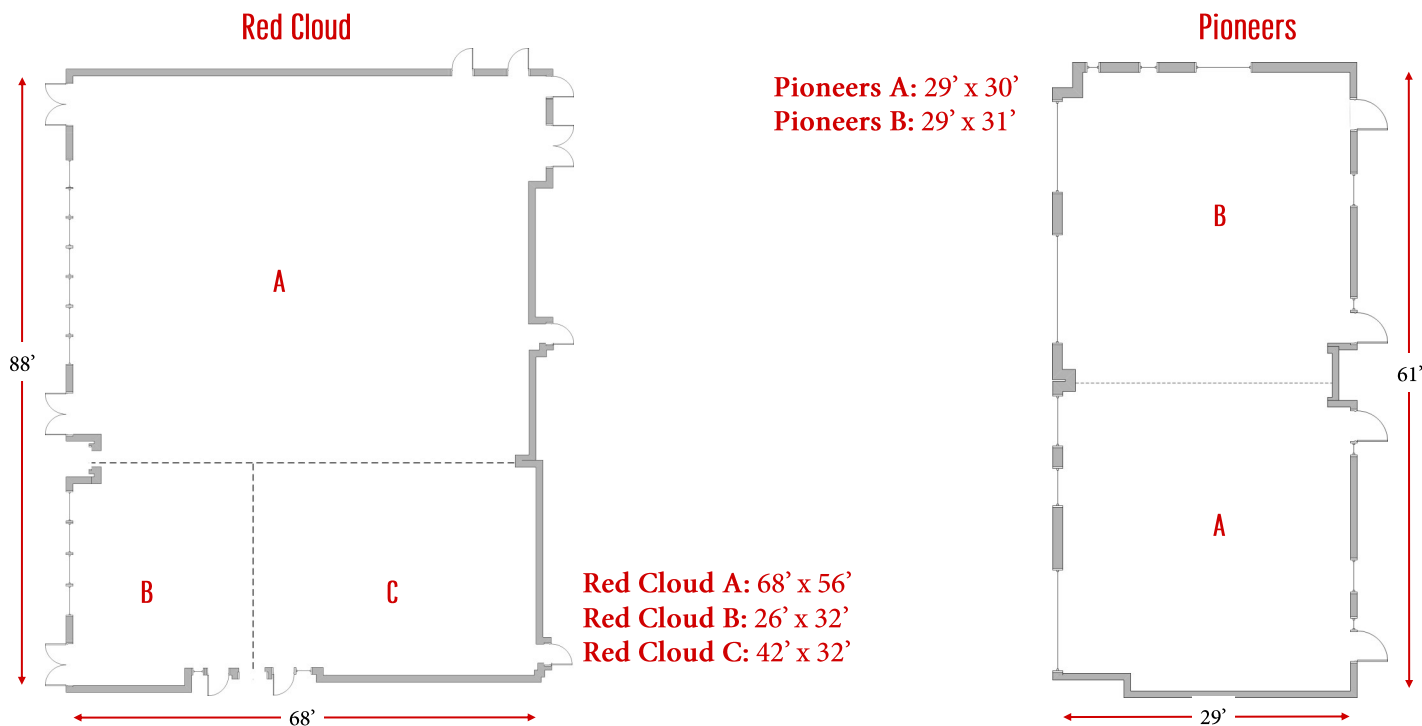




# Willa S. Cather Dining Complex Policies, Procedures, and Pricing

# Rooms & Availability

The Willa S. Cather Dining Complex (WCDC) consists of meeting spaces, a convenience store, a dining hall, and the central administrative offices for University Housing. The meeting spaces on the first floor of the building offer over 7300 square feet of flexible meeting space. We invite you to consider using these spaces for your next event.



## Availability

Meeting spaces are available for reservations seven days a week between the hours of 8 am and 11 pm. Special permission must be obtained for reservations on UNL holidays, days when UNL is closed, and the time between the end of the fall semester and the start of the spring semester. All meeting spaces are held exclusively for University Housing use for the three weeks prior to the start of the fall semester.

**Internal Reservations:** University Housing, RHA, any residence hall government, NRHH, any Vice Chancellor, the Chancellor, and the Board of Regents are considered internal when the usage is for an event directly sponsored by and attended by the requesting entity. The Director of Housing and the Associate Director of Housing for Business and Fiscal Operations have the authority to give any reservation internal status or grant special terms.

**External Reservations:** Any UNL department not already considered internal, any RSO, or any organization outside of UNL are considered external. University Housing reserves the right to deny requests at our discretion, particularly from organizations deemed as competition to UNL or University Housing. Reservation requests can be submitted in accordance with the following time frames and are limited to five reservations per semester.

- ◇ Fall Semester opens for reservation requests on June 15.
- ◇ Spring Semester opens for reservation requests on November 1.
- ◇ Summer opens for reservation requests on March 15. Summer is defined as the Sunday after May graduation through the last day of the second five week session in August. Summer camps and conferences using University Housing Conference Services may request reservations starting October 1 when submitting the Request for Services form.

