



BUILDING USE POLICY

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(2.7.2024)

Intro / Overview

The College of Engineering (COE) at the University of Nebraska-Lincoln (UNL) is committed to providing space(s) that promote teaching and learning, research, health and wellness, respect, and a sense of community. The policies and procedures outlined below are intended to create consistency throughout the college's-controlled spaces and create efficiencies to help maximize space usage to maintain the quality and integrity of the facilities.

The COE space/buildings are designed to be a community resource for technology, research and workforce development. Therefore, the following policies and conditions have been established to ensure fair use of temporary meeting and collaborative spaces and to create a consistent set of expectations.

The following policies are applicable to all rooms/spaces at the University of Nebraska, that are controlled and managed by the COE - effective **August 1, 2023**. Campus buildings/facilities that are either fully, or partially controlled by the COE are displayed below. A listing of COE-controlled rooms/spaces can be viewed via the EMS Web Application templates.

Building Name	COE Use of Building	Building Map/Floorplan
Kiewit Hall (KH – City Campus)	Teaching, Undergraduate Education, Construction Management, Engineering Student Services, Dean's Suite, Engineering and Computing Education Core, RSOs	https://engineering.unl.edu/building-maps-kiewit-hall/
Othmer Hall (OTHM – City Campus)	Chemical and Biomolecular Engineering, Business Office, Biological Process Development Facility	https://engineering.unl.edu/building-maps-othmer-hall/
Scott Engineering Center (SEC – City Campus)	Electrical and Computer Engineering, Civil and Environmental Engineering, Research	https://engineering.unl.edu/building-maps-scott-engineering-center/
Engineering Research Center (ERC – City Campus)	Research, Collaboration and Huddle Space	https://engineering.unl.edu/building-maps-engineering-research-center/
Nebraska Hall (NH – City Campus)	Mechanical and Materials Engineering, Discipline-Based Education Research, RSOs	https://engineering.unl.edu/building-maps-nebraska-hall/

Scope of Service

The COE space/buildings provide meeting rooms, modern audio/video (AV) technology and scheduled AV technology orientation sessions. COE space is a community and university facility and is **not** set up to offer the amenities found at a conference or event center. The following amenities are **not** available:

- Shipping & Receiving services, loading dock, freight elevator, or storage for materials
- Copying/Printing services
- In-house catering services
- Table linens, place settings, round and/or cocktail tables
- Dedicated in-room event staff, including set-up and clean-up crews
- Dedicated in-room technical service

Meeting rooms are only to be used for meetings. Private social events are not allowed, including birthday parties, baby or wedding showers, graduation parties, retirement parties, etc. Groups, and the meeting they are holding, must qualify to use the meeting rooms.

Qualifications

The COE has a set of criteria that qualifies groups and events to use spaces in the building. To uphold COE's mission, vision, and values, all event requests will be reviewed and approved based on the proposed activity or type of event at the discretion of the COE Dean's Office.

Qualified Groups and Meetings

Groups we host include area nonprofits, engaged UNL groups, community-based programs, educational institutions, government agencies, and student-run engagement-focused organizations. The types of meetings we host include community engagement meetings, university engagement meetings, educational meetings, government-sponsored meetings, and student engagement meetings. (See list below.)

Non-Qualified Groups and Meetings

Groups we do *not* host include individuals seeking office, groups promoting a candidate for office, and social fraternity and sorority organizations. The types of meetings we do not host include athletic activities, fundraisers, private social events, for-profit events, business promotions, and commercial events to sell merchandise or services, solicit for later sales, place orders, or make client contact through a retail business. In addition, COE does *not* provide daycare or allow rooms to be used for children's daycare. (See list below.)

Events We Host	Events We Do Not Host
Area non-profits	For-profit Businesses for free
Engaged UNL Groups	Social Fraternity Organizations
Community-based Groups	Social Sorority Organizations
Educational Institutions	Political Groups
Government Agencies	Individuals Seeking Office
Student-run, Engagement Groups	Political Action Groups
UNL Community Engagement Events	Weddings and Graduation Parties
Educational Events	Sorority/Fraternity Meetings
Government Sponsored Events	Retirement Receptions
Student Community Engagement Events	For-profit Events
Business and Community Partner Events	Third-party Vendors' Press Conferences

Facility and Operations

Hours of Operation | Weekends | Inclement Weather

The COE space is open to Engineering undergraduate students, graduate students, faculty and staff 24/7.

