group will result in a loss of table reservation privileges for the remainder of the semester and for the following semester.

Miscellaneous:

- Clients are required to remain behind their tables and not actively solicit customers to their locations.

GENERAL FACILITY INFORMATION

POLICY 2.1 – OPERATING HOURS SKUTT STUDENT CENTER

The Skutt Student Center is open during regularly scheduled University sessions and interim periods as published and posted.

Operating hours are posted at public entrances and individual listings may be obtained through the administrative offices or the facility website.

(http://www.creighton.edu/studentlife/skuttstudentcenter/)

***Holiday hours will be assigned to coincide with the University schedule and will be posted. Extended closed days will surround holidays as dictated by the administration and traffic patterns**.

Special Openings:
Arrangements for special openings and/or extended hours may be secured through the Centralized Reservations office with clearance by the director of the Skutt and Harper Centers or his/her designee. Special rates are applicable. (See policy section 4.0)

POLICY 2.1b – OPERATING HOURS HARPER CENTER

The Harper Center for Student Life and Learning is open during regularly scheduled University sessions and interim periods as published and posted.

Operating hours are located at public entrances and individual listings may be obtained through the Harper Center for Student Life and Learning's Welcome Center or the facility's website (http://www.creighton.edu/harpercenter/). Holidays, official University breaks, and summer session hours vary from regular academic semester's hours.

Holiday hours will be assigned to coincide with the University's schedule. The Harper Center for Student Life and Learning will be closed on all recognized University holidays. Extended closed days will surround holidays as dictated by the administration and traffic patterns.

Special Openings:
Arrangements for special openings and/or extended hours may be secured through the Centralized Reservations office with clearance by the director of the Skutt and Harper Centers or his/her designee. Special rates are applicable. (See policy section 4.0)

POLICY 2.2 – SECURITY BREACHES / EMERGENCIES

In case of an emergency or breach of security when the Skutt Student Center and Harper Center are closed, public safety should be contacted.

1. Public Safety 402-280-2104 (non-emergency)
   402-280-2911 (emergency)

POLICY 2.3 – EMERGENCY PROCEDURES

In the event of an emergency condition or alert, the on-duty Skutt Student Center or Harper Center staff will react as a team to provide accurate information to direct building guests to a safe location. Depending on the type emergency, guests may be directed to a designated location in the facility for weather-related warnings or an outside location in the event of a fire, chemical spill, civil disturbance, bomb threat, etc. All guests will be required to adhere to the instructions of individuals in charge. Individuals not adhering to this policy will be reported to Public Safety.

If Public Safety is involved, regardless of the type of emergency, the Skutt Student Center or Harper Center staff will support them as a resource. At the conclusion of the alert and when the "all clear" has been given by Public Safety; the Skutt Student Center or Harper Center staff will advise guests that they may return to

the interior of the building or proceed with normal business activities.

Note: This policy is general in nature and is not intended to replace the specific instructions given in the *University's Emergency Procedures Manual*

POLICY 2.4 – WEATHER EMERGENCY CLOSING

During severe weather conditions or if an emergency condition develops that necessitates closure or a delay in the opening of the Skutt Student Center or Harper Center, the decision will made public as early as possible. Students, staff and faculty will receive messages through the CU Alert system. The Public Relations Department will relay applicable information to the local news media. Clients are advised to listen to newscasts or call the University Weather Hotline (402) 280-5800, when severe weather conditions may affect the operation of the University.

A majority of the time, depending on the severity of the weather conditions, the Skutt Student Center and Harper Center will make all reasonable attempts to open under limited operations with minimal staff. This will include available services in the building such as food service and lounge spaces.

If emergency conditions develop during the work day, the decision to close will be made by the director or his or her designee of the Skutt and Harper Centers and will be carried forward by Skutt Student Center and Harper Center staff members. Pertinent information will be conveyed to the clients so that an adjustment in the operation of the building can be made.

The Centralized Reservations Office will make every effort to assist displaced clients with rescheduling a lost event.

Note: This policy is general in nature and is not intended to replace the specific instructions given in the *University's Emergency Procedure Manual*

POLICY 2.5 – DAMAGED OR LOST AND FOUND ITEMS

The Skutt Student Center and Harper Center are not responsible for lost or damaged articles of individuals and/or organizations using the building. However, the Skutt Student Center and Harper Center will temporarily store lost and found items as a service to its clients. The Skutt Student Center and Harper Center will hold these items for no more than 15 days. In instances where identification is available, attempts will be made to locate the owner of the found property. Identification is needed when picking up a found item.

