

NEBRASKA EAST UNION
University of Nebraska-Lincoln

MEETING ROOM FEE SCHEDULE

<u>ROOMS</u>	<u>DAY</u> (Open-5:00)	<u>NIGHT</u> (5:00-Close)	<u>DAY/NIGHT</u>
GREAT PLAINS ROOM	\$400	\$400	\$700
½ Great Plains Room	\$250	\$250	\$450
¼ Great Plains Room	\$175	\$175	\$300
PRAIRIE SUITE	\$250	\$250	\$450
Columbine Room	\$100	\$100	\$175
Goldenrod Room	\$100	\$100	\$175
Sunflower Room	\$100	\$100	\$175
ARBOR SUITE	\$250	\$250	\$450
Cottonwood Room	\$175	\$175	\$300
Sycamore Room	\$100	\$100	\$175
GARDEN ROOM	\$100	\$100	\$175
Garden Room East or West	\$ 50	\$ 50	\$ 90
Meeting Rooms A or B	\$ 50	\$ 50	\$ 90
Room 302 or 303	\$ 50	\$ 50	\$ 90
Terrace A or B	\$ 50	\$ 50	\$ 90
Terraces A & B	\$100	\$100	\$175
Loft	\$125	\$125	\$200

The Nebraska Unions provides rooms and services to many customers. These customers have been divided into several categories including combinations of University of Nebraska-Lincoln divisions, public organizations, private organizations, and state/local agencies. The above meeting room schedule fee and following policy reflect the Non-University of Nebraska-Lincoln category. Please call the reservation manager to determine if your event is applicable for discounts under a different category.

Non-University of Nebraska-Lincoln Related

These events are not directly associated with the core mission of the University and are not allied with an academic department, administrative office, or recognized student organization.

- Food Service Event
 - A 15% gratuity will be added to all food/beverage purchases. This applies to both University and Non-University sponsored events.
 - For all non-university events, *one-half* of the room fee will be charged if food/beverage purchases meet or exceed \$8.50 per person for that event. Otherwise, the full room fee will be charged.
 - All UNL Departments and non-university customers must use University Dining Services. No food is allowed to be brought in from other sources.
- Wedding Receptions
 - The Nebraska Unions will host wedding receptions during the period following spring graduation up to the weekend prior to the first day of fall classes. In addition, one wedding reception per month is allowable during December, January, and February.
 - A non-refundable deposit of \$300 is required to confirm the reservation. The deposit will be applied as a credit toward the final charges of the event. The account balance is due the day of the event.
 - Room charge for a wedding reception is \$1,000.00 and the 'Special Opening Fee' is waived. (For the East Union additional parking charges will be applied.)
 - This fee includes same day decorating. If available, the day before the event, the room may be decorated for an additional \$150.00 fee.
- Proms
 - Room charge for Proms is \$1,000.00 and the 'Special Opening Fee' is waived. (For the East Union Additional parking charges will be applied.)
 - This fee includes same day decorating. If available, the day before the event, the room may be decorated for an additional \$150.00 fee.
- Parking
 - All non-university customers will be charged for parking if reserving space at the East Union. If reserving space at the City Union, parking can be arranged through UNL Parking Services 472-1800 or guests may use street parking or nearby parking garages.
- Smart Cart
 - All non-university customers will be charged \$250.00.
 - Customers are encouraged to arrange prior training on smart cart operation if they possess minimal computer/projection knowledge.

SPECIAL BUILDING OPENINGS:

Events scheduled during times outside the regularly scheduled open hours of the Nebraska Unions, will be assessed a special opening fee of \$150.00. An additional \$50.00 will be charged for each hour beyond 5 hours of use. If the building needs to be opened earlier or later than regular building hours, a \$50.00 per hour charge will be assessed.