

Center on Children, Families, and the Law (CCFL) Meeting Space Terms of Use

Accessible Accommodations – Meeting rooms, restrooms, and elevators are accessible for people with physical challenges. To ensure that logistical arrangements will accommodate attendees, Reservation Holders should advise CCFL of any special needs before your meeting date.

Access, General – Upon receipt of payment, CCFL agrees to provide the Reservation Holder with access to the reserved room(s), as well as access to the restrooms, lactation room, and kitchenette.

After-Hours Support - Any reservation taking place outside of regular business hours (Monday-Friday, 8 am - 5pm CT, excluding holidays) requires on-site staffing for safety, security, and facility access. Required staffing is billed at \$50 per hour per staff member, with a minimum charge of two hours. Total staffing fees for after-hours reservations will not exceed \$300, unless additional support is requested by the Reservation Holder or deemed necessary by the facility.

Animals/Pets – Animals are not permitted, except for trained service animals assisting individuals with physical challenges.

Availability – Space is made available only when CCFL does not require the use of the space, and the Reservation Holder abides by the conditions of the agreement. Barring unforeseen circumstances, CCFL will provide a minimum of one month's notice should space become unavailable for recurring meetings.

Cancellations – Reservation Holders who cancel a reservation less than 24 hours before the scheduled event will be charged the full rental amount and are not entitled to a refund or credit. In the event of inclement weather, Reservation Holders must notify CCFL of cancellation at least one hour before the meeting to avoid incurring the cost of the reservation. In the event CCFL closes its location due to inclement weather, CCFL will notify Reservation Holders as early as possible. Reservation Holders will be entitled to a refund for amounts pre-paid for that event or rescheduled to an agreed-upon date.

Charges and Payments – A check or university cost object number is required to pay for rooms. Confirmation of the rental amount will be sent by email to the

Reservation Holder. The payment method may be charged for unpaid facility use, as well as for cleaning or damage fees, which will be invoiced. All charges are due upon receipt of the invoice. Unpaid balances may result in the loss of future booking privileges.

Check-In/Out Procedures – Reservation Holders and meeting organizers are requested to check in at the reception desk on the 10th floor before the start time of their scheduled meeting. Reservation Holders may schedule an orientation of room logistics (kitchenette, restrooms, etc.) by contacting CCFL@nebraska.edu. The meeting host is responsible for returning tables and chairs to the original layout and state in which they were found.

Children/Youth – Any child/youth younger than 16 years of age must be accompanied by a responsible adult. Youth are not permitted to wander around CCFL at any time.

Cleanup – Reservation Holders are responsible for returning the meeting space to its original condition. Events that leave the space in disarray or require professional cleaning will be assessed a cleaning fee of \$50 per hour, with a minimum charge of \$250. Any additional costs incurred because of the event will be billed to the Reservation Holder. This includes but is not limited to spills, carpet stains, or damage to the building.

Contact Person(s) – The name, email, and phone number of the designated contact person must be on file with CCFL. Please note that the contact person may be different from the Reservation Holder. If so, the Reservation Holder remains responsible for all terms of use, including payment, set up, cleanup, and any damages incurred.

Damages – The Reservation Holder is fully responsible for any physical damage to CCFL property resulting from negligence, misuse, or deliberate acts by themselves or their guests. This includes the full cost of repair or replacement for any damaged or missing items. Additional fees will be assessed and invoiced as necessary. Significant or repeated damage may result in loss of future access to CCFL meeting spaces.

Decorations and Candles – Tabletop and free-standing decorations are permitted. Push pins, tacks, glitter, confetti, and tape are not allowed due to damage they cause to walls and vacuums. Open-flame candles are not permitted due to fire

hazards and local fire codes. LED candles are allowed. Fog and smoke machines are not permitted.

Deliveries – Reservation Holders arranging for third-party deliveries must have someone present during deliveries and pickups; this includes food and meal deliveries. Reservation Holders are responsible for ensuring that no CCFL property is removed from the building during these deliveries and pickups.

Emergency Contact – To reach a CCFL representative on an emergency basis, Reservation Holders may call 402-472-3479.

Food & Beverages – Reservation Holders are welcome to bring food and non-alcoholic beverages for events. Please note that alcohol is not permitted on the premises. If CCFL refrigerators or sinks are used, they must be emptied of all event-related items, wiped down, and left clean. At the conclusion of the event, Reservation Holders are responsible for cleaning up the space, including any kitchen areas used, and restoring it to its original condition.

Fundraising – All fundraising events held on CCFL premises require prior approval in writing.

Furnishings and Equipment – No furnishings or equipment shall be removed from the room in which they were found without prior approval of CCFL. Unapproved use of CCFL equipment or furnishings may result in a \$100 penalty, which includes moving items between rooms without permission.

Indemnification – CCFL agrees to hold harmless and to indemnify the Reservation Holder and individuals reserving meeting space and individual employees, officers, or board members of such organization for any and all liability of CCFL resulting from complaints, grievances, claims, actions, or suits which arise from performance under this agreement of CCFL and its employees, officers, board member or agents. The Reservation Holder and individuals reserving meeting space agree to hold harmless and to indemnify CCFL and individual employees or agents for any and all liability of the named organization resulting from complaints, grievances, claims, actions, or suits that arise from performance under this agreement of the named organization and its employees or agents.

