



Lori Vrtiska Seibel Community Room Guidelines and Request Form

The Community Health Endowment offers use of the **Lori Vrtiska Seibel Community Room** at no charge to local nonprofit organizations for business-related purposes Monday through Friday, from 8:30am to 5:00pm. All guests, coordinators, and caterers must **not** arrive prior to 8:30am and must be off the premises by 5:00pm. Classroom style seating is available for 20 individuals (10 tables, two chairs at each table). Private parties, religious services, fundraising, and sales solicitations are **not permitted** in the space, and CHE's approval of a reservation in no way constitutes an endorsement or promotion of the individual, entity, or organization making such reservation.

Please request the room as soon as possible, and no less than 72 hours prior to the event date. Room requests are processed on a first-come, first-served basis and are not guaranteed until confirmation is sent from CHE staff. Submission of this request form does not guarantee your reservation.

Once complete, please submit your request by email to kyra.nilson@chelincoln.org. A written confirmation will be returned by email within 48 business hours after your request has been received.

If you have not received confirmation, please call 402-436-5516.

ORGANIZATION INFORMATION

Organization:

Address:

City:

State:

Zip:

Phone:

Are you a 501(c)(3) non-profit?

Yes

No

Primary Contact:

(This should be the individual who is responsible for scheduling and will be on-site)

Purpose:

Date of Meeting:

Arrival for Setup:

Meeting Start Time:

Meeting End Time:

Clean-Up End Time:

Number of People Expected (including speakers/coordinators):

AUDIO-VISUAL NEEDS

The Lori Vrtiska Seibel Community Room includes a television screen and HDMI cable for laptop projection. Apple brand adapters are not included.

CATERING INFORMATION

Will the meeting be catered?

Yes

No

If yes, name of the Caterer:

Caterer's arrival time:

OTHER COMMENTS OR QUESTIONS:

INDEMNIFICATION

To the fullest extent permitted by law, the applicant organization shall indemnify and hold harmless CHE, its officers, agents and employees from and against any and all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of use of the Community Room, including without limitation, any bodily injury, sickness, disease, death or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom that is caused in whole or in part by the intentional or neglect act or omission or by the organization, anyone directly or indirectly employed, or anyone for whose acts any of them may be liable. This section shall not require indemnification of CHE or any losses, claims arising out of the sole negligence of CHE.

RULES

- CHE reserves the right to cancel previously approved reservations.
- CHE does not provide signage for guest events or meetings; however, guests are permitted to display signage that does not damage CHE property or disrupt permanent CHE signage or branding, and it must be removed immediately upon the conclusion of the event.
- Guests are financially responsible for damage to the CHE property that occurred during the event.
- The organizational representative may not leave until all meeting attendees have exited the premises.

AUTHORIZATION

I have read, understand, and agree to the terms of the Lori Vrtiska Seibel Community Room Policy. Any violation of the policy may result in denial and/or cancellation of future use of the Community Room.

_____ **Signature of Meeting Primary Contact**

_____ **Date**

_____ **Printed Name of Meeting Primary Contact**



Lori Vrtiska Seibel Community Room Housekeeping

Please read the following ten (10) items to your group.

For the participants:

1. **Parking** is available in the lot on the north side of 21st and Q street. Please instruct your participants to park in this lot, or in the metered street parking. The front parking stalls are reserved for The Hub Cafe customers, please do NOT park there.
2. **There is one family restroom in the hallway.** Long lines can form during breaks, so it is recommended that you use the restroom as needed.
3. **We do not have a vending machine or drinking fountain.** Please use the sink for drinking water.
4. **If you need to take a phone call, please do so in the stairwell.** Staff are working, so please refrain from taking calls in the hallway or lobby.
5. **CHE does not provide serveware or drinkware, including cups, plates, or silverware.** With this in mind, it is recommended that guests bring their own reusable water bottles to fill up.
6. **CHE does not provide coffee.** We have a coffee machine that you are free to use, but you must bring your own coffee grounds, K-cups, etc.
7. **You are welcome to use the CHE refrigerator and microwave.** Please be respectful and clean up after yourselves.
8. **Food, beverages and garbage removed immediately upon the conclusion of the reservation.** If the trash is full, please take it outside. Bins are in the alcove on the north side of the building along Q street.
9. **Return the room to its original state immediately upon the conclusion of the reservation.** (Tables, chairs, visual/audio devices, etc.).
10. **CHE supports lactating individuals.** Please let staff know if you need to nurse or pump, and we will accommodate.