

# UNIVERSITY OF NEBRASKA STATE MUSEUM



## Facilities Reservation Request Elephant Hall



University of Nebraska State Museum  
307 Morrill Hall  
Lincoln, NE 68588-0338

Please complete this form and return to the Museum to initiate your reservation request at least 3 weeks prior to the event. If alcohol is to be served, the request needs to be submitted at least 8 weeks prior to your event. You will receive written confirmation within 2 weeks of submitting request if your event is approved.

**Event Sponsor**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*The Event Sponsor is responsible for coordinating rental arrangements (except parking and podium use), including booking outside vendors, set-up/clean-up, and garbage disposal and equipment removal immediately following the event.*

*The Event Sponsor must be present at all times during the event and during the immediate post event clean-up period. Important: The Event Sponsor may NOT consume alcohol if alcohol is served.*

Sponsoring Organization \_\_\_\_\_

Type of Group	Museum Rental Fee
Private or Corporate	\$800
Non-Profit 501 (c)3	\$600
UNL	\$350

Type of Event \_\_\_\_\_

Date \_\_\_\_\_

Set-up Period \_\_\_\_\_

Event Time \_\_\_\_\_

Clean-up Period \_\_\_\_\_

Estimated Number Attending \_\_\_\_\_

### Morrill Hall Reservation Needs Additional fees may apply

**Elephant Hall Gallery, 2nd Floor**      **85 seated or 120 standing**

Select Additional Areas Optional

Gift Shop  
Open upon request

1st Floor  
capacity varies

3rd Floor  
capacity varies

Auditorium  
seats 144 \$100

Education Resource Room  
seats 40 \$50

**Podium with Microphone and Speakers \$75 fee**

**Only Podium \$25 fee**

**Special Event UNL Parking Permits** Fee per single-day permit

\$7 each Mon-Fri    \$5 each Sat-Sun    Order # \_\_\_\_\_ permits    Need a parking attendant to distribute?    Yes    No

Parking space subject to availability. Un-used permits may be returned to Museum for credit. Event permits are required in your guests' vehicles if they park in front of Morrill Hall in Lot A/F3-C1 (the loop), south of 14th and Vine Streets. (This is normally reserved for UNL employees). Please indicate the number of permits needed for vendors and guests.

**Private Planetarium Fulldome Show**    \$200 fee    **60 seating Mueller Planetarium**

Requested Show \_\_\_\_\_ Show Time \_\_\_\_\_

For more than one show, special arrangements may be made at a variable fee. Visit [www.spacelaser.com](http://www.spacelaser.com) for list of Planetarium shows.

Other needs or requests \_\_\_\_\_

### Vendor Information

Serving Food?    Yes    Caterer \_\_\_\_\_    Arrival and Set-up Time \_\_\_\_\_

No    Catering Contact Person \_\_\_\_\_    Phone \_\_\_\_\_

Serving Alcohol?    Yes    **UNL-Approved Alcohol Vendor** \_\_\_\_\_

No

If YES, the Event Sponsor must complete an [Alcohol Service Request](#) form.    Cash Bar    or    Host Bar

Renting Tables, Chairs, or Linens?    Yes    No    Rental Vendor \_\_\_\_\_    Phone \_\_\_\_\_

Delivery Time (after 9:30 am) \_\_\_\_\_    Pick-up Time (before 4:30 pm) \_\_\_\_\_

## Event Insurance Coverage for Non-UNL Groups (Required for all Non-UNL Groups)

Non-UNL groups that do not have a Certificate of Liability Insurance must purchase a one-time event policy online from the **Bene-Marc Special Event Insurance** website at least 3 weeks prior to event.

- URMIA has a variable fee based on risk (minimum \$87.25)
- Purchase online at [bmispecialevents.com](http://bmispecialevents.com)

If your organization has a Certificate of Liability Insurance, please submit it at least 3 weeks prior to the event. Liability Insurance is required to have general liability limits of at least \$1,000,000 with a \$3,000,000 general aggregate. It must also name the **Board of Regents of the University of Nebraska** as an additional insured.

## Morrill Hall Rental Guidelines

- The event sponsor must arrange for any catering and equipment rentals (i.e. food, tables, chairs, linens, projectors, etc.) needed for the event. Morrill Hall is not responsible for ordering food or coordinating rentals with outside vendors.
- Catering and event set-up in Elephant Hall can begin no earlier than 4:30pm due to our commitment to the public to keep the galleries available during open hours. Groups must be out of the building by 12am.
- State law prohibits patrons from taking alcohol out of the building. UNL Campus Police will be notified of noncompliance.
- Morrill Hall is a smoke-free environment.
- Exhibits and display cases must not be moved or used for any reason. No tables/chairs should rest near or against glass.
- Open flames (including candles) are prohibited.
- Fundraising is allowed only if proceeds benefit a UNL department or program. Advance approval is required.
- Rental of Morrill Hall facilities does not imply co-sponsorship or endorsement of your event by the University of Nebraska State Museum or the University of Nebraska-Lincoln.
- A deposit equal to 25% of the museum event rental fee is due upon reservation. Final amount minus deposit is invoiced one week prior to event and is due within 30 days. Deposits are non-refundable for cancelled events.

## Morrill Hall Cleaning Policy

As Event Sponsor, you are responsible for **all clean up immediately following your event**. Communicate this policy with your caterer, vendors, and other on-site helpers, to ensure all clean up activity is arranged for, as specified below, prior to your event. (The Museum does not have staff available to assist with set-up and clean-up):

- All food, drinks, and garbage must be removed from the building immediately following your event.  
*Please use the dumpster located just outside the EAST entrance of the building. Extra trash liners are available.*
- All tables and chairs must be folded up, stacked, and set aside in a designated space, ready for pick-up, immediately following
- All additional equipment (such as: A/V gear, tableware, etc.), must be packed, and set aside and ready for pick-up immediately following your event.
- Please note with prior notification, we will allow a delayed equipment pick-up time, provided the items to be held at the Museum are cleaned of all remaining food and drink, and can be stacked and stored without obstructing exhibits or passageways.
- There will be additional fees for any damage, maintenance, special cleaning (i.e drink stains), or for failure to adhere to the Morrill Hall Facilities Reservation guidelines. A minimum fee of \$150 will be charged for failure to remove all equipment, food, etc. from Elephant Hall.

Thank you for choosing to hold your event at Morrill Hall. We value your efforts to help us maintain a clean, safe environment for Archie and his fossil friends. Your cooperation is greatly appreciated. **If you have any questions please call: (402) 472-3779.**

## Sign Agreement

\_\_\_\_\_  
Event Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Museum Director

\_\_\_\_\_  
Date