

Physical Address: 6400 University Drive South, Omaha, NE 68182 Office Hours: Monday – Friday, 8 A.M.– 4 P.M. Phone: 402.554.6000

## **UNO CEC BOOKING & USE POLICY**

The Barbara Weitz Community Engagement Center (hereinafter called UNO CEC) at the University of Nebraska at Omaha (hereinafter called UNO) is a building designed to provide meeting and collaboration space for area nonprofits, community groups, government agencies, and educational institutions (hereinafter called Guests) for the purpose of community



## Night-Before Set-up | Storage

Neither Guests nor vendors will be allowed to set-up the night before a meeting. To maximize room use, other meetings may be scheduled in rooms in the evenings between multi-day meetings. There will be no storage in rooms, especially in rooms not reserved by the Guest.

## Hold Requests

Guests may hold a date for five (5) business days. At any time during the five (5) days, the Guest can contact the UNO CEC staff to complete the reservation. After this five (5) day period, the hold will be released.

For holds initiated by UNO CEC reservations, including Tentative Hold Notices, this limit does not apply.

Tentative Hold Notice | Confirmation | Reservation Agreements The initial response to a reservation reques

