Great Plains Art Museum
1155 Q Street
Lincoln, NE 68588-0250
(402) 472-3082-Center for Great Plains Studies

BUILDING HOURS OF OPERATION:

The Great Plains Art Museum (GPAM) is open Tuesday-Saturday from 10:00 a.m.-5:00 p.m. and Sunday from 1:30 p.m.-5:00 p.m. The museum is closed on Mondays. Gallery and lobby spaces are available for events after operating hours. Events scheduled in the building must end by 10:00 p.m. Sunday-Thursday and by 11:00 p.m. on Friday and Saturday evenings. A security fee is charged to all groups utilizing the building at any time during non-business hours. The galleries will be locked during all non-business hours except from 30 minutes prior to a scheduled function until the conclusion of that scheduled function.

BUILDING RENTAL AND FEES:

All program and events must be booked through the Center for Great Plains Studies (CGPS). Programs and events should be booked at least one month in advance. No reservation is considered guaranteed until an agreement is signed by both parties and a 50% non-refundable deposit of the building usage fee is received or a UNL cost object number is given. A tentative reservation will be accepted for a period of no longer than three (3) weeks. If the reservation is not confirmed in writing and a deposit has not been received by the end of this time period, the reservation will be canceled and the room will be made available to other guests.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Usage Fee*</th>
<th>Security Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNL-during operating hours</td>
<td>$150 minimum (1 to 2 hours), additional hours at $25/hr.</td>
<td>$0/hr.</td>
</tr>
<tr>
<td>(Tues-Fri 10:00 am-5:00 pm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNL-after operating hours</td>
<td>$200</td>
<td>$20/hr.</td>
</tr>
<tr>
<td>Non-Profit</td>
<td>$300</td>
<td>$20/hr.</td>
</tr>
<tr>
<td>Commercial/Private</td>
<td>$500</td>
<td>$20/hr.</td>
</tr>
</tbody>
</table>

*The usage fee includes rental of the first floor and lower level lobbies and gallery space, setup for the event and maintenance.

Capacity:

The first floor lobby area holds 100 people, about one person per 10 square feet of area. The GPAM gallery space will accommodate about 250 people and will seat 150 to 200 people for lectures or slide presentations.

Refreshments:

Refreshments may be served only in the lobby areas. Please consult with the curator or director regarding menu selection. NO red beverages.

Billing:

All bills are prepared by and are payable to the University of Nebraska-Lincoln. Invoices are sent within 30 days of the event, and due upon receipt. Payment should be mailed directly to the Center for Great Plains Studies.
Billing for University of Nebraska groups:
Please provide the cost object number to which the event will be charged at the time the reservation is made on the attached form.

Great Plains Art Museum Facilities Use Guidelines:
Please complete the Facilities Reservation Form and the Alcohol Service Request Form (if applicable) and return them to the Center for Great Plains Studies, University of Nebraska-Lincoln, 1155 Q Street, Lincoln, NE 68588-0214. This should be submitted at least one month in advance of the scheduled event. Once the facilities request is approved, a copy of the Facilities Reservation Form will be returned to the sponsoring organization.

GPAM has about 175 chairs, three 6' and three 8' banquet tables, four 6' round tables, one projection screen, a slide projector with wireless remote, an overhead projector, and a digital projector. All other physical arrangements for equipment such as additional tables and chairs, table linens, computer or VCR and monitor are the responsibility of the sponsor.

All printed or published materials, invitations or announcements, etc. for events to be held at GPAM must recognize the gallery (Great Plains Art Museum, University of Nebraska-Lincoln) and must be reviewed by the curator or director prior to printing.

Additional Guidelines:

1. Facilities cannot be utilized for partisan political activities.
2. Any organization reserving the facilities must be the same organization which will utilize the facility for the originally stated purpose. Units will only be allowed one reservation per semester.
3. The usage of either facility for not-for-profit groups is subsidized by GPAM. Appropriate recognition of the gallery must be included in all literature regarding the event.
4. One responsible person from the sponsoring organization must be present at its event from thirty (30) minutes prior to the event to its conclusion and until clean-up is completed.
5. The sponsoring organization is responsible for any and all damages, loss or theft to the building, equipment, furnishings or art collection.
6. Events will be scheduled for no longer than one-half day in length.
7. GPAM reserves the right to cancel any scheduled event at its location thirty (30) days prior to the event date and owes no further obligation to the reserving organization or individuals other than returning the full deposit.
8. GPAM is not responsible for lost or stolen items.
9. No posters, charts, signs, decorations or other items are to be attached to walls, doors, pillars, stairways, or hung from the ceiling or lighting fixtures. If requested, an easel can be provided for posters, charts or signs.
10. No animals are allowed inside, except those used by persons with disabilities. No bicycles, skateboards or roller blades are allowed inside the facility.
11. GPAM are not responsible for damages or injury to persons caused by a renter’s arrangement with caterers, florists, bands or musicians, rental agencies or other outside contractors.
12. GPAM conform to the University of Nebraska’s Religious Activities Policy.
13. To conform to the University of Nebraska’s “Clean Air Policy,” no tobacco products may be used within the GPAM facilities or within close proximity to any entrance of the building.
14. Alcohol Service Request form must be submitted to the Chancellor’s office through the Center for Great Plains Studies at least one month in advance of the event.
15. No items may be sold without prior approval of the sales arrangement by GPAM.
16. The renter confirms that it does not and will not discriminate and/or segregate attendees because of race, religion, color, sex, age, national origin, disability, marital status or sexual orientation.
17. No photography or videotaping are allowed in the galleries without prior approval.
18. The facility reservation does not include parking arrangements.