

Hardin Hall Conference and Event Use Policy **University of Nebraska–Lincoln**

Hardin Hall, formerly the Clifford Hardin Center for Continuing Education, is located on the University of Nebraska–Lincoln East Campus at 3310 Holdrege Street, Lincoln, NE. In addition to offices, laboratories and classrooms, Hardin Hall has a variety of rooms and spaces available for use by School of Natural Resources (SNR) faculty, staff and students, the University of Nebraska community and our stakeholders. Hardin Hall's primary purpose is as a research and educational facility; it is not a full-service meeting or event venue and as such does not offer the range of services you would expect to find in that type of facility. If your event requires a full range of services and staffing, you are encouraged to contact the Nebraska Union or private properties for your event.

Hardin Hall spaces are available to the following users:

1. **School of Natural Resource (SNR) sponsored and co-sponsored events.**
SNR sponsored and co-sponsored events are characterized by having the following essentials characteristics:
 - Shall be publicized as such in all media, flyers and advertisements.
 - Shall be consistent with the mission of SNR and our core mission of Natural Resource extension, education or research.
 - Shall have as a topic or focus Natural Resources or a related field.
 - Shall have at least one SNR faculty or staff member (whose participation is aligned with their SNR duties as recorded in their job description) on the event planning committee or governing organization.
 - May be funded in whole or in part by SNR state, grant or revolving funds in addition to funding from an outside organization.
 - Attendees will be primarily UNL faculty, staff and students.
2. **University of Nebraska Recognized Student Organizations (RSO) & PanHellenic Recognized Greek Chapters**
 - Shall be a recognized student organization or Greek chapters recognized by the University.
3. **University of Nebraska Academic Departments, Administrative Offices and Student Recruitment Offices**
4. **University of Nebraska Related or Affiliated**
These events will have an association or relationship with a University of Nebraska office, department or organization. The general purpose of the event is also aligned with the university's core mission of extension, education or research. Hardin Hall rooms are available for this type of event Monday – Friday, 7:30 a.m. – 5:30 p.m. Events of this nature will have several of the following characteristics:
 - Shall be publicized as related to or affiliated with the University of Nebraska in all media, flyers, and advertisements.
 - Shall be consistent with the mission of the University of Nebraska.
 - Shall have at least one University of Nebraska faculty or staff member on the event planning committee or governing organization and present at the event.
 - May be funded in whole or in part by University of Nebraska funds in addition to funding from an outside organization.
 - Attendees will be primarily non-UNL faculty, staff and students.
 - A certificate of insurance made out to the "Board of Regents of the University of Nebraska" is required prior to the event.

Use of Hardin Hall spaces by non-SNR users is self-service. SNR staff will enter your reservation into the Outlook Reservation System and set door and air handling schedules to meet your needs, no other services are provided. See the Services List to guide you in making your other arrangements.

Hardin Hall Services List

Reservations: Hardin Hall's primary purpose is as a research and educational facility, as such reservations for University classes are our highest priority and will take precedence over non-class reservations. To reserve space for meetings and events contact Jacki Loomis, (402) 472-7550, jloomis3@unl.edu. To reserve space for a regularly scheduled University class (with an assigned class number) contact Patty Swanson, (402) 472-5355, pswanson2@unl.edu. NOTES: (1) Classrooms are not open to departments outside SNR until 1 month after the 3rd and final schedule of classes has been sent to Registration and Records; and (2) We do not schedule classes in conference rooms.

Audio Visual & Miscellaneous Equipment: Use of audio/visual equipment located in rooms is included in the room reservation. Organizers may rent additional equipment from private vendors (delivery and set-up times contingent on room availability).

- Organizers are encouraged to arrange training on in-room AV equipment in advance. Training will be provided during regular office hours, Mon-Fri 8:00 a.m. to 5:00 p.m., at no charge. Fees are associated with after-hours training. SNR's technicians are available to be on-site during events; advance scheduling is required by contacting SNR's IT Manager and fees are associated with this service.

Catering: Organizer may use a caterer of their choice for food and non-alcoholic beverages.

- For alcoholic beverages organizer must select from vendors on the University of Nebraska–Lincoln approved list.
- An Alcohol Service Request Form must be completed and approved by the Vice Chancellor for Business & Finance for all events planning to serve alcoholic beverages. Form should be completed 30 days prior to event.

