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Building Policies

Overview

The following reservations policies are applicable to all spaces in the University of Nebraska–Lincoln Carolyn Pope Edwards Hall effective December 1, 2022. The college partners with individuals and groups to provide meeting and event space, and is committed to providing a quality customer experience for every event. The policies and procedures outlined below are intended to streamline the event planning process, create consistent event experiences, create efficiencies to help maximize space usage and maintain the integrity of the facilities.

The Carolyn Pope Edwards Hall cannot be utilized for any activity resulting in financial gain for the client, except for charitable fundraisers or other events approved in advance. Additionally, the building will not be available for weddings, wedding receptions, showers or personal events.

The building and event reservation services are available based on college resources, and policies may be modified or amended at any time. Up-to-date policies will be posted at <https://cehs.unl.edu>

Group Types

College of Education and Human Sciences Departments and Units, RSOs

Any College of Education and Human Sciences registered student organization (RSO), department or unit may reserve available space for meetings and events at no charge, as long as it is for their group and not affiliated with another group (See Affiliate Group).

Affiliate Group

An affiliate group is considered any University of Nebraska–Lincoln RSO, department, unit or current student/faculty/staff/alumni association members wishing to use available space and underwriting the cost with private or outside group funds. The reservations and all the details and modifications to the original booking must be made through the College of Education and Human Sciences Events and Outreach Manager. The University of Nebraska–Lincoln student/faculty/staff/alumni contact person must be present at the event.

Non-University of Nebraska-Lincoln

These events are not directly associated with the core mission of the university and are not affiliated with a university RSO, department or unit. The reservations and all the details and modifications to the original booking must be made through the [College of Education and Human Sciences Events and Outreach Manager](#). The organization representative must be present during set-up, the duration of the event and clean-up.

Building Policies

Campus Youth Activity Safety Policy

The University of Nebraska–Lincoln has a strong interest in protecting the safety of youth on our campus; therefore, in 2012 the campus implemented a Youth Activity Safety Policy in order to provide a safe, educational and enjoyable activity/program experience for all participants. This policy provides minimum specific guidelines for activities sponsored by Nebraska and for activities sponsored by other organizations but held on campus. Except as noted herein, university units may, on their own, adopt policies that are stricter than the policies listed in this document. Please visit <https://bf.unl.edu/policies/youth-activity-safety>.

If activities cannot meet these guidelines, prior written approval from the UNL Office of Vice Chancellor for Business and Finance is needed before such activities may be held on the University of Nebraska–Lincoln campus. The university reserves the right to discontinue an activity if found to be in violation of this policy.

Room Fee Schedule

Any College of Education and Human Sciences RSO, department or unit may reserve space for meetings and events at no room charge. Affiliate groups and non-UNL groups will pay a fee. Room rates are divided into two flat fee time periods: events lasting between zero to four hours and events lasting more than four hours. Room rates listed include event equipment supplied by the college. It does not include event items not provided by the college, dedicated staff labor during an event, catering charges and other special event charges listed below.

Groups with no food (setup only)	\$25
Groups with food but no access to catering kitchen (setup included)	\$50
Groups with food and access to catering kitchen (setup included)	\$100

Additional Charges and Fees

Note – these charges apply to all group types

Special Opening (includes weekend events)	\$250 0-5 hours/\$50 each additional hour
Extended Business Hours	\$50 per hour
Additional Prep Time	\$150 (when available)
Custodial services	Custodial/college discretion per event
Excessive Cleaning/Room Reset Charge	\$25 per hour/\$50 minimum
Dedicated Event Support Staffing	\$75 per hour per person
Damaged/ Stolen Items Various	Direct replacement cost
Late Cancellation	50% of the Non-University room rate for each space
No Show	75% of the Non-University room rate for each space
Late Bookings	50% of the Non-University room rate for each space

Building Policies

Price Adjustments

The College of Education and Human Sciences reserves the right to adjust the quoted rental prices at its building until a reservation agreement has been completed. For events booked one year in advance, the sole catering vendor may adjust prices until a final event summary document has been approved. Such adjustments will not be more than 20% of the original quoted/contracted prices.