If lost and found items have not been claimed within 15 days, then they will be stored until the first of the calendar year at which time the administrative staff will conduct a silent auction to sell usable items. Unusable items will be destroyed. The funds raised through the sale and any non-sold items will be donated to the ILAC office for the Dominican Republic program.

Lost and found items are located at the Information Desk on ground level of the Skutt Student Center and the Welcome Center located on the second floor of the Harper Center for Student Life and Learning.

POLICY 2.7 – USE OF CANDLES

Use of candles is permitted in designated areas of the Skutt Student Center and Harper Center as long as the following guidelines are adhered to:

1. Candles must be in a fire proof (non-burning) container where the wick is not taller than the container itself.
2. There should be no items that are not fire proof (non-burning) surrounding or touching the flame. i.e.: floral arrangements, paper or other flammable items.
3. A lit candle is never to be left unattended.
4. Candles are never to be placed in a bathroom.
5. Candles are to be placed on a solid surface such as a table or counter.
6. The candles are kept in one location until extinguished.
7. Always extinguish the candle with limited movement. Wait until the holder is cool to the touch before moving. This will prevent the spill of hot wax.

POLICY 2.8 – ANIMALS AND PETS

Animals, with the exception of service animals, are not permitted at any time. This is in compliance with Creighton University policies.

POLICY 2.9 – PIANO TUNING

Four pianos are available for use in both the Skutt Student Center and Harper Center as outlined in the purpose statement of this policy and on a first come, first served basis.

- Between times when not reserved for a customers use the spinet piano will be kept in the first level foyer adjacent to the passenger elevator in the Skutt Student Center.
- The small grand piano will be in the northeast corner of the Fireplace Lounge in the Skutt Student Center.
- While not being used for a reserved event the pianos are available for open use.
- A grand piano is available for use in the Harper Center Ahmanson ballroom/galleria as outlined in the purpose statement of this policy and on a first come, first served basis.
- The piano will remain in the foyer outside the Ahmanson Ballroom unless permission has been received from the Centralized Reservations Office to move the piano for an event.
- An upright piano is available for use in the music practice room on the first floor of the Harper Center for Student Life and Learning. The music practice rooms can be used on a first come first served basis; keys to the rooms can be checked out at the Welcome Center.

The following guidelines will apply to piano use:

- The piano will be tuned on a regular six month cycle.
- If a client wishes to underwrite a special tuning of the piano, the cost will be charged back to the client. Any such request must be made with the Centralized Reservations Office three weeks prior to the event. (see policy 4.1)
- If the piano is moved after a tuning session there will be no guarantee that the unit will stay in tune.
- If a piano is not being used for a reserved event, than it is available for open use.
- Nothing is to be set on the piano without permission of the Skutt Student Center or Harper

Center staff.

- Damage which is noted after use by a client reserving the piano, or a guest playing it during open times, will be charged back to the respective individual.
- No piano usage will be permitted during Finals Week.

(See Policy 4.12 for additional piano tuning information)

POLICY 2.10 – TOBACCO FREE CAMPUS

The Skutt Student Center and Harper Center are tobacco-free facilities in compliance with Creighton University's policy.

POLICY 2.11 – PROGRAMMING

In general, the Skutt/Harper Center Administration will not be in the business to host and promote large-scale programs. Programming will be limited to the following areas:

- Casual programming most times provides noontime or late night entertainment for guests of the facility.
- Attempt to compliment Creighton Students Union Program Board events which are conducted in the building.
- Co-sponsored programs featuring major building and/or campus events held in the building. Examples include facility recognition days, annual University activities (e.g. Founder's Week), and programs sponsored by non-University entities.

POLICY 3.19 – MISCELLANEOUS ITEMS

The following items are strictly prohibited. Violation of this policy will result in a fine to the client.

- Glitter
- Confetti
- Sparkles
- Nails
- Hooks
- Wire
- Screws
- Tape (except for painters tape)
- Adhesive Fastener

INDOOR FACILITIES

POLICY 3.15 – AMPLIFIELD NOONTIME EVENTS INDOOR – SKUTT STUDENT CENTER

1. The first and third Wednesday of each month may be booked as an amplified event day in the Skutt Student Center, allowing Centralized Reservations Office staff to inform offices, businesses, and meetings of scheduled performances.

