



## Charles L. Whitney Education Center Rental Policies

### PRAIRIE PLAINS FACILITY USE POLICY (Effective August 1, 2021)

Thank you for considering the Prairie Plains Charles L. Whitney Education Center for your event!

**The Renter is responsible for the conduct of all persons present during contract time. To ensure an enjoyable visit, please share this information with your group.**

### **PAYMENT**

Damage and cleaning deposit is due at the time of reservation (**\$250**). This deposit check will be torn up after the event if the facility has been cleaned as stated in this policy and if no damage has occurred. Rental payment is due 30 days before the event. It shall be the responsibility of the Renter to maintain the facility in good condition. Any damage to or misuse of the Prairie Plains property, which occurs during the term of this contract, shall be the financial responsibility of the Renter and will be billed after the event.

### **CANCELLATION POLICY**

- If the Renter cancels with more than 15 days notice, the rental fee will be refunded minus a 30% administrative fee taken from the deposit.
- If the Renter cancels within 15 days of the event day, one half of the rental fee minus a 30% administrative fee from the deposit will be refunded to the Renter. If the Renter cancels within 7 days of the event day, Prairie Plains will retain the full rental fee, minus a 30% administrative fee taken from the deposit.
- Prairie Plains reserves the right to cancel due to unforeseen circumstances or unsafe weather conditions. In such cases, all rental fees paid to date (including deposit) will be refunded.
- **Changes or cancellations must be made in writing to Prairie Plains via email or hard copy.** Authorized Prairie Plains representative must confirm any changes or cancellations.

## **ALCOHOL POLICY**

If your event intends to have or serve alcohol, Prairie Plains will evaluate on a case by case situation. Please let us know at the time of booking and Prairie Plains staff and/or board will process your request. Serving alcohol at your event must be pre-approved.

If approved, consumption of alcohol by minors is unlawful and not permitted. Valid identification may be requested of any person who appears to be under age during your event. All guests must have a valid ID if they plan to consume alcoholic beverages.

## **TABLES & CHAIRS**

The Education Center rental includes some tables and chairs. Depending on the rental space, number of people, and type of event, Prairie Plains will work with the Renter to confirm if there are enough tables and chairs or if outside rentals will be needed.

## **DECORATING**

All equipment and decor must be set up & removed during your rental period.

- Please use recyclable paper plates and plastic drinking glasses (bearing the triangle recycle symbol).
- No Rigid Plastic (ex. bubble containers, crystal plastic plates, rigid plastic cups, or similar items).
- No decorations may be fastened in any manner to the walls or ceilings.
- The Renter is responsible for the cost of restoring or repairing any part of the site to its previous condition.

NOT ALLOWED: Open flames, latex balloons, confetti-type décor, confetti, rice, birdseed, streamers, glitter, fireworks, party poppers, non-biodegradable fabric flower petals or other non-biodegradable décor outdoors.

## **MINIMUM WASTE**

Prairie Plains is committed to lessening our impact on the environment by reducing the amount of waste generated at events. Minimize use of disposable items such as plastic table decor/other single-use items. Please use paper plates or recyclable plastic plates and drinking glasses (bearing the triangle recycle symbol). Crystal plastic plates are not allowed. Styrofoam is discouraged. No individual glass or plastic beverage bottles, please.

## **PARKING**

Parking is available in designated areas on Prairie Plains grounds. Traffic and parking within 50 feet of buildings is not allowed except to load and unload supplies and in special situations. Do not drive or park in either of the fire lanes to the west or south of the Education Center.

## **OUTDOOR GUEST AREAS**

Patio or deck seating is included with your rental. You may bring outdoor games, but please pick up all materials before dark. Please supervise children at all times. Supplementary dance floors and stages from outside sources are NOT permitted.

## **SMOKING**

Smoking is prohibited inside and outside the Charles L. Whitney Education Center at all times. Smoking is also prohibited on the entire Prairie Plains property, including Gjerloff Prairie.

## **DOGS, PETS, AND OTHER ANIMALS**

Dogs, pets & other domestic animals are not allowed inside the Education Center. Only licensed service animals are permitted.

## **CLEAN UP**

Clean up is the responsibility of the Renter, the Rental Party will:

- Remove all leftover food, food items and dirty dishes
- Wipe up any spills on floors, tables & chairs – Please see Prairie Plains Host if you need a mop or towels
- Sweep up messes, especially broken glass and food
- Remove all decorations and personal belongings inside the Education Center, on the grounds, and ceremony site, and dispose of any leftover bottles, food or plates/utensils
- Break down rented equipment and stack for pick up by rental company
- Empty and wipe out refrigerator and freezer
- Empty and clean up any other trash on the grounds and in the parking areas

## **RENTER LIABILITY WAIVER**

Renters and their guests shall hold the Prairie Plains Resource Institute, a Nebraska Nonprofit Corporation (hereinafter "PPRI"), its Board of Trustees, staff, and employees, harmless from all liability for any injury or death, loss of or damage to any person or property that occurs during or as a result of the use of the Charles L. Whitney Education Center (hereinafter "the Center") by the renter or renter's guests, agents, or invitees. The renter shall indemnify PPRI, its Board of Trustees, staff, and employees for all expenses that may be incurred as a result of a claim or demand by any person or entity arising from the use of the Center by the renter.

The renter shall abide by all federal and/or state laws or local ordinances while on PPRI property and in renter's use of the Center.

## **DAMAGE WAIVER**

Renters agree to pay for any damage or injury to the Center, or property therein, that occurs as a result of negligence or misuse of the facility by renter or guests. A Damage and Cleaning

deposit of (\$250) must be paid and held until a satisfactory inspection of the facility has been made by the PPRI staff.

**The Renter is responsible for leaving the facility in the condition in which it was provided.**