SPACE SCHEDULING AND FUNDRAISING

Policy
It is the policy of the University of Nebraska Medical Center (UNMC) that spaces in its facilities offer a positive, safe environment for patients and visitors. To ensure that spaces are safe and reflect the image of UNMC, all sales, exhibits and fundraising events in these areas must receive prior approval. UNMC reserves the right to discontinue any event which interferes with the delivery of health care, education, public service and research, and reserves the right to remove any display or people associated with a display from its property.

Scheduling
Your event must meet the criteria outlined by this policy. Some of the listed space may have additional criteria and the primary contact will provide criteria when the space is requested.

Criteria for Scheduling UNMC Spaces:
Any persons or groups who wish to use any atrium or green space must receive approval prior to any written or advertised notice of the event. You may inquire about space availability; however, the reservation will not be completed or confirmed without approval. A written request for the use of an area should be provided to Room Scheduling at least 30 days prior to the event. The Room Scheduling Coordinator will determine whether the proposed event does or does not meet the criteria listed herein.

1. The activity must be related to the mission or directly benefit UNMC, Nebraska Medicine, their employees, students or affiliated organizations. Only key constituent groups and university functions may be allowed except that off-campus groups may rent the Truhlsen Campus Events Center or the Center for Healthy Living gymnasium.
   - UNMC Policy No. 8015, Health Care Vendor Interactions (https://wiki.unmc.edu/index.php/Health_Care_Vendor_Interactions), policy provides guidance for interactions and access by healthcare vendors.
2. Off-campus groups must have a UNMC or Nebraska Medicine employee or department who serves as primary contact and sponsor.
3. For practical reasons and safety, activities or displays will not exceed the space allocated in each location.
4. All sales or activities for profit, except UNMC-sponsored vendor fairs, must have received approval by the Assistant Vice Chancellor for Business and Finance prior to scheduling space.
5. UNMC Procurement & Materials Management must approve or sponsor all vendor exhibits or product shows.
6. All activities, displays and people associated with them will maintain a professional environment that does not negatively impact the image of UNMC or Nebraska Medicine. Displays and activities that are deemed inappropriate by the Events Coordinator in the Nebraska Medicine Development Office, by the Assistant Vice Chancellor for Business and Finance or by their designee(s) may be removed.
7. The following type of print and audiovisual materials may not be used for any activity:
   - Materials that may be objectionable to another employee and/or the public because of race, sex, color, religion or national origin
   - Political materials
   - Obscene or pornographic materials
8. Food activities, such as bake sales, must comply with the guidelines established by the Nebraska Department of Health. No alcoholic beverages may be served in any UNMC classrooms or labs. Alcoholic beverages may not be served in any UNMC space without the prior approval of the Vice Chancellor for Business and Finance (or his/her designee) in accordance with UNMC policy No. 6012, Serving Alcoholic Beverages (https://wiki.unmc.edu/index.php/Serving_Alcoholic_Beverages). The following requirements apply:
   - If permission is granted to serve alcoholic beverages, the event must not occur while classes are in session. The event must occur on evenings or weekends
   - Must use an approved catering service that can accommodate specific needs for the event and provide the name of the caterer on the application. (The use of internal catering services is encouraged).
   - Any heating devices and/or cooking equipment must be approved by UNMC Environmental Health and Safety.
   - All decorations, including candles and decorative lighting, must comply with UNMC Safety Policy 03, Use of Decorative Materials and Furnishings (http://info.unmc.edu/safety/decorative_material_safety03.pdf). UNMC departments or employees housed in hospital areas should also refer to Hospital policy EC 07 Decorative Materials.

Improper Use of Facilities
1. Gambling Activities on UNMC Premises Prohibited
   - The University of Nebraska Medical Center does not permit charitable gaming as a fundraiser or the use of UNMC space, including office and departmental space, or any UNMC resources including email, copying, phones, staff time, or endorsement for the conduct of profitable or charitable gambling in any form including but not limited to raffles, casino events or any other games of chance.
2. Sales or Fundraising by Employees on UNMC Premises
   - The University of Nebraska Medical Center does not permit the use of UNMC space, including office and departmental space, or any UNMC resources for the solicitation, sale or distribution of any product(s) that provides personal financial gain to any individual, except when the gain is incidental and associated with a charitable not for profit, religious, or educational organization. Approved UNMC organizations which derive benefit from sale or distribution of products is permitted with prior written approval of the Assistant Vice Chancellor for Business and Finance.
   - The University of Nebraska Medical Center permits the sale of prepared food (e.g. bake sales) by recognized University organizations under one of the following conditions:
     - The food is prepared by the campus food service provider and is maintained at the proper temperature as stated by the campus food service provider. Ingredients must be listed.
     - Food is prepared under the supervision of the campus food service provider, is maintained at the proper temperature as stated by the campus food service provider. Ingredients must be listed.
     - Food items are commercially packaged and ingredients are listed on the package.

There shall be no exceptions to this policy.
Additional Information

- Contact Room Scheduling (roomscheduling@unmc.edu)
- UNMC Policy No. 8015, Health Care Vendor Interactions (https://wiki.unmc.edu/index.php/Health_Care_Vendor_Interactions)
- Room Scheduling Process (http://www.unmc.edu/academicaffairs/institutional/room-scheduling/room-process)
- Fundraising Request Form (https://wiki.unmc.edu/images/b/be/FundraisingForm.pdf)
- Rental Form for UNMC Center for Healthy Living (https://unmc.edu/cfhl/about)

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