RICHARD TAM ALUMNI CENTER FACILITY RENTAL RESERVATION POLICIES

The Richard Tam Alumni Center is available for meetings and events for registered student organizations, university departments, and non-university groups. Reservations are accepted during business hours by the Assistant Director of Alumni Special Events & Partnerships.

This document outlines basic room reservation policies. Please contact the Assistant Director of Alumni Special Events & Partnerships at (702) 895-3621 or (702) 895-5585 to discuss individual group and program needs.

I. DEFINITIONS

A. 3rd Party: Commercial or Private – A group that is not affiliated with the University of Nevada, Las Vegas.

B. Non-Profit & Government – A group categorized as such by their local government. Proper documentation will be required for this status to be obtained.

C. Active / Dues Paying Alumni Association Member – An individual who is current on their Association dues. All events must be for personal use such as birthdays, weddings and family reunions.

D. UNLV Faculty and Staff – An individual who is currently employed by the University of Nevada, Las Vegas. A faculty / staff Rebel Card must be provided for verification. All events must be for personal use such as birthdays, weddings and family reunions.

E. University Department – A group that falls within an official University division or college. This group must pay for their event with an IDR.

F. Registered Student Organization – Any student group that has met the guidelines set for registration with CSUN Student Government, SIA, GPSA, Greek Life, Club Sports, or a University Department Sponsor.

II. WHEN TO RESERVE

A. Priority Reservations – All Alumni Association and University Advancement events receive priority for facility reservations.

B. Reservation Deadlines – All non University related and sponsored event reservations must be received at least one (1) month in advance. Reservations which are received with less than one (1) month notice may incur a booking surcharge of 10% at the discretion of the Alumni Association.

III. GENERAL POLICIES

A. All reservations are considered on a first come first serve basis with the exception of those with priority reservations. Dates cannot be held for an event.

B. A reservation request does not guarantee a space will be provided. The Alumni Office has the right to reject any reservation request.

C. In all event advertising and publications the user shall refer to the facility as the Richard Tam Alumni Center (TAC) on the campus of the University of Nevada, Las Vegas (UNLV) at 4505 Maryland Parkway, Las Vegas, Nevada 89154-1010.
D. Non-University Organizations sponsoring events for political or religious activities must include the following statement in all event related advertising and publications:

“This event (or publication) does not reflect the opinion and is not endorsement by the University of Nevada, Las Vegas.”

E. UNLV has contracted with Aramark Catering to provide all food service, including catering, on the UNLV campus. All groups wishing to have food with their event should contact Aramark at (702) 895-2650 or (702) 895-5689.

F. All groups using the Richard Tam Alumni Center are responsible for the proper use of the facility, furnishings, and equipment. Any damages or missing equipment will be billed to the sponsoring organization. Excessive clean-up after events may also incur additional charges for staff time.

G. At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by the event or set-up. All set-ups must observe fire code and ADA accessibility.

H. Any event that requires the building to be open outside of normal business hours (Monday – Friday, 8am – 5pm) will incur additional security fees of $25.00 per hour. This charge is subject to change without notice.

I. Only the individuals name on the reservation request and contract may change event specifications or cancel the event.

J. Cancellation by User:
   a. 3rd Party, Non-Profit, Faculty and Staff & Association Members: Cancellations of the event will be accepted if notification is given in writing to Assistant Director of Alumni Special Events & Partnerships at least thirty (30) days (postmarked) before the scheduled use date(s) as listed on the agreement. Cancellation prior to the 30 day window will result in a 10% cancellation fee. Cancellation any time during the final 30 days before the event will result in forfeit of the entire deposit.
   b. UNLV Departments & Student Organizations: Cancellations of the event will be accepted if notification is given in writing to the Assistant Director for Alumni Special Events & Partnerships within five (5) university working days before the scheduled use date(s) as listed on the agreement. Cancellations made in less than five (5) working days could be charged the full rental amount including any other fees incurred by the Alumni Association.

K. Common Area usage in the Richard Tam Alumni Center requires the approval of the Assistant Director for Alumni Special Events & Partnerships.

L. Event volume shall not interfere with normal business operations or any other event taking place inside of the Richard Tam Alumni Center at the sole discretion of the alumni staff.

M. Parking: The University of Nevada, Las Vegas requires that all cars either have a parking permit or pay meters when on campus. There is a metered lot of 45 spaces located in front of the Alumni building. This lot fills on a first come first serve basis. If the event coordinator wishes, (s)he may reserve a select number or all of the spots for the fee of $1.25 per hour per spot. The reservation must be made through the Assistant Director of Alumni Special Events & Partnerships and with at least one (1) business week notice. No parking reservation is guaranteed until a confirmation e-mail is sent stating so.
   a. If additional spaces beyond the 45 are needed this too can be reserved and coordinated with the Assistant Director of Alumni Special Events & Partnerships.
IV. ADDITIONAL POLICIES

A. Requests for space may be subject to additional policies. These policies include but are not limited to insurance, security / police services, posting and exhibition materials and phone and internet connections. Please contact the Assistant Director for Alumni Special Events & Partnerships at (702) 895-3621 or (702) 895-5585 to discuss individual program needs.

V. CHARGES & INCLUSIVENESS

A. Room Fees*:

<table>
<thead>
<tr>
<th></th>
<th>Marietta Tiberti Grand Hall</th>
<th>William Trent Lounge</th>
<th>Fred C. Albrecht Boardroom</th>
<th>Pangonis &amp; Potter Conference Room</th>
<th>Jessie &amp; Bryan Metcalf Art Gallery</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Party</td>
<td>$1,500.00</td>
<td>$500.00</td>
<td>$250.00</td>
<td>Call for pricing</td>
<td>Call for pricing</td>
</tr>
<tr>
<td>Non-Profit</td>
<td>$1,125.00</td>
<td>$375.00</td>
<td>$250.00</td>
<td>Call for pricing</td>
<td>Call for pricing</td>
</tr>
<tr>
<td>Association Member &amp; Faculty and Staff</td>
<td>$750.00</td>
<td>$250.00</td>
<td>$250.00</td>
<td>Call for pricing</td>
<td>Call for pricing</td>
</tr>
<tr>
<td>UNLV Department or Student Organizations</td>
<td>$375.00</td>
<td>$125.00</td>
<td>$250.00</td>
<td>Call for pricing</td>
<td>Call for pricing</td>
</tr>
</tbody>
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*Half day rental rates are available if the events entirety (set-up, event and break-down) allow for the room to be used again on the same day. These rental rates are at the complete discretion of the Assistant Director for Alumni Special Events & Partnerships.

B. Audio Visual:
   a. Standard audio visual is included in the room. The standard audio visual includes a projector and screen, one handheld microphone, one lavaliere microphone and one podium.

C. Additional audio visual is available at a minimal charge. Please contact the Assistant Director for Alumni Special Events & Partnerships at (702) 895-3621 or (702) 895-5585 to discuss individual audio visual needs.

D. Tables & Chairs:
   a. 250 standard ballroom chairs are included in your rental fee and available for your use. This quantity is subject to change without notice.
   b. Various tables are included in your rental fee and available for your use. These tables include:
      i. 10 – 5’ round banquets (seats up to 8)
      ii. 10 – 6’ round banquets (seats up to 10)
      iii. 10 – 8’ banquets (rectangular)
   c. Additional chairs, tables and other event equipment is available at a minimal charge. Please contact the Assistant Director for Alumni Special Events & Partnerships at (702) 895-3621 or (702) 895-5585 to discuss individual needs.

VI. INSURANCE

A. Please see the attached insurance documentation form.