Payments

As consideration for the use of Carolyn Pope Edwards Hall, all affiliates and non-university groups will be invoiced after the scheduled event. All other charges assessed for damage, repair, cleanup or other expenses shall be invoiced immediately after the scheduled event. Failure to pay will suspend the clients for future bookings.

Inclement Weather or Other University Closures

If the University of Nebraska–Lincoln is closed, all university buildings will be closed and all events scheduled in Carolyn Pope Edwards Hall will be canceled. Please refer to the [Nebraska home page](#) for re-opening information. Neither cancellation nor no show fees will be assessed due to university weather closing.

Guest Behavior & Compliance

Guests shall conduct themselves in an appropriate manner. Inappropriate behavior by guests at functions on Carolyn Pope Edwards Hall property will result in their removal from the premises at the sole discretion of the college event staff. Refusal may result in trespassing charges for such guests, and the booking individual/organization will be billed for repair/replacement costs and any lost revenue due to damages. Non-compliance may result in suspension for future bookings.

Events Occurring Outside of Business Hours

Carolyn Pope Edwards Hall will observe the following hours of operation on Monday through Friday. Extended hours may be posted during the course of the academic year.

Business hours	8 a.m.-5 p.m.
Building hours	M-TH 6:30 a.m.-10 p.m.; F 6:30 a.m. - 6:30 p.m.
Classroom access	6:30 a.m.-10 p.m.

College of Education and Human Sciences faculty and staff housed in CPEH will have Ncard access to the building. CPEH will be closed on home football game days, weekends, and may close for other university or college events.

Building Policies

Special Openings

For events scheduled on days when the facility would normally be closed outside of normal business hours, groups will be assessed a special opening fee of \$250 for up to five hours of use. An additional \$50 per hour fee will be assessed for any hours beyond the initial five hours. If the event requires college staffing exceeding two staff members, there will be an additional \$75 per hour per additional staff member charged for the duration of the event. Special openings for internal department events will require departments to set up and tear down. The CEHS Dean's office will be responsible for contacting UNLPD to schedule specific doors to be open.

Special openings are for one-time events and not for reoccurring events. Request for special openings need to be made in writing to the College of Education and Human Sciences Events and Outreach Manager a minimum of 15 business days prior to the event date for approval consideration.

Extended Building Hours

If an event requires the building to be open earlier or later than the regular building hours, a \$50 per hour charge will be assessed with the building not opening before 6 a.m. or closing later than 12 a.m. Extended building hours are for one-time events and not for reoccurring events. Request for extended hours need to be made in writing to the College of Education and Human Sciences Events and Outreach Manager a minimum of 15 business days prior to the event date for approval consideration.

Security

The College of Education and Human Sciences may require university-approved security if the event type or total projected attendance surpasses a certain number of attendees, such that security is necessary to supplement event staff in monitoring guests and usage of the building. Additional security fees will be charged at an hourly rate as determined by the College of Education and Human Sciences Events and Outreach Manager in partnership with University police.

Holidays

Carolyn Pope Edwards Hall will be closed for all major state/federal holidays, as well as designated shutdown periods for the University of Nebraska–Lincoln. ([see list here](#)).

Solicitation

Active solicitation of goods and services are prohibited in Carolyn Pope Edwards Hall with the exception of RSOs with confirmed reservations in living room (lower level).

Parking

It is the client's responsibility to schedule and secure parking with [UNL parking services](#). The College of Education and Human Sciences does not give out parking passes or have event reserved parking spots.

Building Policies

Decorating

Requirements for Decorating Spaces

- Glitter, confetti, artificial snow, rice, sand, silly string, soap bubbles or other similar decorations that cause tracking or staining, or are difficult to clean up are prohibited.
- No decorations are allowed to be hung.
- The use of incense, candles, fog machines or anything producing an open flame/haze/mist is strictly prohibited.
- Decorations may only be taped or on glass and nowhere else.
- Decorations of any type are not to be affixed to draperies or window coverings.
- Any decorations beyond the entrance of the group's reserved room or on stairway handrails must be pre-approved by the College of Education and Human Sciences.
- Groups are to consult with the College of Education and Human Sciences before using fountains, ice sculptures or similar decorations.
- Groups are responsible for insuring that no fluids of any type contact the flooring; including stone, wood floors and carpets.
- All decorations must be removed immediately after the event, unless prior arrangements are made with the College of Education and Human Sciences event team. Trash containers will be provided by building staff to assist groups in clean up. Groups will be charged an additional cleaning fee if decorations remain beyond the end of the event.
- All exit doors, exit lights, fire sprinkler heads, fire alarm pulls, fire extinguishers and other emergency or safety equipment must be kept free of obstacles or decorative material.

