



## Facilities Reservation Request

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 6 weeks prior to your event.

**Event Sponsor**

Name \_\_\_\_\_

Phone \_\_\_\_\_

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

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

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

*The Event Sponsor is responsible for 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.*

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

\_\_\_\_\_

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

Date \_\_\_\_\_

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

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

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

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

## Morrill Hall Reservation Needs Additional fees may apply

Your reservation includes access to all museum exhibits and galleries. Additional security fee(s) will be applied for guest counts over 120.

### Elephant Hall

Private: **\$800**  
 Non-Profit: **\$600**  
 UNL: **\$350**  
 85 seated, 120 standing

### Science Exploration Zone

Private: **\$200**  
 Non-Profit: **\$150**  
 UNL: **\$150**  
 seats up to 40

### Education Conference Room

Private: **\$200**  
 Non-Profit: **\$150**  
 UNL: **\$150**  
 seats up to 40

### 3rd Floor Board Room

Private: **\$150**  
 Non-Profit: **\$100**  
 UNL: **\$100**  
 seats up to 15

**Private Planetarium Fulldome Show** **\$200** for first show, **\$100** per additional show seats up to 60  
 Requested Show(s) \_\_\_\_\_ Show Time(s) \_\_\_\_\_

### Special Event UNL Parking Permits **\$7** each Mon-Fri **\$5** each Sat-Sun

Order # \_\_\_\_\_ permits Need a parking attendant to distribute? Yes No

*Parking space subject to availability. Event permits are required in your guests' vehicles if they park in front of Morrill Hall. Regular Museum Parking is not available for after-hours events.*

## Museum Rentals Available

**Banquet Tables - 6'** (20 available) **\$5 ea** Qty \_\_\_\_\_

**Round Dining Tables - 60"** (15 available) **\$8 ea** Qty \_\_\_\_\_

**Cocktail Tables** (10 available) **\$5 ea** Qty \_\_\_\_\_

**Chairs** (90 available) **\$1 ea** Qty \_\_\_\_\_

**Podium with Microphone & Speakers** **\$75**

*\*The Museum does NOT provide linens. Linen rental will need to be coordinated with caterer or outside rental vendor.*

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

## Vendor Information

Serving Food? Yes No Caterer \_\_\_\_\_  
 Catering Contact Person \_\_\_\_\_

Serving Alcohol? Yes No **UNL-Approved Alcohol Vendor** \_\_\_\_\_  
 If **YES**, the Event Sponsor must complete an **Alcohol Service Request** form. Cash Bar or Host Bar

Outside Rental Vendor Yes No Rental Vendor \_\_\_\_\_ Phone \_\_\_\_\_

# Facilities Reservation Request Agreement

## 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. 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 any additional equipment rentals (i.e. 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 11:59pm.

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.

Non-UNL groups must pay a deposit equal to 25% of the museum event rental fee, which is due upon reservation. Final amount minus deposit is invoiced one week post 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 non-museum tables and chairs must be folded up, stacked, and set aside in a designated space, ready for pick-up, immediately following the event.

All additional equipment (i.e. A/V gear, tableware, etc.), must be packed, 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 the Museum.

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

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Event Sponsor

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Date

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Museum Director

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Date