2. To keep disruption in the building to a minimum, the CSU Program Board will work with the contracted artist to control volume without infringing on the quality of the program. No contract rider will be required to regulate volume.

3. The CSU Program Board will inform the Centralized Reservations Office of all dates on which an artist will be scheduled- preferably one month in advance.

4. Any alternative noon music programs utilizing the Skutt Student Center may not be amplified without prior approval from the Director of the Skutt Student Center and Harper Center for Student Life and Learning or his/her designee

OUTDOOR FACILTIES

POLICY 3.16 – AMPLIFIED NOONTIME EVENTS OUTDOOR – SKUTT STUDENT CENTER

Groups wishing to have amplified sound on the mall must adhere to the following guidelines:

- Outdoor sound needs to be at a controllable level so it cannot be heard inside any classrooms near the Skutt Student Center.
- To control the sound, speakers must face the Skutt Student Center.
- If the sound can be heard at either fountain (Gallagher or St. John's Church) clients will be asked to turn the volume down.
- If a complaint is received from a classroom or the Reinart Alumni Library, clients will be asked to turn the volume down.

RESOURCES

POLICY 3.11 – EQUIPMENT / FURNISHINGS USAGE

The Centralized Reservations Office has a variety of audio/visual equipment and furnishings available for functions held in reservable meeting spaces within the Skutt Student Center and the Harper Center. All equipment and furnishings are reserved on a first come, first served basis. At this time, the Centralized Reservations Office does not furnish any audio/visual equipment to classroom spaces. In the event that a client needs audio/visual equipment that is already not included within the standard technology setup of a classroom space, the client must contact DoIT Classroom Services for assistance at (402) 280-1111.

Setups requiring the movement of furnishings must be arranged with the Centralized Reservations Office. Furnishings should be moved by the Centralized Reservations Staff ONLY. Clients should not move furnishings.

A fee may be assessed if equipment or furnishings are moved. (See policy 4.1 for fees)

Equipment and furnishings will not be rented or loaned for use outside the Skutt Student Center or Harper Center.

When clients use audio/visual equipment they must provide their own equipment operators during their event, however, equipment operators may be provided at an hourly charge. (See policy 4.1.)

Lost/Damaged Equipment
Repair or replacement costs of equipment or furnishings abused during a function will be billed to the client.

Special Equipment Rental
Arrangements may need to be made with outside vendors for special rental items not normally available as part of the Centralized Reservations Office inventory of equipment. The current inventory of equipment is specific to the Skutt Student Center and the Harper Center. The Centralized Reservations Office may secure additional items outside of our normal inventory on behalf of the client. However,
any charges incurred for use or rental of equipment or materials will be the sole responsibility of the client. Failure to make prompt payment to any outside vendor will result in the cancellation of future reservations held by that client. (See policy 4.1 for fees)

FEES

POLICY 4.1 – RENTAL USAGE FEES

The following page contains a chart of fees for all reservations made by the Centralized Reservations Office.

Below are the client tiers for which charges are based.

Tier definitions:

Tier 1 – Registered Student Organizations and University Departments	Tier 2 – Affiliate	Tier 3 – Public
Any student organization officially registered with the Student Leadership & Involvement Centeror any University Department/Organization that utilizes University finances to underwrite their event	Any student, faculty, staff, alum or non-profit wishing to use space and underwriting the cost with personal or outside group funds, including, but not limited to, any event that raises money for a University department Non-profit organizations wishing to utilize the affiliate rate must present a Tax ID number prior to making a reservation	Any client that is NOT qualifying for Tier 1 or Tier 2 rates

Payment Information:
Remit payment to-

Business Manager
Skutt Student Center
2500 California Plaza
Omaha, NE 68178

It is important to note that any outside organization that has an event that is being sponsored by a University Department will be charged the affiliate rate.

POLICY 4.2 – CANCELLATION

If a client needs to cancel a reservation, they must contact the Centralized Reservations Office in writing via e-mail (Reservations@creighton.edu) at least 3 business days prior to the event. All cancellations must be relayed directly to the Centralized Reservations Office and not via the Catering department.

Failure of any client to follow this policy may result in applicable cancellation charges. Labor costs to set the room and forfeiture of deposit may comprise additional fees depending on the magnitude of the set-up and if the work has already been completed. Please see the Rental Usage Fees Policy 4.1 for the cancellation fees.

