MEMORANDUM OF UNDERSTANDING - 2017

It is hereby agreed between _______________________________ and the Nebraska Extension in Douglas-Sarpy counties that _______________________________ is eligible to host educational/informational meetings for approximately __________ times, __________ per month, lasting approximately __________ hours. Said entity has been informed of and agrees to the following:

- If you should need to cancel your reservation, please contact Mary or Jayne at 402-444-7804 within 24 hours of the event. If your group is a no-show without good cause, you then risk forfeiting any remaining room reservations. If there are more than 2 no-shows, regardless of cause, you lose your remaining reservations and future rights to reserve meeting space.
- Said organization is insured and will pay for any damage caused to Nebraska Extension Douglas-Sarpy Counties property, to include chairs, tables, walls, paint, etc.
- This is a non-smoking facility.
- The rooms are available on a first come/first serve basis. Extension staff reserves the right to bump reservations when necessary.
- Nebraska Extension in Douglas-Sarpy counties reserves the right to terminate room usage at any time. Nebraska Extension also reserves the right to amend this form at any time.
- A volunteer staff member (Master Gardener or 4-H leader) must be present at all times during said meetings.
- Coffee and supplies will not be provided, however, the group may bring in carafes, cups and condiments.
- Kitchen facilities are not to be used.
- The entity may bring in food or have food catered. Items thrown away must be deposited into one trash can, liner secured, and deposited into the outside dumpster behind the building.
- If technology is requested, it will need to be identified on the room reservation form.
- If a projector is used, it must be shut off at the end of the program. Two infractions (projector not being shut off) will either cause the loss of technology for the group or a fine of $100 (the cost to replace a projector light bulb is $672).
- Rooms A & B will always be set up in “classroom style”. If you wish for a different setting, please do so at your will and reset to “classroom style” before leaving.
- Room C will always be set as a square. If you wish for a different setting, please do so at your will and reset to square style before leaving.
- Under NO circumstances should the room partitions be open or closed. A special tool and training is required to move the partitions. Any attempt to move the partitions without training or equipment WILL result in damage and liability.
- Emergency Contact: for any issues with your room, emergencies, or other concerns once you have begun your event, please contact Jayne Hutton or Mary Dierks at 402-444-7804 (daytime meetings) or Jayne Hutton at 402-651-5277 (evening meetings).
- No pins, tacks or regular tape are to be used on walls. Only Painter tape is allowed.
- If keyless entry card is lost, there is a $10.00 replacement fee.
- Doors used for entry into the building will be double checked and pulled tight upon exiting the building. SHOULD THE DOORS NOT BE SECURED AT YOUR DEPARTURE, THIS AGREEMENT WILL TERMINATE IMMEDIATELY.
- Attendees need to enter and leave the building as per the designated time on the room reservation sheet.
- Do not prop doors open for late-comers or during breaks. Make sure you always have the key with you.

# of Keys given: __________        Who has the keys: ____________        Key Numbers: ____________

Organizational Officer Signature ____________________________ Date ______________________

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