



**CONFERENCE  
SERVICES**

**Policies, Guidelines and Pricing**

*Exceptional made simple.*

## Availability

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The dates of availability for summer camp/conference lodging are [Saturday, June 1](#) through the night of [Wednesday, August 8, 2024](#). Meals in the dining halls are available from breakfast on [Monday, June 3](#) through lunch on [Thursday, August 9, 2024](#). The dining halls may serve brunch and dinner only on and around Independence Day.

## Eligibility

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The group eligibility requirements for service through the Conference Services office are: 1.) Participants must not be on campus primarily to take UNL summer school classes; 2.) Participants must not be required to be enrolled in UNL summer school classes; 3.) Group must be sponsored by a UNL department or closely related to the University's mission. Groups who do not meet either of the first two criteria may be able to make arrangements for room and board through the University Housing Student Contracts office (402-472-3561).

## Certificate of Insurance

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A certificate of insurance is required for all events not sponsored and paid for by a UNL department. The certificate must be received by Conference Services no later than 30 days prior to the event and then be approved by UNL's Risk Management Director. The certificate must provide general liability coverage in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate that names the "Board of Regents of the University of Nebraska" as additional insured. For athletic activities, the general liability coverage must include participant liability in the amount of \$1,000,000. Failure to provide a valid certificate that meets these requirements by the specified deadline will result in cancellation of group's services with Conference Services.

## Important Deadlines

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The priority deadline to submit a Request for Services (RFS) for the summer of 2024 is October 31, 2023. Requests submitted through our webform and received by this date will be processed in the following order: 1) Submitted by October 31, 2023 and requesting same dates for 2024 as 2023. 2) Submitted by October 31, 2023 and requesting different dates for 2024 than 2023. 3) Submitted by October 31, 2023, but did not use our services in 2023. 4) Request for Services submitted after October 31, 2023 will be reviewed on a first come, first served basis. If a booking is made for your request, a contract will be sent via email.

Two guarantee numbers must be provided 10 business days prior to the scheduled arrival, one for the number of residential participants and another for the number of commuting participants needing meals. Requests for space beyond the contracted amount should be made in writing or via email. Conference Services will make every attempt to accommodate increases, but may not be able to. Please set a registration deadline in advance of when the guarantee number is due so you are able to meet the deadline. Long-term groups will be allowed one opportunity to provide an adjusted guarantee number that will take effect two weeks after it's provided.

Upon providing a guarantee number a blank roster will be supplied to you for making room assignments. This roster must be completed for all individuals staying in the residence halls and emailed to us 5 business days prior to the earliest scheduled arrival. If the roster is provided fewer than 5 business days prior, a \$100 fee will be charged. If the roster is provided fewer than 72 hours prior to the earliest check in a \$250 fee will be charged. It is the policy at the University of Nebraska-Lincoln that youth conference guests will have access to a traditional hall floor/room or suite-style unit consistent with their gender identity. Generally, guests will be placed in a room with persons of the same gender as that identified by the guests on the registration paperwork. If a client or guest has a need for other accommodations, please contact your Conference Services staff liaison for assistance.

\* All items in blue are changes from 2023.

## Financial Considerations

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A consolidated invoice for all charges incurred by the group and its participants will be sent after the event has concluded. Invoices for all May and June events will be created and processed the first week of July. Invoices for all July and August events will be created and processed by the end of August. If the event spans the fiscal year transition from June to July two invoices will be sent, one for all May/June charges and another for July/August charges.

Payment in full is due within 30 days of the invoice being sent. The invoice can be paid via transfer of funds from a University or state account, or with a check. Those paying via transfer of funds will automatically have the funds debited from the account provided when the Request for Services was submitted. Charges can be split between a maximum of two accounts and only by a percentage of the total. Events requesting tax exempt status may require documentation.

The final invoice will be based on the actual number or the guarantee number, whichever is greater. In the event that this number falls below 80% of the contracted number, charges for rooms and meals will be added to the bill at the rate of 40% of the difference. Attrition charges will not be applied to groups with a contracted number of fewer than 100 people. Attrition charges may not be applied to events that are limited in capacity due to COVID-19 regulations or experience reduced attendance due to the COVID-19 pandemic.