Once a cancellation has been received by the Centralized Reservations Office, an e-mail will be sent confirming the cancellation.

If there are two instances within the academic year in which a client fails to cancel their reservation in the time line provided, the client's reservations privileges may be revoked for the remainder of the semester and the following semester.

Any group, department, or organization having their privileges suspended may appeal by submitting a letter of request to the Skutt Advisory Board and/or Director of the Skutt and Harper Center or his/her designee. The letter of request must include reasons supporting the request for reinstatement of privileges. Final disposition of all letters of request will rest with the Director of the Skutt and Harper Center or his/her designee.

POLICY 4.3 – LATE RESERVATIONS

Any group requesting space on the date of the event or after 12:00 p.m. the previous working day will be allowed to use available space. The space may be preset for a later function if no other space is available. The group is expected to accepts the space "as is" and vacates the space as found. No special set up will be accommodated.

If space is available the Centralized Reservations Office will:

- Determine if there is adequate setup time for the reservation
- Check to make sure adequate event management staff is scheduled to handle any setups and teardowns
- A minimum charge may be applicable, with additional charges depending on the extent of the disruption that may occur. (see Policy 4.1 for late change fees)
- Determine, assess, and collect all special fees related to the late reservation request

During weekends and weekday non-business hours, accessibility to space and/or equipment will be determined by the student building manager. All previous stipulations above apply.

All late reservations (less than 24 hours) should be made in person or by phone so that confirmation can be made immediately.

POLICY 4.4a – EARLY OPENING / LATE CLOSING FEES SKUTT STUDENT CENTER

Clients requesting the Skutt Student Center to open earlier or close later than normal operating hours will be required to pay an early opening/late closing fee as outlined below:

Tier 1	$20.00 per hour
Tier 2	$20.00 per hour
Tier 3	$30.00 per hour

Note: Refer to Operating Hours policy 2.1 for academic, summer, and general holiday/break hours.

POLICY 4.4b – LATE OPENING / LATE CLOSING FEES HARPER CENTER

Clients requesting the Harper Center for Student Life and Learning to open earlier or close later than normal operating hours will be required to pay an early opening/late closing fee as outlined below:

Tier I	$35 per hour
Tier II	$100 per hour
Tier III	$150 per hour

Note: Refer to Operating Hours policy 2.1 for academic, summer, and general holiday/break hours.

POLICY 4.5a – SPECIAL BUILDING OPENING SKUTT STUDENT CENTER

In addition to the Early Opening/Late Closing Fees outlined above, a fee will be charged to open the building on a day it is scheduled to be closed as outlined below:

Tier I	$150
Tier II	$150
Tier III	$250

Note: Refer to Operating Hours policy 2.1 for academic, summer, and general holiday/break hours.

POLICY 4.5b – SPECIAL BUILDING OPENING HARPER CENTER

In addition to the Early Opening/Late Closing Fees outlined above, a fee will be charged to open the building on a day it is scheduled to be closed as outlined below:

Tier I	$125
Tier II	$250
Tier III	$350

Note: Refer to Operating Hours policy 2.1 for academic, summer, and general holiday/break hours.

POLICY 4.6 – NO SHOW

If a client needs to cancel a reservation, they must contact the Centralized Reservations Office in writing via e-mail (Reservations@creighton.edu) at least 3 business days prior to the event. All cancellations must be relayed directly to the Centralized Reservations Office and not via the Catering department.

Failure of any client show up for their reservation will result in a fee. Labor costs to set the room and forfeiture of deposit may comprise additional fees depending on the magnitude of the set-up. (Please see the Rental Usage Fees Policy 4.1 for the no show fees)

If the client fails to arrive later than 15 minutes after the scheduled start time, the meeting space will be locked and the client must have the space unlocked by a Centralized Reservations staff member. Staff can be located at the Welcome Center or Info Desk.

If there are two instances within the academic year in which a client fails to show for their reservation in the time line provided, the client's reservations privileges may be revoked for the remainder of the semester and the following semester.

Any group, department, or organization having their privileges suspended may appeal by submitting a letter of request to the Skutt Advisory Board and/or Director of the Skutt and Harper Center or his/her designee. The letter of request must include reasons supporting the request for reinstatement of privileges. Final disposition of all letters of request will rest with the Director of the Skutt and Harper Center or his/her designee.

