

**The University of Kansas Edwards Campus (“KUEC”)  
Rules and Regulations for Use of Classrooms and Facilities**

Addendum A  
Revised 8/25/2025

**Room Rental Guest Responsibilities:**

1. Room assignments are subject to change. If we need to move your event to another room, we will attempt to give you at least a week’s notice. We will provide the same size room or larger to accommodate your group.
2. Room rental guest is required to confirm set up details **TWO** weeks prior to the event date and finalize details **ONE** week prior to the event date. KUEC cannot guarantee accommodations of last minute requests.
3. **All room rental guests shall send sample advertising or mailings to the KU Edwards Conference and Events Managers for approval before sending to prospective attendees.** Any advertising or marketing of the event by the room rental guest **must not imply sponsorship** of the activity by the University of Kansas unless prior consent has been granted by KUEC. The name of Company/organization should be on the advertising materials along with a contact number to call. Room rental guest may not use the University of Kansas name, logo, or campus pictures in any advertising, promotional materials, agendas, brochures, webpages, emails, calendars, social media posts, announcement boards, signage, blog posts, news releases, online ads, calling campaigns, or materials, whether written or oral. When referring to the event, room rental guest should only provide the address and name of the campus where the event is held.

Example:

KU Edwards Campus  
126\_\_ Quivira  
Name of building using and the room number (e.g. BEST Conference Center or Regnier Hall 156)  
Overland Park, KS 66213

4. Please encourage attendees to dress in layers. KUEC will do everything possible to make guests comfortable, but it is difficult to please everyone with room temperatures.
5. The KU Edwards Campus shall not be responsible for any property brought into the facility and shall assume no duty to safeguard, protect or exercise control over such property.
6. The conduct of all room rental guests and their participants should be respectful of noise level, language and KUEC property. Children are the sole responsibility of the room rental guest and should be supervised at all times by a responsible adult provided by the room rental guest.
7. Room rental guest needs to inform the Event Coordinator if any celebrities, local or otherwise, political dignitaries or other public figures will be in attendance two weeks prior of event date so campus can appropriately prepare.

**Room Rental Guest Safety:**

8. For your safety, all room arrangements and moving of furniture is to be **done by KUEC employees only**. Campus furniture, apparatus and/or equipment shall not be removed, altered or displaced. Any permanent damage done because of changes made by the room rental guest could result in additional charges.
9. Smoking, including the use of electronic cigarettes or any future product that simulates or approximates tobacco use or smoking, and tobacco use are not permitted on the Lawrence or Edwards campuses.
10. Please identify nearest exit and shelter options to your room should we encounter severe weather conditions or emergency situation. Share that information with attendees. Evacuation map is provided in every building on every floor.
11. Room rental main contact must supply a cell phone number to scheduler of event. This number will be used by the Conference Events Manager should an emergency situation arise day of event or week leading up to event.
12. Edwards Campus administration determines the status of class cancellations and building closures during inclement weather. A decision for morning classes/events will be made by 7 a.m. A decision for evening classes/events will be made by 2 p.m. Weekend cancellations will be determined by event times scheduled. The KUEC Events Team will contact event organizer on cell phone provided to let them know the event needs to be rescheduled due to inclement weather. Notice of cancellation will also be on the Edwards Campus website, the class cancellation phone line (913-897-8499), and on local TV and radio stations. In case of the campus closing, events impacted will not be billed. If campus remains open, it’s up to the room rental guests to contact the KUEC events team to cancel their event.

**Payment and Additional Charges:**

13. Payment is required upon receipt of invoice. If event is cancelled a week or less before the event, room rental guest will be charged a 30% cancellation fee. **If event is canceled within 24 hours of access time, 100% payment is due.** If the event is booked at least two months in advance, a deposit of 20% of total rental cost may be required to hold the room.
14. There may be additional overtime charges for events scheduled outside business hours. All requests for out of hours events must be received three weeks prior to the event date. Not all requests can be accommodated.
15. **Nothing may be hung from or attached to walls, ceilings, windows, equipment or floors without prior approval** from KUEC Conference and Events Manager or other KUEC Events staff. If items are found **taped, stapled, nailed or attached somehow without prior consent, items will be removed and room rental guest could be charged for any permanent damage done as a result.** All signage, banners etc. used for said event must be free standing (approved by KUEC staff) and not adhered to walls, doors, windows, ceilings or floors.

- 16. Any damage or abuse of facilities or equipment beyond normal wear and tear by room rental guest or their attendees, as determined solely within the discretion of the KUEC Staff, shall be assessed additional fees to the room rental guest
- 17. No speaker equipment can be left behind or an additional room rental fee will be charged.

**Accommodations:**

- 18. Lactation space. KUEC has a room on campus that can be reserved for nursing mothers. To reserve the space in advance please call our Student Services office at 913-897-8539 or 913-897-8615. Day of requests please contact our Event Specialist 913-213-4629.
- 19. If any special accommodations are needed, room rental guest need to reach out to Event Coordinator two weeks in advance to make arrangements. Day of requests please contact our Event Specialist 913-213-4629. We may not be able to accommodate all requests.

**Beverage & Catering Service:**

- 20. All beverages served with or without cost to attendees must be **Pepsi products**. The University of Kansas has an exclusive contract with Pepsi. If other products are served they may be taken away by KUEC employees and returned to room rental guest after the event is over.
- 21. **Absolutely no food or beverages allowed in Regnier Hall Auditorium.** Room rental guest will be charged an additional cleaning fee if additional cleaning is required.
- 22. An additional food space may be rented for \$40.00 to \$255.00 (depending on size of room) for a 1 hour time period if needed and space is available. Space must be scheduled through an Event Coordinator in advance of event.
- 23. Room rental guests are ultimately responsible for throwing away trash and cleaning up leftovers from the room(s), including food left in refrigerators and freezers. Please see Event Specialist for questions about food donations.
- 24. Caterers cannot leave equipment behind. If equipment is left, it's up to the room rental guest to remove it. If equipment is not removed, an additional fee may occur. All caterers need to wipe down tables and food surfaces, clean out sinks, placing all recyclables and trash in designated bins.
- 25. All equipment in the catering kitchen and custodial dens are property of KUEC. This includes, but not limited to, carts, water towers, pitchers, dish washer and cleaning supplies. Room rental guest must have prior approval from the KUEC Events team to use equipment.
- 26. Beverage refills are an additional fee and will be added to the final invoice. Room rental guests will be asked to sign form to approve additional charges.

**Alcohol**

- 27. Room rental guest can provide alcohol at an event with prior approval. **An application for approval must be submitted at least three weeks prior to the event.** See the Event Coordinator for application.
- 28. No sale of alcoholic beverages to individuals is permitted.
- 29. Alcohol must be provided by and served by the preapproved caterer. Non-alcoholic beverages and food must be provided at all events where alcoholic beverages are served. See the Event Coordinator for contact information.
- 30. No minors can be present at the event.

\_\_\_\_\_

Room rental guest - Signature of representative

\_\_\_\_\_

Title

\_\_\_\_\_

Date

Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any contractor for any liability whatsoever. These rules and regulations are part of your contract with KUEC. Signature of the contract by the organization represents the agreement of the organization to abide by the terms of the contract and the Rules and Regulations for the Use of Campus Facilities which is incorporated as part of the agreement. Room assignments are subject to change depending on academic class needs.