As incentive to youth groups to provide excellent supervision, we offer a chaperone credit. A chaperone credit is the cost of one double occupancy staff bed for every 15 youth participants in attendance. This credit will be added to the final invoice when the following conditions are met:

- 1.) group complies with the 1:15 chaperone/youth ratio with a minimum of two chaperones;
- 2.) at least one chaperone must be of the same sex as the youths;
- 3.) all chaperones are at least 19 years of age, must live on floors with the youth and cannot be the primary parent/guardian for a child under 6 years old staying with them in their room;
- 4.) chaperones follow all UNL and University Housing policies and expectations;
- 5.) youth follow UNL and University Housing policies and expectations;
- 6.) all conditions of the UNL Youth Activity Safety Policy are met;
- 7.) there are at least 15 youth participants

A long term discount is available when the entirety of the same group stays on campus for 24 or more consecutive nights. A 20% discount will be applied to all lodging charges when the group meets this requirement. The long term discount does not apply to meals or any other service provided.

## Parking

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A parking permit is required for all vehicles parked in a University lot. Surface lot permits (Area R) are complimentary for participants and staff of residential groups for the duration of their stay. Any vehicle, trailer or combination thereof that is larger than one parking stall must have a special large vehicle permit determined by the size of vehicle/trailer. These large vehicle permits will also be complimentary and will require parking in a designated lot on campus. Please see the rate sheet for permit pricing for those who are not attendees or staff. Conference Services staff must distribute all permits and will not collect parking permit fees from individual guests. As a reminder, guest parking permits cannot be used by UNL employees or students.

## Posting

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Posting signs, banners and decorations in the residence hall is restricted to bulletin boards and dry erase boards only. Blue or green painter's tape (dry erase boards) and tacks (bulletin boards) are the only approved mediums for posting on these areas. Please ask Conference Services staff for more information.

## Lost and Found

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Any personal property with an estimated value of less than \$250 that is left or found on the premises of University Housing will be subject to the following:

- Items found in sleeping rooms will be bagged and labeled with the location and date found and stored by Facilities Operations.
- A 14 day waiting period will ensue, at the end of which ownership shall immediately transfer to UNL and will be subject to UNL's policy on surplus property.
- All data storage and electronic devices found will be turned into the front desk. Conference Services will log these items and turn them into UNL Police at the end of the 14 day period.
- All cash, checkbooks, credit/debit cards, wallets, purses and prescription medication found will be turned into the front desk. Conference Services staff will log these items and turn them in to UNL Police immediately.

Any personal property with an estimated value of \$250 or more that is left or found on the premises of University Housing will be subject to the following:

- Items found in sleeping rooms and common areas will be bagged and labeled with the location and date found and turned into the front desk where they will be logged and stored.
- A Housing staff member will attempt to notify the conference guest or the organizer of the event the guest attended by sending an email and trying to contact them by phone.
- This contact should happen within a week of the guest checking out, describe the property found, the date by which the property must be claimed and include contact information to claim the property. The date by which the property must be claimed will be 14 days from the first attempt to contact the property owner.
- If the property has not been claimed by the specified date, the property will become the property of UNL and will be subject to UNL's policy on surplus property.
- All data storage and electronic devices found will be turned into the front desk. Conference Services will log these items and turn them into UNL Police if not claimed by the specified date.
- All cash, checkbooks, credit/debit cards, wallets, purses and prescription medication found will be turned into the front desk. Conference Services staff will log these items and turn them in to UNL Police immediately.

## Camp Store

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A camp store may be held in the residence halls if an appropriate space is available and reserved. Groups are responsible for securing all money and merchandise related to the camp store. Conference Services bears no liability for damaged, lost, or stolen property. Please note that groups are prohibited from selling food or beverage items in the residence halls, including the sale of pizzas.

## Youth Medical Treatment

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UNL's Youth Activity Safety Policy requires that all events have a plan to provide medical treatment to youth participants. The Lincoln community offers a variety of treatment facilities including urgent care, hospitals, and the University Health Center. Each facility will have its own procedures and policies regarding gaining consent to treat youth. Most importantly, please make sure that each youth has the contact info for their parents/guardians on their person at all times and that the chaperones with the event also have this information readily available.

## Accommodations

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Conference Services is committed to providing appropriate accommodations to guests with disabilities. In order to ensure that appropriate arrangements can be made, guests with disabilities who need reasonable accommodation must contact the Director of Services for Students with Disabilities at (402) 472-3787 at least three weeks prior to their scheduled arrival on campus. The guest should be prepared to tell that office the name of the event they are attending and the dates of attendance.

## Dining Halls

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All group participants staying in all residence halls are required to have a meal plan (exceptions may possible for adult groups with a qualifying long-term stay). Meal service is available starting with breakfast on [Monday June 3, 2024](#) and ends with lunch on [Thursday, August 9, 2024](#). To select a meal plan, pick a starting meal on arrival day and an ending meal on departure day. Each group will be assigned a dining hall based on the number of people in the group and the number of other people eating at the dining halls during the group's stay. [The dining halls may elect to serve brunch and dinner only on and around Independence Day \(July 4\)](#). University Dining Service is the sole provider of food and beverage in all University Housing facilities.