POLICY 4.7 – LATE CHANGE

Clients are to provide final meeting room setups at least 15 business days in advance for large events (graduation, conferences, banquets, dinners, etc.) and 10 business days for smaller events. Clients are to contact the Centralized Reservations Office for any changes as soon as possible. Last-minute changes may be subject to labor fees (see fees in Policy Section 4.1)

All reasonable attempts will be made to meet the client's requests depending on the dynamics of reservations already booked, availability of turnover times, number of staff scheduled to be on duty, equipment that is not in use, and magnitude of the requests being made by the late reserving client.

POLICY 4.8 – CATERING EXCLUSIVITY VIOLATION

Creighton University contracts their food service through Sodexo Campus Services. All foods and beverages consumed in the building related to events and activities must be purchased from University Dining Services (Sodexo) unless special arrangements are made through the Director of Skutt Student Center and Harper Center or his/her designee.

Any individual or group discovered to have brought food from outside the building into the facility for an event without appropriate permission will be charged a minimum fee of $50.00. Fees will be assessed according to the severity of the violation. (See Policy 4.1 for fee information)

In accordance with this policy, the Skutt Student Center and Harper Center will allow the following:

- Brown bag events, which individuals provide their own meal
- Events subject to the University's Ethnic Food Service Policy
- Special event arrangements subject to authorization by the Director of the Skutt and Harper Centers or his/her designee

POLICY 4.9 – EQUIPMENT OPERATOR FEE

The Centralized Reservations Office has a variety of audio/ visual equipment and furnishings available for functions held in the Skutt Student Center and Harper Center. All equipment and furnishings are reserved on a first come, first served basis.

When clients use audio/visual equipment they must provide their own equipment operators, however, equipment operators may be provided at an hourly charge. (See policy 4.1)

POLICY 4.10 – EXCESSIVE CLEANING FEE

Clients are to leave their rented space in a reasonable condition. Excessive cleanup on the part of Skutt Student Center or Harper Center Staff will result in a fee as outlined in Policy 4.1.

POLICY 4.11 – PIANO TUNING

Four pianos are available for use in both the Skutt Student Center and Harper Center for Student Life and Learning. See Policy 2.9 for usage.

The following guidelines will apply to piano tuning:

- The piano will be tuned on a regular six month cycle.
- If a client wishes to underwrite a special tuning of the piano, the cost will be charged back to the client. Any such request must be made three weeks prior to the event. (see fee in policy 4.1)
- If the piano is moved after a tuning session there will be no guarantee that the unit will stay in tune

POLICY 4.12 – STUDY SPACE AND LOUNGE FURNITURE

In the spring of 2016 additional study space and lounge furniture was added to both buildings in response to a proposal from the Creighton Student Union and other student groups. In order to honor this request, study space and lounge furniture should not be relocated from their designated locations in the Skutt and Harper Centers. The Assistant Director of Events/Reservations can approve exceptions to this and will do so upon review of events on a case by case basis. If approval to relocate furniture is granted in order to setup for an event, this furniture will be moved to a temporary location close to its permanent home at the discretion of the department staff. Relocation of study space and lounge furniture results in extra time and resources and thus additional time should be allocated to event setup in order to accommodate for these approved requests.

Centralized Reservations Meeting Room Rental Rates

***Room Rental Fees are based on the following tier levels:**

- **Tier 1 (University) – Any student organization officially registered with the Student Leadership & Involvement Centeror any University department/organization**
- **Tier 2 (Affiliate) – Any student/faculty/alum wishing to reserve space**
- **Tier 3 (Public) – Any client that does not qualify for Tier 1 or 2 rates**

