

UNIVERSITY OF NEBRASKA AT OMAHA

# Samuel Bak Museum

The Learning Center

## SBMLC Reservation Agreement

This agreement outlines guidelines for reserving the Samuel Bak Museum: The Learning Center (SBMLC) Classroom and/or Gallery.

### **Classroom Availability:**

Monday through Friday - 8:30 am to 6 pm

Saturday - 10:30 am to 3:30 pm

Sunday – 12:30 pm to 3:30 pm

If the Classroom is reserved, please note that the Classroom door must remain closed during public hours.

### **Gallery Availability:**

Monday and Tuesday – 8:30 am to 6 pm.

The Museum is available on Monday and Tuesday for UNO and community programmatic partnership opportunities.

### **Rental Agreement Exceptions:**

Prior approval is needed from the SBMLC Executive Director to reserve the Classroom or the Gallery outside these hours. The SBMLC Executive Director will provide final approval for all Museum reservations.

### **Museum Public Hours:**

Wednesday – 10 am to 4 pm

Thursday – 10 am to 6 pm

Friday – 10 am to 4 pm

Saturday – 10 am to 4 pm

Sunday – Noon to 4 pm

### **Cost:**

There is no cost to reserve the SBMLC Classroom or Gallery for the purpose of community engagement, dialogue, and discussion. UNO Security may be required for some events. The Rental Sponsor will be responsible for paying any security costs. After-hour events, if approved, may be subject to rental staffing costs.

### **Qualified groups who may request reservations:**

- UNO affiliated groups and units
- Local nonprofit organizations
- Government agencies
- Educational institutions

### **Non-Qualified groups who may not request reservations:**

- Private individuals
- Wedding ceremonies or receptions, rehearsal dinners, or baby showers
- Political or religious events
- Class reunions
- Fundraising events



**Works of art:**

No artwork may be touched, moved, obstructed, or endangered in any way. Nothing can be attached to any Museum wall or property. Décor of any kind, such as balloons, candles or live plants, are **not allowed**.

**Conduct:**

The Rental Sponsor will conduct the meeting or lecture in an orderly manner. SBMLC reserves the right to remove any person(s) who fails to conduct themselves in the best interest of the Museum.

**ADA:**

SBMLC, including gallery, meeting, classroom spaces, and restrooms meet ADA accessibility guidelines.

**Food, Beverage, and Alcohol Policy:**

Food and beverages are only allowed in the Classroom. No food or beverages are allowed in the Gallery. Alcohol is not permitted.

Special events, previously arranged or authorized by SBMLC Executive Director, are subject to UNO policies on the use of alcohol. Use of the Noddle Building Lobby must be arranged in advance and is at the discretion of the Noddle Building Management.

**Youth Activity Policy**

Any meetings scheduled at SBMLC by the Rental Sponsor must comply with any and all UNO policies regarding youth activity. For more information, please contact Rachael Ceraso, UNO Youth Safety Director, at 402.554.3453, rceraso@unomaha.edu.

*Event coordinators must reach out to the Office of Youth Safety prior to submitting an event with any activity involving youth for consideration to complete a safety review. These events must be approved through the associated Senior Vice Chancellor or Vice Chancellor, and the Office of Health Security.*

**Property of Guests:**

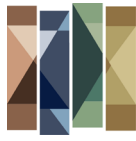
The Museum shall not be liable for loss or damage to any personal property brought to the Museum in connection with the event. The Museum offers a small coat closet and a limited number of bag cubbies.

**Classroom and Lecture Space Set-up and Clean-up:**

Tables and chairs must be a minimum of three (3) feet away from the works of art.

Tables and chairs are arranged according to your reservation request. Tables and chairs may be re-arranged during your rental but only by Museum Staff.

Upon conclusion of the rental, the Rental Sponsor is responsible for returning the Classroom or Lecture Space to its original cleanliness. Cleaning supplies are available upon request. Trash will be removed by Museum Staff.