A meal barcode will be issued to participants upon check-in. Guests must present their barcode to be scanned upon entering the dining hall and each barcode can only be scanned once per meal. If this is lost, guests should go to the front desk of their assigned residence hall for a replacement. Conference Services will assign the group to a dining hall(s) and reserves the right to change this assignment. If anyone from the group eats at a dining hall to which they are not assigned, charges will be incurred at both locations. It is the responsibility of the group sponsor to ensure that everyone from the group is eating in the assigned dining hall.

A commuter meal package can be provided to nonresidential guests who you would like to eat meals in the dining service with residential guests. We can design specific commuter meal packages to meet your group's needs. To maintain a high level of service, we are not able to pre-order individual meals for nonresidential participants.

We offer VIP meal passes for a single meal for a special guest (presenter, keynote speaker, visiting coach, etc.). Groups can request a maximum of 20 VIP meal passes per week. Groups will be billed for the number of VIP meal passes used at the regular dining hall rate. VIP meal passes should not be used by participants or for those who need to eat meals in the dining hall on a regular basis. More than 20 VIP meal passes per week can be issued, but will be billed at the higher walk-in rate.

A meal exemption from University Dining Service can be selected for any one meal per week. Meal exemptions must be arranged at least 10 business days prior to the requested date. All other meals will be billed at the guarantee number or actual number, whichever is higher.

Only ice cream cones and refilled beverage containers (16 oz. or less) can be taken out of the dining hall.

A pizza party is available as a direct substitute for any lunch or dinner at the same cost as a regular dining hall meal. Pizza, sides, beverages, plates, utensil and napkins are provided.

## Catering

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Full catering services are also available for your event. Pricing will vary from the standard dining hall rates and is dependent on the selected menu. Special catered events include, but are not limited to: cookouts/barbecues, boxed lunches/dinners, formal banquets, and refreshment breaks. University Dining is the sole provider of dining and catering services in the residence halls and Nebraska Unions. Delivery charges and off-premise fees may apply. For a full menu of catering options, please visit the Dining section of our website or speak with a member of the Conference Services staff.

## Special Diets & Allergies

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A list of special dietary needs must be submitted along with the guarantee number (10 business days before the event). This list should include any guest who has a medically restricted diet or food allergy, along with the specifics of each case. **Please ask for this information on your registration forms.** Based on individual circumstances, a meeting with the guest and Dining Service staff may be required upon arrival. Conference Services and Dining Service are not responsible for providing accommodations for special dietary needs when notified less than two weeks before the start of the event.

## Conference Services and UNL Policies

UNL and Conference Services Policies are in place to help ensure the safety and satisfaction of all guests on campus. It is the responsibility of the event sponsor to communicate expectations to all participants. All guests must abide UNL and Conference Services policies, including but not limited to the following:

- All tobacco products (including cigarettes, e-cigarettes, cigars, chewing tobacco, and vapor products) are prohibited in all indoor and outdoor areas of campus.
- Possession or consumption of alcohol or drugs is prohibited on campus and in the residence halls.
- Firearms and other weapons are not allowed on campus or in the residence halls.
- Bicycles, skateboards, scooters or anything deemed similar by Conference Services staff cannot be ridden inside any University Housing building. Additionally, the use of hoverboards or other electronic propulsion devices is not permitted in any UNL residence hall, dining facility, or apartment building. Electronic propulsion devices may be stored in a guest room, but must be UL2272 approved. Any device deemed unsafe or being used inside a University Housing building is subject to removal or confiscation.
- Guests may not engage in acts or communications intended to threaten, intimidate, or harass a particular person and to cause that person to fear for their safety.
- Guests are expected to use good judgment with noise and to respond positively to requests made to decrease noise level.
- Guests must wear appropriate clothing in common areas of residence halls and, additionally, shoes in the dining halls.
- Residential guests will escort visitors at all times while in the residence hall and are responsible for the actions of their visitors.
- Opposite sex visitors are prohibited in guest rooms unless authorized/accompanied by an adult.
- Any damages to residence hall facilities must be reported to the Conference Services staff.
- Guests will comply with all requests made by UNL staff members.
- UNL staff will be accessing residence halls floors 24 hours a day while occupied by guests. These staff members will range from custodians to Conference Assistants to University Police staff and can be male or female. Guests should be notified in advance if you think they may be surprised to see a UNL staff member of the same or opposite sex on the residence hall floor.