RATES INCLUDE SET-UP AND EXISTING AUDIOVISUAL EQUIPMENT

Skutt Student Center Rates			
Space Type	Tier 1	Tier 2	Tier 3
Meeting Rooms (104, 105, 209 and 211)	No User Fee	$75.00	$150.00
Mutual of Omaha Ballroom **For pricing on specific sections of the ballroom, contact Centralized Reservations** *****For pricing on Wedding Receptions, contact Centralized Reservations*****	No User Fee	$600.00	$1200.00
Outside Balcony	No User Fee	$50.00	$100.00
Building Commons	No User Fee	$50.00	$100.00
Lobby Table (1)	No User Fee	$50.00	$100.00
Additional Lobby Table	No User Fee	$10.00 per table	$25.00 per table
Outdoor Table (1)	No User Fee	$100.00 per table	$200.00 per table
Additional Outdoor Table	No User Fee	$10.00 per table	$25.00 per table
Harper Center Rates			
Space Type	Tier 1	Tier 2	Tier 3
Hixon-Lied Auditorium	No User Fee	$500.00	$1000.00
Ahmanson Ballroom **For pricing on specific sections of the ballroom, contact Centralized Reservations** *****For pricing on Wedding Receptions, contact Centralized Reservations*****	No User Fee	$800.00	$1600.00
Meeting Room 3023 Entire **For pricing on specific sections of the ballroom, contact Centralized Reservations**	No User Fee	$300.00	$600.00
Meeting Room 3026	No User Fee	$75.00	$150.00
Meeting Room 3027 Entire **For pricing on specific sections of room 3027, contact Centralized Reservations**	No User Fee	$150.00	$300.00
Meeting Room 3028 Entire **For pricing on specific sections of room 3028, contact Centralized Reservations**	No User Fee	$200.00	$400.00
Meeting Room 3029 **For pricing on specific sections of room 3029, contact Centralized Reservations**	No User Fee	$150.00	$300.00
Harper Classrooms (2060, 3033, 3035, 3036, 3040, 3042, 3047, 3053, 4053)**Standard set-up is a classroom layout and cannot be changed**	No User Fee	$50.00	$100.00
Harper Classroom (3048) **Standard set-up is a classroom layout and cannot be changed**	No User Fee	$75.00	$150.00

Additional Charges Applicable to all Reservable Spaces			
Charge Type	Tier 1	Tier 2	Tier 3
Ballroom Coat Check *required for duration of event*	$8.00/hr.	$8.00/hr.	$8.00/hr.
Down Payment	No User Fee	Minimum ½ of Total Rental Amount	Minimum ½ of Total Rental Amount
Equipment Operator (hourly)	$32.00	$32.00	$32.00
Excessive Cleaning	Minimum of $10.00	Minimum of $10.00	Minimum of $10.00
Facility Services	Contact Centralized Reservations for Pricing		
Fire Watch *2 Hour Minimum Required*	Contact Centralized Reservations for Pricing		
Food Exclusivity Violation	$50.00 minimum	$50.00 minimum	$50.00 minimum
Late Cancellation	$50.00	$100.00	$200.00
Late Change	Labor Charge	Labor Charge	Labor Charge
Late Payment	Minimum 10% of total bill		
No Show	$50.00	$100.00	$200.00
Office Suite Table Delivery	$25.00	$25.00	$25.00
Public Safety Officer (PSO) *4 Hour Minimum is Required, (1) PSO per 200 event attendees*	$25.00	$25.00	$25.00
Special Building Openings			
Early/Late Openings (hourly)	$35.00	$100.00	$150.00
Special Building Opening (per day)	$125.00	$250.00	$350.00
Special Equipment Rental	Client pays 100%	Client pays 100%	Client pays 100%

Basic room rates listed in the table include setup labor, tables, chairs and basic event equipment. It does not include dedicated staff/labor during an event or catering charges. Additional event specific charges may apply and are outlined in Policies 4.13-4.3

For <u>Classroom Rates</u> please refer to the Academic Room Capacities and Rental Pricing Form

BILLING

POLICY 4.11 – BILLING PROCEDURE

The client tier definitions and appropriate fees for the Skutt Student Center and Harper Center for Student Life and Learning are located in Policy 4.1.

- Tier 1:
  - When the Centralized Reservations Office determines a total for special charges, the office will request a University account number from the client to authorize a journal transfer. Tier I clients without a University account will be billed after the event with an expectation to pay the balance within 30 days. Failure to make payment after the second statement will cause reservation privileges to be revoked for that group until the financial obligation is paid.
- Tiers 2 and 3
  - Clients will be expected to deposit half of the total rental fees at the time of reservation. Deposit is due within two weeks of receipt of contract.

Payment may be made by cash, check, credit card, or transfer from a University account. Failure to make payment by the due date will result in a second request being issued and a late fee will be incurred as follows:

Days Past Due	Late Fee
0-29	No additional fee
30-59	10% of total bill
60-89	15% of total bill
90-119	20% of total bill
120+	Client will be referred to a collection agency

Payment Information:

Remit payment to-

Business Manager
Skutt Student Center
2500 California Plaza
Omaha, NE 68178