Any event open to individuals other than UNLV students, faculty, or staff requires insurance. In order for an event that is open to the non-UNLV community to be considered a UNLV sponsored event covered by the UCCSN/UNLV self-insurance program, the following criteria must be met:

1. The event must be part of the normal activities and operations of the department (i.e. fall within the mission statement of the department).
2. Any revenue generated (i.e. admission or registration fees) must be deposited into an appropriate UCCSN Business Center account (checks made out to the UCCSN Board of Regents).
3. Any expenditure incurred in support of this event must be disbursed from the appropriate UCCSN Business Center account in accordance with UCCSN regulations and procedures. *

The event on the date stated below being held at the Marjorie Barrick Museum is a UNLV department sponsored event meeting the criteria listed above. As such, this event is covered by the State insurance program.

The event on the date stated below being held at the Marjorie Barrick Museum, does not meet the criteria to be considered a UNLV department sponsored activity. A certificate naming the Board of Regents, UCCSN/UNLV as additionally insured for general liability coverage in the amount of $1,000,000.00 single limit per occurrence is attached. Please see the Guidelines for Scheduling University Facilities for further information.

http://pac.nevada.edu/pacinfo/facpolweb.htm

Event Title: ________________________________

Date: ______________  Location: MBM________________________

Sponsoring Department: ________________________________

Responsible Person: ________________________________

Signature: ________________________________

*Note – the determination of whether a department needs to provide a certificate of insurance is separate from whether or not the department will be charged for use of the facility. Please contact the Marjorie Barrick Museum Front Office at 895-3381 with questions.