The COE follows the UNL Inclement Weather Policy. Therefore, if UNL closes due to inclement weather, COE buildings/space will be closed, and all reservations will be canceled. More information regarding inclement weather policies/procedures can be found on the Business and Finance webpage <https://bf.unl.edu/policies/inclement-weather>.

The COE follows the University of Nebraska, City of Lincoln, Lancaster County, and State of Nebraska policies regarding shutting down. Conditions may require the immediate cancellation of all events in COE buildings/space or UNL with little notice. Campus guidance supersedes current local guidance.

Room Condition | Furnishings | Capacity

COE will supply the room(s) as the reservation confirmation indicates. The occupants are not permitted to rearrange tables and chairs in their reserved space (unless the furniture is made for multi-use configurations). In addition, occupants are not allowed to move furnishings between rooms, including chairs, from rooms they have not reserved. Upon conclusion of the meeting, occupants are responsible for returning the room to its original condition and cleanliness. Please consult COE Dean's Office regarding capacity issues.

Room capacity is based on the following considerations, and regardless of the set-up, must conform to these needs:

- Fire Code/Emergency Egress so that Guests can leave a room quickly.
- Rescue Squad Ingress, so that Guests requiring medical attention receive it quickly.
- ADA so that all interested people can participate.
- Comfort/HVAC so that Guests can concentrate and have a good experience.

As Is | Public Shared Space

Any room labeled "As Is" may not be adjusted by the occupants. Any space labeled "Shared Space" will be open for others to use concurrently. Meetings in public shared space areas will be scheduled on the calendar to assist with directing attendees to the correct room; however, it will *not* be reserved as a private meeting room. Occupants may *not* indicate they have exclusive or private use of the shared space.

Public Safety | Health Safety Expectations for Guests

The primary contact booking a meeting in COE space/buildings, and their organization, are fully responsible for ensuring their meeting is safely conducted and complies with guest guidelines and expectations.

The occupants may *not* provide their own event security for meetings hosted in COE space/buildings. However, UNLPD will make arrangements for public safety services as appropriate.

The Guest will adhere to UNL's Public & Visitor Safety policy at <https://safety.unl.edu/#public-visitor>.

Preserving the Quality of Environment

- No writing on walls, windows, floors, or any other building surfaces, except whiteboards with proper markers.
- Nothing, including adhesive flip chart paper, may be tacked, pinned, nailed, stapled, taped, or otherwise attached to any building surfaces.
- No unapproved signage of any kind is allowed.
- No external materials or equipment, e.g., gym equipment, popcorn machines, cleaning chemicals, etc.
- No external electrical equipment and supplies, e.g., coffee makers, crock pots, air compressors, etc.
- No improper use of furniture, resources, and equipment.
- No open flame, including candles and sterno pots. The only exception is UNL Catering.
- No helium balloons or drones to avoid tripping the fire alarm/sprinkler system. If alarms are tripped due to the Guest, the Guest is responsible for related fees.
- No environmentally harmful, unsightly products or potentially dangerous materials may be used in the UNL COE buildings, e.g., glitter, paint, confetti, bubbles, feathers, fireworks, and other craft supplies that create extensive cleaning costs.
- No animals are allowed except for bona fide service animals.
- No bicycle/scooter/skateboard are allowed in the buildings. Large personal wheels shall be parked outside at bike parking including, but not limited to, scooters, EMPADS, and bicycles. <https://bf.unl.edu/policies/mobility-policy>

Please call 402.472.3181 to notify the COE Dean's Office of any damage or broken items before you leave. COE reserves the right to charge occupants for missing and/or damaged goods and property.

Reservation Request for Space

The COE will facilitate room assignments based upon the class schedule and resulting room availability. All event requests will be reviewed on a case-by-case basis.

The COE uses the Event Management System (EMS) for all scheduling and requesting of college/department-controlled space for non-academic meetings and/or events. COE faculty, staff and students can request and reserve space via the [EMS Web Application](#).

Kiewit Hall Event Space is not reservable via EMS until Fall 2024.

All academic courses scheduled take precedence over special meetings and events. The COE reserves the right to prioritize reservations for events that align to the mission of the college. Academic classes held within COE-controlled space are scheduled via *classroom schedulers* using the University's CLSS/CourseLeaf system.

