



## UNK Alumni House

University of Nebraska at Kearney ~ 2222 9th Ave., Kearney, NE ~ 308.698-5271 ~ [unkalumni.org](http://unkalumni.org)

Office & Key Pickup Address: 214 W 39<sup>th</sup> St., Kearney, NE 68845

Mailing Address: Campus Box 21, Kearney, NE 68849

# Information Form

The California room in the Alumni house includes the kitchen and downstairs restrooms and is available to UNK alumni and friends as a social/business meeting place. It has been established to promote the welfare of the university through organized alumni activities. It serves as a “home” on campus for all alumni and friends. The California room was made possible through funds donated by the Northern and Southern California Alumni Chapters and is named in their honor.

**The rest of the Alumni House is off limits for general public use. Recommended maximum capacity of the California room is: Standing ~ 95-120; sit-down meal ~ 40-60; outdoor Patio ~ 50.**

- ▶ The usage fee for the California room ranges from \$25 to \$500. There is a grill available for reservation as well. The grill fee is \$25 and prior reservation is required. **Fees are payable to the “University of Nebraska Foundation” and must be paid PRIOR to the event.**
- ▶ **All events held in the California Room must conclude and be cleaned up by 12 a.m. midnight. No overnight events are permitted.**
- ▶ Groups using the California room are responsible for cleaning all areas used and resetting the room for the next event. Cleaning supplies, trash bags and vacuums are provided. All areas used must be vacuumed. All tables and counters must be wiped down. Return tables and chairs to their original positions. Trash must be taken out and placed in the city of Kearney dumpster to the north of the building on 23<sup>rd</sup> street. Turn off all lights. Lock all doors. Failure to complete these tasks will result in a fine and/or denial of further use of the California room.
- ▶ Prior to the event, the sponsor must make arrangements to pick up a key from the Alumni Association office at 214 W. 39<sup>th</sup> St. between the hours of 9 a.m. and 3 p.m. Business hours are Monday-Friday 8 a.m. to 5 p.m. The key may be left in the California room key dish upon completion of the event or returned to the office at 214 W. 39<sup>th</sup> St. the next business day. Failure to do so will result in a fee of \$30 charged to the sponsor of the event.
- ▶ Food is permitted in the Alumni House California room. All food and drink arrangements are the responsibility of the rental party and/or sponsor. You are welcome to use Loper Catering (308.865.8637) or any catering service of your choice. Alcohol is permitted in the California room with the exception of keg beer, red colored drinks and absolutely NO CASH BAR. Food, beverages and paper products already in the Alumni House are **not** for use by groups using the California room.
- ▶ Available for use in the California room are wireless internet access (Speed Connect, no password needed), surround-sound, a projector and screen. Sponsors are responsible for providing a laptop computer if needed. No T.V. or cable hook-ups are available.
- ▶ Please respect the integrity and heritage of the facility. No decorations/notices are to be nailed, tacked or taped to any wall, door or fan blade in the Alumni House. Absolutely NO candles are to be burned in the Alumni House.
- ▶ **The sponsor or advisor of student organizations is responsible for reading and signing the reservation form and returning it prior to an event. In addition, student organizations must have an advisor or sponsor present at all times when using the California room.**
- ▶ Sponsoring organization advisors assume all liability for people and property when using the California room. They also assume responsibility for any damages incurred during the rental and agree to reimburse the Alumni Association for such damages. This includes, but is not limited to such things as spills on chairs or carpet, damage to other contents of the California room as well as smells from cooking items, (i.e. pancake feeds).
- ▶ The Alumni House is a smoke-free environment in compliance with university and state of Nebraska regulations.

**To reserve the California room at the Alumni House please contact the Alumni Association Office at: 308.698.5271**