# Pricing, Audio-Visual, & Furniture

## Room Rental Pricing

All reservations matching the definition of internal from the previous page will be at no cost. In addition, reservations with food and beverage charges from UNL Catering greater than twice the room rental fee for that day will have the room rental fee waived. All other reservations will be considered external and will be charged for room rental as follows:

ROOM	UP TO 4 HOURS	4 OR MORE HOURS
<b>Pioneers Suite</b>	<b>\$200</b>	<b>\$400</b>
Pioneers A	\$100	\$200
Pioneers B	\$100	\$200
<b>Red Cloud Suite</b>	<b>\$400</b>	<b>\$800</b>
Red Cloud A	\$200	\$400
Red Cloud B	\$100	\$200
Red Cloud C	\$100	\$200
Red Cloud Atrium*	\$100	\$200
<b>Plaza</b>	<b>\$200</b>	<b>\$400</b>

\* A reservation for the entire Red Cloud Suite includes complimentary use of the Atrium

In addition to the room rental charges, the following fees also apply:

- ◇ If approval is granted for reservations outside of the standard hours of 8:00 am to 11:00 pm an additional fee of \$50 per hour outside of those times will be assessed.
- ◇ If approval is granted for reservations on UNL holidays, or days when UNL is closed an additional fee of \$50 per hour, minimum of 4 hours, will be assessed.
- ◇ If the room is used before or after the reserved times a fee of \$50 per hour will be assessed.
- ◇ The room must be left as close to possible to the original state. If not, excessive cleanup charges of \$50 per hour may be assessed at the discretion of Facilities Operations.

A final invoice will be sent within two weeks after the event. The invoice will include all room rental charges, applicable labor for support staff, any damages, and any cleanup fees.

## Audio-Visual

Rental of rooms in the Red Cloud and Pioneers suites come with complimentary use of the built-in AV equipment. A time can be scheduled during regular business hours (Monday-Friday, 8:00 am—5:00 pm) to meet with an AV technician for a tutorial prior to your event. Onsite AV support for events can be arranged, too. AV support outside of regular business hours will be billed at \$50 per hour, minimum 1 hour. See table below for more information on the built-in AV equipment in each room.

Room	PC	Projector	HDMI	Wireless Mic	Built-in Sound	Blu-Ray	FM Radio	Cable TV	Aux Input
Pioneers A	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Pioneers B	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Red Cloud A	Yes	Yes	Yes	Yes,	Yes	Yes	Yes	Yes	Yes
Red Cloud B	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Red Cloud C	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## Policies

---

- ◇ University Housing Dining Services is the sole provider of food and beverage.
  - ◇ Failure to comply will result in cancellation of any reservations booked in the next 6 months, inability to make a reservation in the next 6 months, and a minimum fee of \$100.
  - ◇ Exemptions may be approved by the Director of Dining Services.
- ◇ Room doors will be unlocked at reservation start time and locked at reservation end time, therefore these times must include time for decoration, rehearsal, loading, unloading, and cleanup.
- ◇ Requests made within 2 business days may be subject to using the room in the condition and layout that exists at that time.
- ◇ Existing furniture and equipment should not be moved.
  - ◇ Fees will be assessed if movement of these items results in damage or additional labor.
- ◇ Outside furniture and equipment can be brought in with approval, additional fees may apply.
- ◇ Self-service (non-supported) use of AV equipment in the room is provided at no additional cost.
- ◇ Decorations
  - ◇ The following items are prohibited: open flames, fog machines, incense, glitter, confetti, artificial snow, sand, water, anything attached to the floor.
  - ◇ Signs, banners, and decorations can be hung using blue masking tape attached only to glass, wood, metal, and tile surfaces.
  - ◇ Decorations cannot be attached to anything impacting life safety systems and controls, including but not limited to: doors, fire sprinklers, lights, sensors, switches, buttons, and handrails.
  - ◇ Decorations cannot be attached to art or décor.
  - ◇ Decorations must be removed immediately after the event. If decorations are not removed by the reservation end time either a cleanup fee will be assessed or additional room rental time will be added at \$50 per hour.
- ◇ If reserving the Plaza, an appropriate space must be available and reserved in the building as a backup for inclement weather. Charges will only apply for the actual space used.
- ◇ Full repair or replacement cost will be assessed for all damages.
- ◇ There is no charge for reservations cancelled by 12:00 pm three business days in advance of the reservation start time. Reservations cancelled within this time frame will be charged 50% of the scheduled fees.
- ◇ Reservations where no one shows up will be charged 75% of the scheduled fees.
- ◇ A certificate of insurance is required for all reservations not sponsored and paid for by a UNL department or RSO. The certificate of insurance requirements are as follows:
  - ◇ The certificate of insurance must be received by University Housing no later than 30 days prior to the start of the event and must 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.
  - ◇ Failure to provide a valid certificate of insurance that meets these requirements by the specified deadline will result in cancellation of the reservation.
- ◇ Alcohol service is not permitted in this facility.
- ◇ If UNL is closed due to inclement weather, all events scheduled in the WCDC will be cancelled. Please refer to UNL's home page for information on weather-related closures and re-opening.
- ◇ The entire UNL Campus, including all indoor and outdoor areas, is tobacco-free. This prohibits the use of all products containing or derived from tobacco on campus.

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 Coordinator or the Section 504/ADA Coordinator at 128 Canfield Admin. Bld., Lincoln, NE 68588, (402) 472-3417, or the Office for Civil Rights.