College of Engineering faculty, staff, and students may schedule space up to one semester in advance for regular meetings. The first date a regular meeting may be scheduled for each semester is as follows:

- April 15 for Fall Semester
- The Monday after Thanksgiving for Spring Semester
- March 15 for Summer Semester

For annual, priority, or special events, COE faculty/staff/students may reserve up to one year in advance. University organizations, departments or units may schedule regular meetings one year in advance and annual or special events two years in advance.

Please allow 2-3 days to process your request. Guests/employees must make their own reservations; proxy, hosted, or sponsored requests are not allowed. Guests/employees may not reassign their reservation to another guest/employee.

Guest Parking for Your Meeting or Event

The cost of parking is the responsibility of the organization/company reserving space and/or the participants joining the event. The details for charging are found below. Please make sure to reach out to <https://parking.unl.edu/special-events-parking> to reserve adequate parking for your event. If you fail to do this, there may not be enough parking for your participants.

- Guests can purchase a daily visitor permit online on the <https://parking.unl.edu/visitors> website. A variety of parking options are available on all UNL campuses for visitors' use. These options include designated surface, meter and [garage parking options](#).
- Use these [map resources](#) to help you identify your visitor parking options.

Reservation Confirmation

There is no reservation without written confirmation. If you do not receive confirmation by email, the requesting group or organization is responsible for contacting the Dean's Office in Kiewit Hall to determine the request's status.

Signed Reservation Agreement

Reservation Agreements are sent at the time of your confirmation and must be signed and returned within two (2) business days after confirmation is delivered, or the reservation will be canceled.

Right to Refuse and Reassign Space

COE has the right to refuse or limit room use and can cancel or move bookings from one space to another as needed for internal purposes. Any changes will be communicated to the occupant as soon as possible. Additionally, COE reserves the right to ban or limit future use of the building by occupants that fail to comply with the policies of COE and UNL.

Set-up and Reset Time

The reservation confirmation will include the allotted time scheduled for set-up and reset. Please let us know if you require additional set-up and reset time. *We require that rooms are returned to their original state when finished, including multi-day meetings unless arrangements have been made with KH staff.*

Food | Catering

Catering

Due to health safety concerns, all food served on campus must be furnished by a UNL contracted food caterer or from the list of [Approved Food Providers](#) (maintained by Risk Management and the Nebraska Unions) with the exception of classes taught by Campus Recreation, within their facilities, or any academic classes. In addition, beverages served at university-sponsored events, on or off-campus, must be Pepsi products.

Occupants are responsible for ordering food/beverages, accepting all deliveries, clean up and disposal of any leftover food and drink items.

NOTE: Food and beverage are NOT allowed in any huddle room or collaboration space. Requests for these spaces require acknowledgment of this policy. Any violations may lead to future reservation denials.

Alcohol Policy

Service of alcohol is permitted as per the Business and Finance Alcohol policy: <https://bf.unl.edu/policies/alcohol-policy>

Special Considerations

Copyright Compliance | Using Copyrighted Material | Film Rights

The use of copyrighted materials in the building will be subject to the University of Nebraska Memorandum on Copyright Law and Compliance, found at the following link:

<https://nebraska.edu/docs/policies/MemorandumonCopyrightLawandCompliance.pdf>.

Those wishing to use copyrighted materials, including but not limited to movies, must provide COE with a document expressing that rights have been granted before a reservation will be confirmed.

Policy Compliance

COE retains control of the management of the college buildings/spaces and enforcing COE policies. The Guest/employee will conform to all policies and regulations listed in this document, the policies of the University of Nebraska, and the laws of the City of Lincoln and the State of Nebraska.

Youth Activity

Any meetings scheduled by the Guest at COE must comply with all UNL policies regarding youth activity

<https://bf.unl.edu/policies/youth-activity-safety>

All youth in COE buildings/spaces must be supervised at all times. COE space will not be used as a daycare.

All Youth Activity Directors must complete a [registration form](#) prior to the activity. This form must be approved by the Dean/Director, or their approved designee, and the Vice Chancellor of Business and Finance prior to the start of the Youth Activity.

Photo and Media Opt-Out

Meetings at UNL in COE space may be documented on media for academic, promotional, or archival purposes, including photographs and film. COE has the right to use this media for educational, promotional, and archival purposes.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.