



FACILITIES RESERVATION REQUEST

University of Nebraska State Museum - Morrill Hall

Rental Guidelines, Policies, and Agreement

Please complete this form and return to the Director's Office to initiate your reservation request at least **3 weeks** prior to the event. (See address and fax above.) **If alcohol is to be served, the request needs to be submitted at least 5 weeks prior to your event.** You will receive written confirmation of your event details once all requests have been approved.

Sponsoring Organization: _____

- Private/Corporate Group.....Museum Rental Fee: \$750
 Non-Profit 501(c)3 Group.....Museum Rental Fee: \$550
 UNL Group.....Museum Rental Fee: \$250

Type of Event: _____

Day & Date: _____

*Set-up Period: _____ to _____ *Event Sponsor must be present

Event Start Time: _____ to _____

Clean-up Period: _____ to _____

Estimated # attending: _____ (Elephant Hall Capacity: 85 seated, 250 standing)

MORRILL HALL RESERVATION NEEDS (Add'l fees may apply)

- Elephant Hall Gallery (located on the 2nd floor)**
- Additional Areas of Morrill Hall**
 Select other spaces to reserve: Auditorium 1st Floor 3rd Floor Education Resource Room
Seats 144 Basement Capacity Varies Basement/1st floor; Capacity: 40 Seated
- Podium WITH Microphone and Speakers (\$75 Fee) OR Podium Only (No Microphone)**
- Reserved UNL Parking Permits** (Fee per single-day special event permit: \$5 each Mon-Fri; \$4 each Sat-Sun)
 Please order # _____ permits from UNL Parking Services. Need a parking attendant? YES NO
Parking space subject to availability. Un-used permits may be returned to museum for credit. Event permits are required in your guests' vehicles 7 days/wk if they park in front of Morrill Hall in Lots A/F3-C1 ("the loop"), south of 14th and Vine Streets. (This is normally reserved for UNL staff). The Event Sponsor is responsible for reserving permits for vendors as well as guests.
- Private Planetarium Show (\$200 Fee)**
 Requested Show(s) _____ Show Time(s): _____
For more than one show, special arrangements may be made at a variable fee. Visit www.spacelaser.com for list of Planetarium shows. Mueller Planetarium Capacity: 80
- Other Needs/Requests:** _____

DO NOT LEAVE BOX BLANK

EVENT SPONSOR

Name: _____

Phone: _____
(Please include all numbers where you can be reached.)

E-mail: _____

Billing Address: _____

City _____ State _____ Zip _____

The Event Sponsor is responsible for coordinating rental arrangements (except parking and podium use), including booking outside vendors, set-up/clean-up, and garbage disposal and equipment removal immediately following the event.

H/she must be present at all times during the event and during the immediate post event clean-up period. Important: The Event Sponsor may NOT consume alcohol.

Please report to front desk upon arrival.

VENDOR INFORMATION (Ordered and Coordinated by Event Sponsor)

Serving Food? YES NO Caterer (pick any): _____ Phone: _____

Catering Contact Person: _____ Caterer Arrival/Set-up Time: _____

Serving Alcohol? YES NO UNL-Approved Alcohol Vendor: _____

If YES, the Event Sponsor must complete an Alcohol Service Request form. CASH BAR OR HOST BAR

Renting Tables/Chairs/Linens? YES NO Rental Vendor: _____

Phone: _____ Delivery Time (after 9:30 a.m.): _____ Pick-up Time (before 4:30 p.m.): _____

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PLEASE READ CAREFULLY AND SIGN AGREEMENT

EVENT INSURANCE COVERAGE FOR NON-UNL GROUPS (Required for all Non-UNL groups.)

Non-UNL groups that do not have a Certificate of Liability Insurance must purchase a one-time event policy online from the **URMIA Tenant User Program** website at least 2 weeks prior to event.

- URMIA has a variable fee based on risk; minimum \$87.25
- To pay online, please visit: urmia.bene-marc.com and use **UNL code 30881804**

If your organization has a Certificate of Liability Insurance, please submit it at least 2 weeks prior to the event. Liability Insurance is required to have general liability limits of at least \$1,000,000 with a \$3,000,000 general aggregate. Important: It must also name the **BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA** as an additional insured.

MORRILL HALL RENTAL GUIDELINES

- The event sponsor must arrange for any catering and equipment rentals (i.e. food, tables, chairs, linens, projectors) needed for the event. Morrill Hall is not responsible for ordering food or coordinating rentals with outside vendors
- If possible, catering and event set-up in Elephant Hall needs to begin **no earlier than 4:30 p.m.** due to our commitment to the public to keep the galleries available during open hours. Groups must be out of the building by 12:00 a.m.
- State law prohibits patrons from taking alcohol out of the building. UNL Campus Police will be notified of noncompliance.
- Morrill Hall is a smoke-free environment
- Exhibits and display cases must not be moved or used for any reason. No tables/chairs should rest near or against glass.
- Open flames (including candles) are not allowed
- Fundraising is allowed only if proceeds benefit a UNL department or program. Advance approval is required.
- Rental of Morrill Hall facilities does not imply co-sponsorship or endorsement of your event by the University of Nebraska State Museum.

MORRILL HALL CLEANING POLICY

As Event Sponsor, you are responsible for all clean up immediately following your event. Please be sure to communicate this policy with your caterer, vendors, and other on-site helpers, to ensure all clean up activity is arranged for, as specified below, prior to your event. (Please remember the museum does not have staff available to assist with set-up and clean-up):

- All food, drinks, and garbage must be removed from the building immediately following your event.
 - Please use the dumpster located just outside the EAST entrance of the building. Extra trash liners are available.
- All tables and chairs must be folded up, stacked, and set aside in a designated space, ready for pick-up, immediately following your event.
- All additional equipment (such as: A/V gear, tableware, etc.), must be packed, and set aside and ready for pick-up immediately following your event.
- NOTE: With prior notification, we will allow a delayed equipment pick-up time, provided the items to be held at the museum are cleaned of all remaining food and drink, and can be stacked and stored without obstructing exhibits or passageways.
- There will be additional fees for any damage, maintenance, special cleaning (i.e drink stains), or for failure to adhere to the Morrill Hall Facilities Reservation guidelines. **A fee of \$150 will be charged for failure to remove all equipment, food, etc. from Elephant Hall.**

Thank you for choosing to hold your event at Morrill Hall. We value your efforts to help us maintain a clean, safe environment for “Archie” and his fossil friends. Your cooperation is greatly appreciated. If you have any questions, phone (402) 472-3779.

SIGN AGREEMENT

The Event Sponsor will ensure that all activities at this event comply with state law, city ordinances, and protect the health and safety of all persons involved. By signing this Facilities Reservation Request, the Event Sponsor agrees to hold the Board of Regents of the University of Nebraska harmless from all claims for suits for bodily injury, including death, and for property damage arising out of the use of University of Nebraska facilities as described in this agreement.

Event Sponsor

Date

Museum Director

Date