Excessive Cleaning, Room Reset & Damaged/Stolen Items

Custodial Services

The College of Education and Human Sciences reserves the right to adjust event invoices following the conclusion of the event for custodial and special cleanings. These adjustments may include, but are not limited to, restrooms, trash, floor and furniture. Groups will receive necessary updates from the Events and Outreach Manager.

Excessive Cleaning and Room Reset

It is the reserving group's responsibility to ensure the space they reserve is returned clean and to the original room configuration as they found it. If spaces are left unreasonably dirty or not returned to the same condition, they will be charged an excessive cleaning fee of \$25 per hour with a \$50 minimum charge. The use of prohibited items is subject to extra cleaning charges at double the normal rate and may subject the client to suspension from future bookings.

Damaged or Stolen Items

The repair/replacement cost of any College of Education and Human Sciences item damaged or stolen during an event will be the responsibility of the reserving group.

Catering & Food Policy

Catered food for events must follow the University of Nebraska - Lincoln approved vendor list. All beverages provided will adhere to the Pepsi-Cola Company partnership.

Building Policies

Alcohol Service

- A minimum \$250 charge will be charged to groups serving alcohol.
- No alcohol is allowed during business hours
- Alcohol must stay in CPEH 227 unless otherwise approved at least 15 days in advance.

The following policy regarding the service of alcoholic beverages on the University of Nebraska–Lincoln campus is adopted pursuant to Board of Regents Policy 6.4.1, Dispensing Alcoholic Beverages on University Property. In addition to this policy, any service or dispensing of alcohol on the University of Nebraska–Lincoln campus shall also comply with the Nebraska Liquor Control Act and any applicable local liquor ordinances. This includes, but is not limited to, a prohibition against any alcoholic beverage dispensed to or consumed by an individual under the age of 21, at any event covered by this policy.

There are two categories of events, where the service of alcohol on the University of Nebraska–Lincoln campus may be allowed. They are:

1. Private social events where attendees are not directly or indirectly charged for the alcohol served.
2. Events at which the attendees are not limited to a specific guest list or any event where attendees are charged, directly or indirectly, for the alcohol served.

These categories and related rules are more fully discussed below. All categories of events require an application for university approval, as will be discussed, and Category #2 events require a Special Designated License (“SDL”) issued by the municipality within which the event takes place.

All alcohol must be contained within the building. At least 75 percent of the guests in attendance must be 21 years of age or older in order to have bar service at an event. Please consult your venues’ bar caterer for policies on beverage guarantees, minimums, billing policies, etc.

Event sponsors (whether an individual or organization) of Category #1 and #2 events shall select an “Approved Caterer” from a [list of caterers](#) approved by the Vice Chancellor for Business and Finance.

Approved caterers must

- Have the necessary licensure from the Nebraska Liquor Control Commission and appropriate liability insurance, as determined by the Vice Chancellor for Business and Finance.
- Have no less than five years-experience in beverage catering and no confirmed violation(s) of the Nebraska Liquor Control Act or local liquor ordinances for the three years prior to University of Nebraska–Lincoln approval.
- Will be removed from the list and their eligibility to serve alcoholic beverages at University of Nebraska–Lincoln revoked, if the university determines that they have engaged in any activity, on or off campus, that would constitute a violation of the Nebraska Liquor Control Act or local liquor ordinances.
- Demonstrate sufficient financial resources to serve as a beverage caterer at the type of events held at University of Nebraska–Lincoln. Within the limits imposed herein, the process for inclusion on the list shall follow university procedures for contracting with outside vendors.