**Services and Amenities provided by the Museum:**

- Technology
  - Lapel microphone
  - Handheld microphone
  - Podium
  - Projector and screen – in the Classroom only
  - Zoom camera – in the Classroom only
- Flexible seating
  - 75 chairs (maximum of 30 chairs in the Classroom)
  - (10) 5' foot tables – (9) fixed-height and (1) adjustable (ADA accessible)
- Free parking
  - Street parking is available in front of SBMLC on 67<sup>th</sup> Street (east side).
  - A parking garage is available behind SBMLC (west side).

**Services and Amenities not provided by the Museum:**

- Shipping and Receiving Services
- Copying or Printing Services
- Catering Services
- Dedicated in-room event staff
- Dedicated in-room technical staff

**Use of SBMLC Name and Logo:**

Without the prior written approval of the Museum, the Meeting Sponsor shall not be entitled to use the name “Samuel Bak Museum: The Learning Center” in any of its literature or promotion of the event other than to merely identify the location of the meeting.

**Social Media:**

Please tag your event on SBMLC social media channels:



unobak



uno\_bak



uno-bak

**Media (to include, filming, photography, recording equipment, and sound equipment):**

No flash photography is permitted in the Museum at any time. Photographs or videos taken in the Museum may not be reproduced or used commercially without written permission from the Gallery Manager & Assistant Curator.

**Photo and Media Opt-Out:**



Meetings at Samuel Bak Museum: The Learning Center may be documented on media for academic, promotional, or archival purposes, including photographs and film, and the Museum has the right to use this media for academic, promotional, and archival purposes.

Guests wishing to opt-out must send their request, in writing in advance of the meeting, to Museum Staff at [unobakreservations@unomah.edu](mailto:unobakreservations@unomah.edu).

**Cancellation Policy:**

- Please cancel your meeting or lecture as least 48 hours in advance by calling the Museum at 402.554.6100 or by sending an email to [unobakreservations@unomaha.edu](mailto:unobakreservations@unomaha.edu).

**Wifi Access:**

In the Museum, select the NU-Guest SSIS on your device. The [NU-Guest Login](#) portal will open automatically.

- On the NU-Guest Login page, log in with an existing guest account or create a new account.
- To create a Guest Account, complete the form with your contact information and choose to have a copy of your temporary credentials sent to you by email, text, or both. If you select Text Message or Both, you will need to provide your mobile phone number and select your Mobile Carrier.
- After accepting the terms of use and clicking Register, the NU-Guest Registration Receipt will be sent to your selected destination. The receipt includes your temporary Account Username (your email address) and a unique Guest Password.
  - Make a note of your credentials and return to the NU-Guest Login page
- On the [NU-Guest Login](#) page, enter your temporary Guest account credentials to access the NU-Guest network. Your Guest account will be allowed 14 days of internet access, after which you will need to request a new guest password.

**Prohibited Actions and Items | Liability for Damages**

- No writing on walls, windows, floors, or any SBMLC wall surfaces is allowed.
- Nothing, including adhesive flip chart paper, may be tacked, pinned, nailed, stapled, taped, or otherwise attached to any SBMLC wall surfaces.
- No unapproved signage of any kind is allowed.
- No external materials or equipment, such as popcorn machines, cleaning chemicals, etc., are allowed.
- No external electrical equipment and supplies, such as coffee makers, crock pots, or hot plates, are allowed.
- No improper use of furniture, resources, and equipment is allowed.
- No open flames, including candles and sterno pots, are allowed.
- No helium balloons are allowed.
- No environmentally harmful, messy products, or potentially dangerous materials may be used in the SBMLC, such as glitter, paint, confetti, bubbles, feathers, fireworks and other craft supplies that create extensive cleaning costs.
- No animals are allowed, with the exception of bona fide service animals.

Please notify a SBMLC staff member of any damages or broken items prior to the end of your meeting, before you leave the Museum. The Museum reserves the right to charge Guests for missing and/or damaged goods and property.