## Youth Activity Safety Policy

UNL has implemented a Youth Activity Safety Policy by which all activities on campus must abide if they have any participant under the age of 19. UNL has established this policy in order to provide a safe, educational, and enjoyable experience for all participants. This policy provides minimum specific guidelines for activities sponsored by UNL and for activities sponsored by other organizations, but held on UNL's campus. Completion of a Registration Form is required for all youth events. If an incident occurs involving youth an Incident Reporting Form must be submitted within 24 hours. A copy of the full policy is available here: <https://bf.unl.edu/policies/youth-activity-safety>

Appropriate supervision of youth is of utmost importance. All activities with youth must have 1 adult chaperone for every 15 youth guests with a minimum of 2 adult chaperones. Adult chaperones must be at least 19 years old and one must be the same sex as the youths. The supervision of youth on campus is the responsibility of the group sponsoring the event and should be entrusted to the adult chaperones. In addition to the guidelines contained within the Youth Activity Safety Policy, all youth activities utilizing University Housing facilities must also follow the guidelines listed below.

- Serve as an appropriate role model and example for youth guests at all times.
- Escort and monitor youth guests in the dining hall and residence halls.
- Live on the floors with youth guests, be present, and monitor all youth activity.
- Conduct a nightly guest check to confirm that all youth are in their rooms at curfew.
- Consistently address and eliminate youth guest behaviors that are either inappropriate or unsafe on campus.
- Support any requests or interventions provided by University staff.
- Report problems, accidents, or incidents to Conference Services staff immediately.
- Respond to emergency or crisis situations as needed.

## Incident Reporting (share with all adults)

UNL is responsible for reporting incidents on campus to city, state and federal authorities (Title IX and Clery Act). These reporting requirements apply to incidents involving both youth and adults. This summer we expect around 14,000 people to stay with us and over 90% of those will be youth. The primary responsibility of looking after youth lies with the adult Activity Workers (chaperones, counselors, staff, coaches, teachers, instructors, supervisors, mentors, volunteers, etc). Our responsibility to report incidents requires that we are informed, so we're providing a list of examples of what should be reported. This list is not exhaustive, but serves to highlight some of the more important and common types of incidents that could involve youth or adults. Activity Workers for youth should use their best judgement when determining if an incident not listed should be reported. When in doubt, report the incident.

- **Damage or theft of personal property**  
⇒ Report to Conference Services staff, University Police may be involved
- **Damage to UNL property**  
⇒ Report to Conference Services staff, University Police may be involved
- **Missing attendee or early departing attendee**  
⇒ Report to Conference Services, University Police may be involved
- **Injury or illness requiring medical attention**  
⇒ Seek medical attention first, report to Conference Services staff second
- **Alcohol**  
⇒ Report to Conference Services, University Police will likely be involved
- **Illegal drugs**  
⇒ Report to Conference Services, University Police will likely be involved
- **Negative interactions with others on campus**  
⇒ Report to Conference Services, others may be involved
- **Child abuse or neglect**  
⇒ Report to University Police, inform Conference Services staff second
- **Sexual harassment**  
⇒ Report to University Police, inform Conference Services or Institutional Equity and Compliance staff second
- **Sexual or physical assault**  
⇒ Report to University Police, inform Conference Services or Institutional Equity and Compliance staff second

## Reporting Requirements Under Nebraska State Statutes

Nebraska statutes require any person who suspects or is aware of any child abuse or neglect, including sexual assault, to report such abuse, neglect, or assault to law enforcement or the Department of Health and Human Services (DHHS). Law enforcement is likewise required to notify DHHS of any such incidents reported to them. All adults are required to notify the University Police Department at 402-472-2222 immediately when these situations are suspected.

If you suspect any child abuse or neglect, including sexual assault:

- 1) You must report it,
- 2) You should give as much information about the circumstances as possible,
- 3) You are immune from liability from any civil or criminal liability if you have reported the information in good faith,
- 4) If you know of child abuse, neglect or sexual assault but are not reporting it you are breaking the law.

# Room, Meal & Parking Rates



Listed below are the itemized rates for the various sleeping accommodations and meals in the dining hall, as well as the parking permit rates. All groups staying in the residence halls must purchase meals through us for their attendees, even if they are staying in a suite- or apartment-style hall. Guest Housing in University Suites is available without meals. Guest Housing is reserved for individual guests looking to stay on campus for University-related business. Rooms are available from **June 3** through the night of **August 8, 2024**. Meals in the dining halls are available from **breakfast on June 3** through **lunch on August 9, 2024**.