Kitchenette – The 9th-floor kitchenette is equipped with a sink, microwave, and standard refrigerator. There may be more than one group using the kitchenette at one time, and it is expected that no one will use or remove another group's items without their permission.

Lactation Room – A private, designated lactation room is available for nursing parents. If you or your attendees anticipate needing access during the event, please notify CCFL staff in advance to ensure availability and to receive access instructions.

Lost and Found – Any left items (cell phones, notebooks, glasses, coats, etc.) will be available at CCFL's 10th-floor reception desk. Items can be dropped off or claimed during office hours, Monday through Friday, 8:00 am to 4:30 pm. If an item is not claimed within two weeks, it will be deemed abandoned.

Media Coverage/Press Conferences – Reservation Holders must request prior written approval to allow media coverage on CCFL property. Requests for media/press coverage must be made three (3) business days before the meeting through the CCFL's Communications staff at 402-472-3479. CCFL reserves the right to approve or decline media access to meeting facilities based on the topic's compatibility with CCFL's mission or a risk to CCFL's property or other guests.

Meeting Scheduling – Reservations require a minimum of 24-hour notice. Events can be booked up to one year in advance.

Name and Brand – The CCFL name and/or logo or logos of the CCFL's programs/projects are not to be used in meeting notices without prior written consent. The Reservation Holder must not claim to be affiliated with the CCFL. CCFL's address should be listed as UNL CCFL, 206 South 13th Street, Suite 1000, Lincoln, NE 68508.

Noise – Efforts should be made to maintain a reasonable noise level so as not to disturb CCFL's regular work activities.

Non-Discrimination and Right of Refusal – CCFL is committed to maintaining an inclusive and respectful environment. We do not permit the use of our space by individuals or organizations that promote discrimination or exclusion based on race, ethnicity, gender, sexual orientation, religion, age, ability, or any other protected characteristic. CCFL reserves the right, at its sole discretion, to decline or discontinue space rental to any entity whose values, activities, or affiliations conflict with this commitment.

No-Show – Once a meeting is confirmed, it is the responsibility of the Reservation Holder to inform CCFL of the need to cancel. Failure to arrive for a scheduled event without notifying CCFL will result in a charge equal to the full rental amount.

Occupancy Limit – Occupancy limits for meeting rooms will be strictly enforced. Emergency exits must always remain clear. Reservation Holders are expected to cooperate with efforts to maintain the security of the building and grounds and to provide for the safety of all visitors.

Parking – Parking garages, city lots, and metered parking are available near the Sharp Building. CCFL does not provide any on-site parking.

Participants/Guests – The Reservation Holder is responsible for supervising all activities on the premises appropriately and for informing event participants of the terms outlined in this document.

Prohibitions – No firearms, weapons, illegal drugs, illegal activities, and/or violence are prohibited on the premises. No activities may be held at CCFL that involve the use of drugs, sexual activity, exchange of body fluids, nudity, sex play, or demonstrations. Violations of CCFL's Terms and Conditions - including, but not limited to, unauthorized media presence, prohibited decorations, or restricted access - may result in a \$100 fee and/or loss of future booking privileges.

Reservation Confirmation – Once a meeting room has been confirmed, the Reservation Holder will receive an email confirmation.

Security – External doors to the building may not be propped open at any time. The meeting/event host agrees to ensure the security of the building during and after the use of the facility, including turning off lights after evening and weekend events.

Setup – CCFL provides a basic set up of chairs and tables for meetings and events. Reservation Holders may move tables and chairs to suit their needs. Reservation Holders agree to leave the facilities in their pre-event condition, including returning chairs, tables, and other furniture to their original layout within the reserved rooms and disposing of all containers, handouts, and other materials.

Signage & Promotions – Signs advertising meetings may be displayed with prior approval from CCFL in the designated area only. To promote an event on CCFL's digital display at the 10th-floor reception desk, email CCFL@nebraska.edu.

Smoking – CCFL is a smoke-free environment, including e-cigarettes. Guests must leave the property to use tobacco products.

Weapons – CCFL prohibits entry of any person who is carrying a firearm or other weapon, including a licensed concealed weapon and open carry, except for authorized security personnel and law enforcement officials.

Center on Children, Families, and the Law (CCFL) Meeting Space Rental Agreement

I, the undersigned, representing myself and the named organization, do hereby agree to be bound by and comply with all the terms listed in the Center on Children, Families, and the Law Meeting Space Rental Agreement. I agree to be present and responsible during the event.

Furthermore, I accept responsibility for any damages caused to the building, equipment, furnishings, and surrounding areas.

This is a binding contract. By signing this agreement and paying the rental fee(s), the undersigned represents that they have read the terms and conditions in full and understand and agree to comply therewith in all respects.

Organization name: _____

Reservation Holder name: (please print) _____

Signature: _____



**CENTER ON CHILDREN,
FAMILIES, AND THE LAW**

Center on Children, Families, and the Law

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