Computer Log-in: A Guest log-in is available for short-term access to SNR computers in meeting and conference rooms.

Username: snruser Password: HHguest! Domain: unl-ad

Custodial Service: Regularly scheduled custodial services are available until 1:30 p.m. Monday through Friday.

- Organizers should contact UNL Custodial Services to arrange services outside of the regular schedule (fees apply) or to request additional garbage cans for self-service of their event (no fees apply).

Door Access Scheduling: Hardin Hall is open Monday – Friday 7:30 a.m. to 5:30 p.m. on university working days. If you need access during other times, contact Karen Jensen, (402) 472-7569, kjensen4@unl.edu to have the door schedule set to your needs.

Equipment: Use of equipment located in rooms is included in the room reservation. Additional tables and chairs are available at no charge; event organizer must set up and take down additional equipment. Organizer may also rent additional equipment from private vendors (delivery and set-up times are contingent upon room availability).

- Available equipment includes:
 - 6' x 3' folding tables (stored in Room # 210)
 - 5' x 2.5' folding tables (stored in Room # 210)
 - 72" round tables (stored in Room # 212)
 - Stacking cushion chairs (stored in Room # 212)
 - Poster Display Boards/Room Dividers (stored in 2nd floor lobby)

Internet Service: Hardin Hall has wireless internet service available via the University of Nebraska–Lincoln Guest System.

- Visitors may register for wireless internet service at <http://wireless-reg.unl.edu/>
- There is no charge for this service if customer processes registration on their own.
- SNR IT Staff are available to assist, fees may apply.

Parking: Parking is not included in room reservations but may be arranged at an additional fee. Parking options include lot rental or individual conference permit purchases.

- The parking lot adjacent to Hardin Hall has 240 parking spaces, additional parking adjacent to the Hardin Hall lot is also available.
- Lot rental is based on expected number of attendees and length of event. A typical fee for full day use of the entire lot is \$250.00, this fee will be prorated for partial use of lot and/or times less than a full day. Parking estimates and orders should be directed to UNL Parking and Transit Services.
- Special parking signage or barricades and parking attendants are available by contacting UNL Parking and Transit Services, fees apply.
- Conference parking permits are available for \$6.00 per vehicle.
- State of Nebraska and University of Nebraska vehicles are not required to have a permit to park in University of Nebraska – Lincoln parking lots.

Hardin Hall Rooms			
Capacity and Installed Equipment			
Room No.	Room Name	Capacity	Installed Equipment
23	Teaching Lab	25	Screen/Projector, DVD/VCR, Overhead Camera, Computer/Fast Network Connection, Laptop Popup
24	Teaching Lab	25	Screen/Projector, DVD/VCR, Overhead Camera, Computer/Fast Network Connection, Laptop Popup
101	1 st Floor Lobby	up to 150*	No Permanent AV
107	Auditorium	400	Screen/Projector, DVD/VCR, Document Camera, Computer/Fast Network Connection, Symodium, Laptop Popup, Wireless Microphone
141	Teaching Computer Lab	25	Screen/Projector, DVD/VCR, Overhead Camera, Computer/Fast Network Connection, Laptop Popup, 12 Workstations
142	Teaching Computer Lab	25	Screen/Projector, DVD/VCR, Overhead Camera, Computer/Fast Network Connection, Laptop Popup, 12 Workstations
163	Classroom	50	Screen/Projector, DVD/VCR, Overhead Camera, Computer/Fast Network Connection, Symodium, Laptop Popup
200	2 nd Floor Lobby	up to 100*	No Permanent AV

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202	Small Conference Room	10	Screen/Projector, DVD via Computer, Computer/Fast Network Connection, telephone line
207	Large Conference Room	20	Screen/Projector, DVD via Computer, Computer/Fast Network Connection, telephone line
209	Large Conference Room	20	Screen/Projector, DVD via Computer, Computer/Fast Network Connection
242	Conference Room	12	No Permanent AV
901	Large Conference Room w/service area	36	Screen/Projector, DVD/VCR, Document Camera, Computer/Fast Network Connection, Symodium, Laptop Popup, Polycom System, telephone line

* depending on configuration of tables/chairs and type of activities planned

Approved December 2013. Space, equipment, policies and practices are subject to change as we continue to work to best meet the needs of the University community and our students.