Type	Short-Term Rate	Long-Term Rate
<b>Traditional Residence Hall Pricing (per person/per night)</b>		
Double/Triple Occupancy Bedroom, Basic Linen package	\$24.50	\$19.50
Single Occupancy Bedroom, Basic Linen package	\$36.60	\$29.30
Double/Triple Occupancy Bedroom, Extended Linen package	\$32.40	\$25.95
Single Occupancy Bedroom, Extended Linen package	\$48.60	\$38.90
<b>Suite-Style Residence Hall Pricing (per person/per night)</b>		
Double Occupancy Bedrooms, Basic Linen package	\$34.00	\$27.30
Single Occupancy Bedrooms, Basic Linen package	\$51.10	\$40.90
Double Occupancy Bedrooms, Extended Linen package	\$42.00	\$33.70
Single Occupancy Bedrooms, Extended Linen package	\$63.00	\$50.40
<b>Guest Housing – Available in University Suites (per person/per night)</b>		
Double Occupancy Bedroom, Extended Linen package	\$45.40	\$36.30
Single Occupancy Bedroom, Extended Linen package	\$68.00	\$54.50
<b>Dining Hall Meal Pricing (per person)</b>		
Breakfast	\$8.30	n/a
Lunch	\$10.60	n/a
Dinner	\$12.70	n/a
Combined Daily Meals	\$31.60	n/a

- Short-term rates apply to all stays of 23 nights or less.
- Long-term rates apply to all stays of 24 nights or more.
- A long-term discount on meals is not available.
- The Basic Linen package includes sheets, pillow and pillowcase.
- The Extended Linen package includes the Basic Linen package plus blanket and towel exchange.
- Bed linens can be exchanged by the guest as needed at the front desk.
- Please refer to the policy sheets for additional information.

<b>Surface Lot (Area R) Parking Permits</b>		
Permit Duration	Attendees/Staff	Other
1 day (example: 6/1-6/1)	complimentary	\$8.00
2 days (example: 6/1-6/2)	complimentary	\$16.00
3-7 days (example: 6/1-6/7)	complimentary	\$19.00
8 days (example: 6/1-6/8)	complimentary	\$27.00
9 days (example: 6/1-6/9)	complimentary	\$35.00
10 or more days billed at the 3-7 day rate for each 7 day period with no pro-rated amount for partial weeks.		

Parking permits obtained through Conference Services cannot be used by UNL employees or students. Please contact Parking Services (402-472-1800) to discuss parking permit options for your attendees and staff who are UNL employees or students.



## Meeting Space in Residence Halls

Many residence halls feature multipurpose spaces and study lounges which may be available for use. Pricing for these spaces is based on half day ([fewer than 4 hours](#)) or full day ([4 hours or more](#)) usage. Please visit our website for a complete listing of these spaces that includes diagrams, photos, and pricing. <http://conferenceservices.unl.edu/multipurpose-spaces>

## Meeting Space Outside of Residence Halls

Our campus offers hundreds of meeting spaces in the form of classrooms, lecture halls, formal meeting venues, unique meeting spaces, and a wide variety of indoor and outdoor recreation facilities. If your event is sponsored by UNL, we will make recommendations and provide you with contact information so you can reserve the space and work directly with the venue staff. If your event is external to UNL, we will work with you directly to determine your needs and serve as your one point of contact for all meeting arrangements on campus.

## Equipment Rental

Conference Services has an in-house supply of meeting equipment available for rent. The listed prices listed below are per use/day. The price includes delivery, set up, and tear down in available meeting spaces. Please inquire about equipment rental for meeting spaces outside of University Housing buildings. Equipment is subject to availability.

Item	Description	Daily Rate
SmartCart	Moveable cart with computer and LCD projector	\$100.00
Sound System	Indoor/outdoor speaker system with CD player and wireless mic	\$100.00
DVD Player	Standard definition DVD player	\$25.00
Television	High definition television (32" - 43")	\$50.00
LCD Projector	Portable LCD projector	\$75.00
Screen	Portable screen for LCD or overhead projector	\$25.00
Lecturnette	Portable table-top podium with built-in speaker and wired mic	\$50.00
Computer	Laptop or Desktop PC with Windows based OS	\$75.00
Laser Printer	Mono laser printer	\$25.00
LAN Internet Connection	Wired ethernet connection (includes activation/deactivation)	call for pricing
Telephone	Landline telephone (includes activation/deactivation)	call for pricing

***The Conference Services office is a service of the Division of Student Affairs.***

UNL does not discriminate based on race, ethnicity, color, national origin, sex, religion, disability, age, sexual orientation, gender identity, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. For nondiscrimination inquiries, contact the Director of IEC/Title IX