



University of Nebraska-Lincoln

## Facilities Use Guidelines

### Approval of Facilities Request

Reservations and arrangements for use of facilities are made through the Facilities Coordinator. The museum reserves the right to deny any request for facilities usage. Reservation **is not confirmed** until a copy of the approved Facilities Use Request form (showing fee, if applicable) is returned to contact person of the sponsoring organization.

### Scheduling of Events

Events are not allowed prior to 8:00 a.m. and must end by 11:00 p.m. The museum is not available on Mondays, except under special circumstances, and only with the approval of the Director.

### Ethel S. Abbott Auditorium

Seating capacity in the auditorium is 294. **The museum will refuse admittance to an event once capacity has been met.** Event sponsors who knowingly violate capacity could be held liable for any injury or loss of life sustained as a result of this violation. Rehearsals can be arranged during regular business hours by contacting the Facilities Coordinator. No charges are assessed for rehearsals unless circumstances necessitate additional security or other personnel. Arrangement of audio/video needs and staffing should be discussed prior to making a facilities request.

### Alcohol

Initial

Download a copy of the University Alcohol Service Request form or contact the Facilities Coordinator for a copy. Complete and forward to the Facilities Coordinator 8 (eight) weeks prior to the event. Provider of alcohol services must be from the University's Approved Licensed Beverage Caterer List. It is the responsibility of the sponsoring organization to restrict attending minors from alcohol consumption. **RED WINE IS NOT PERMITTED IN THE BUILDING.**

### Food and Drink

Food and drink may be served in the Great Hall, Olga Neilson Sheldon Room and sculpture garden. Food and drinks are not permitted in the Ethel S. Abbott Auditorium or exhibition spaces. **RED WINE AND OTHER RED LIQUIDS ARE NOT PERMITTED IN THE MUSEUM.**

### Physical Arrangements

Initial

Physical arrangements for facility use (set-up/removal of tables, chairs etc.) are the responsibility of the sponsoring organization. Arrangements must be made at least two (2) weeks in advance of event's scheduled date if Sheldon staff assistance is requested. Sponsoring organization is responsible for clean up of the facility immediately after the event. Failure to do so will incur an additional charge. Use of museum furnishing and equipment requires prior arrangement and approval of Facilities Coordinator. A fee may be assessed for any furnishings or equipment provided by the museum. **Sponsoring organization is responsible for making arrangements for linens and dinnerware from an outside vendor.** These items are not provided by the museum.

### Catering Services

Initial

Kitchen facilities are not available. Specific areas will be made available for serving foods prepared in advance. Floors and other surfaces are to be covered appropriately to prevent damage. Any damage to areas as a result of catering services is the sole responsibility of the sponsoring organization. It is the responsibility of the sponsoring organization to coordinate delivery removal of food, tables, chairs and any other rented equipment. All catering supplies, furnishings, food and dishes must be removed from the museum at the conclusion of the event or, with prior approval, by 9:00 a.m. the next day. If not removed, sponsoring organization will be charged an additional fee. *Unclaimed items may be discarded.*

### Candles and Open Flames

Only candles in votive type containers are permitted. **No exceptions.**

**Displays**

Displays must be approved by the Facility Coordinator prior to the event. No items may be attached to the floor, walls or ceilings in any area of the building.

**Tours**

Docent led tours are available. Indicate your request on the Facilities Request form and you will be contacted by Karen Janovy, Curator of Education, for arrangements.

**Requests for Sheldon Gallery Staff**

Requests for lecturers or remarks by museum staff must be made in writing at least one month prior to scheduled event. Appropriate staff will be designated who can discuss specific exhibitions, programs, the educational mission of the museum, as well as interests of the particular group.

**Advertising/Publicity**

Printed, electronic or published materials, invitations, announcements for events to be held at the museum must include the words, "Sheldon Memorial Art Gallery, University of Nebraska-Lincoln" and must be reviewed by museum staff prior to printing. A copy of final printed pieces will be provided to the museum.

**Fundraising**

Fundraising or solicitation of funds inside or surrounding environs of the museum is prohibited.

**Smoking**

Sheldon Memorial Art Gallery is a smoke free environment.

**Parking**

Facilities reservation does not include arrangement of parking at area parking facilities. Limited parking is available on a first come/first serve basis.

**Theft/Damage**

Sponsoring organization will be held liable for any loss, theft, or damage to the art collection, equipment, furnishings or building as a result of the scheduled event. In case of such loss, theft or damage, the cost of replacement of an item will be charged to the individual or organization responsible.

**Liability**

The sponsoring organization will ensure that all activities at scheduled event will comply with all state and local ordinances and protect the health, life and safety of all persons involved. By signature on the Facilities Request form the sponsoring organization agrees to hold the Board of Regents of the University of Nebraska, Sheldon Memorial Art Gallery, it's staff and volunteers harmless for all claims of bodily injury including death and for property damage arising out of use of University of Nebraska facilities.

**Cancellation**

In the event that a function is cancelled by the sponsoring organization for any reason, a cancellation fee will be charged. The museum shall have sole right to determine whether conditions of inclement weather and other occurrences beyond the control of the museum render the function hazardous or unsafe to life and/or property, and upon determination to cancel the event. The museum will be under no obligation to reschedule the event but will work in good faith to do so.

**Billing and Payment**

Invoices are sent within 30 days of event. Prompt payment is requested.

**Sponsor Representative      Title      Date**

***Your signature indicates that you have read and agree to abide by the terms and conditions stated in the Facilities Use Guidelines.***

*Do not write below this line, for office use only*

**Received by:      Date:**