

The Thompson Alumni Center Policies

Statement of Transparency

The organization reserving a space at the Thompson Alumni Center (hereafter referred to as TAC) must be the same organization paying for and using the space for the originally stated purpose with the designated rate fee. Hosting for another organization to obtain a lower rental rate is not permitted. Designated spaces, rooms and times are available for appropriate use by University of Nebraska at Omaha approved org (o)-detrimental to the UNO or TAC.

General Policy Statement

TAC is owned and operated by University of Nebraska at Omaha. Space is available for use by the public, UNO affiliated groups, University of Nebraska system groups and University of Nebraska Foundation. Opinions expressed by clients/guests do not necessarily reflect those of the University. At the sole discretion of TAC and UNO representatives, rental will be prohibited or discontinued to occupants who are considered to be potentially harmful to the public image of said entities. Under federal antidiscrimination laws, the University of Nebraska Omaha and the Thompson Alumni Center can refuse service to any event for any reason unless the business is discriminating against a protected class.

UNO sponsored events normal rental hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Please see UNO Room Rental Policies and UNO Student Organization Rental Policies for events outside of this time frame.

Earliest access available Monday through Friday is 7:00 a.m.

Event Hours are as follows: (a)-3.5 (T 0 (u)A)26.8CTd

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Parking

An Epermit is provided in advance to the event organizer via email. It is the event organizer's responsibility to provide the parking EPermit to all attendees.

TAC staff may provide up to five (5) free Epermits when requested at the time of the event. An administrative fee of \$10.00 will be added when six (6) or more Epermits are requested at the time of the event.

Guests of TAC may park in the on-site UNO Lot X.

Overflow parking is available at First Christian Church lot on the north side of Dodge Street across from TAC.

All vehicles are required to always display an event parking Epermit on the dashboard/windshield when in these lots except for Friday after 5 p.m. and all day Saturday and Sunday. This includes Handicapped and Visitor stalls. Vehicles parked in these lots without a valid parking Epermit may receive a parking fine.

The TAC is not responsible for tickets issued by UNO Parking Services. It is the responsibility of the parking ticket recipient to resolve any parking issues related to failure to follow stated UNO parking regulations.

Audiovisual Equipment/Services:

TAC offers professional audiovisual equipment to accommodate a variety of meeting, special event, and conference

Rental Procedures

Event Manager/Security

Every event at the TAC will require the presence of an event manager outside of normal business hours. Event manager fees are included in wedding packages. All other events will be charged at a rate of \$40 per hour in whole hour increments.

To maintain adequate security measures, the TAC requires additional security for specific events.

The event sponsor shall be responsible for the costs related to any additional security required.

Larger events may require more than one (1) security guard.

It will be at the discretion of the TAC Director to determine if additional security is needed who will provide

the event without incurring penalties and/or damages. If client needs to adjust the guest count, postpone, or

Though a good faith effort is made to meet requests, the A/C Director's discretion is used in determining the best fit for any given event. Due to the volume of requests, there is no guarantee that every request will be granted. Space is reserved on a first come first served basis.

Catering Policy

Other than wedding cake, nuts, and mints (placed at the cake table only) all food and beverage consumed in the TAC and on the grounds are provided by Catering Creations. No other caterers or potlucks are allowed. Catering Creations menus and policies are available on TAC website.

Delivery of other catering services will be refused by the TAC Director and/or TAC employees.

Food activities must comply with the guidelines established by the Nebraska Department of Health and the Douglas County Health Department.

Catering Creations catering staff will assist in planning receptions, meals, and breaks.

All billings for catering services are handled by Catering Creations directly (except for certain UNO, UNMC, UNK and UNL groups). Alcoholic beverages and bartender fees will be invoiced directly from Catering Creations to the client as these charges cannot go through the cost center number.

Dinnerware, kitchen utensils and service ware are supplied by TAC.

Food may be cooked only in the kitchen and only by

A minimum \$5 per-person food purchase is required for all events serving alcohol. Non-alcoholic beverages must also be provided.

Bar and alcohol services will be discontinued thirty (30) minutes prior to the scheduled end of all events.

All guests are required to have valid identification at events where alcohol is served. Proper identification will be requested of any person appearing to be under the age of 21. The event sponsor is responsible for restricting minors from alcohol consumption.

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There is limited storage at the TA

The TAC is not responsible for any perishable product that is damaged or destroyed by mechanical failure, electrical disruption, water or fire emergencies and any acts of God.

Media

If media coverage or photography of the event is desired, the event sponsor must indicate this requirement on the reservation request form.

Photography by non-press must be for personal, non-commercial use only and must be approved in advance by the TAC Director.

Photography is limited to designated event spaces only.

Publicity

Only personal pets with the purpose to aid an individual's disability are allowed and must be under the control of the owner or owner proxy. The owner assumes all responsibility for any damage or harm the animal may cause to the premises or to any person(s). All other pets or animals are not allowed on premise

Footwear is always required on all TAC grounds and inside the TACsid.8 (a)-3. (T)2.6 .87 (o)2.5 (C)04 Tw [(>>BDC /C

