

GENERAL RESERVATION POLICY

The following document outlines basic room reservation policies for all Student Affairs facilities and Outdoor Space. This policy is in addition to the applicable policies outlined in the UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specific of the event. Please contact Student Union & Event Services (SUES) at (702) 895-4449 to discuss individual program needs and event services.

Types of Organizations/Departments

- A. Registered Student Organization (RSO) – Any student group that has met the guidelines set forth for registration by the Office of Civic Engagement & Diversity.
Note: Individuals are considered non-university organizations.
- B. University Organization – Recognized University Organizations are a group of students who are directly affiliated with the mission of a University of Nevada, Las Vegas (UNLV) department or functional area. These groups have dedicated staff and student members who are documented volunteers or employees of the University.
- C. University Department – A group that is affiliated with UNLV (sponsored by a UNLV Department) but is not a RSO or University Organization.
- D. Non-University Organization – A group that is not affiliated with UNLV. Non-profit and government groups are considered Non-University Organizations.

When to Reserve

Reservations for space in the Student Union, Student Recreation & Wellness Center, and Outdoor Space are reserved on a first come, first served basis. During the Priority Reservation period (the last four (4) weeks of spring semester), reservations are accepted for the upcoming academic year and summer based on the following priority:

A. STUDENT UNION

- 1. Annual university programs and events
- 2. Student Government (CSUN & GPSA), RSOs, and University Organizations
- 3. University Departments
- 4. Non-University Organizations

B. STUDENT RECREATION & WELLNESS CENTER

- 1. Campus Recreational Services programs and events
- 2. Open recreation (for student use)
- 3. Student Government (CSUN & GPSA), RSOs and University Organizations
- 4. University Departments
- 5. Non-University Organizations

C. OUTDOOR SPACE

- 1. Annual university programs and events
- 2. Student Government (CSUN & GPSA), RSOs, and University Organizations
- 3. University Departments
- 4. Non-University Organizations

Note: Non-University Organizations may only reserve Outdoor Space on weekends, breaks, or holidays during the Fall and Spring semesters.

Reservation Requests

- A. Major Events – A Major Event is any event that is greater in number and coordination effort than a standard meeting. The classification of an event as a Major Event is at the sole discretion of SUES. Such events will be assigned a Conference & Event Coordinator. Major Events require additional planning; therefore, reservation requests for these events must be received at least three (3) weeks or 15 business days prior to the first day of the event.
- B. General Reservations – Reservation requests received after the Priority Reservation period must comply with the following timeline to be considered for approval:
Note: Reservations made within this timeframe are considered urgent and if cancelled, are subject to cancellation fees.

If you're planning an event on this day...	Then, you must turn in your reservation form by noon on this day...
Monday	the Thursday prior
Tuesday	the Thursday prior
Wednesday	the Monday prior
Thursday	the Monday prior
Friday	the Monday prior
Saturday	the Thursday prior
Sunday	the Thursday prior

- C. Equipment Loan Reservations – Equipment Loan Requests may be considered a Major Event depending on the amount of equipment being loaned. In order to priority serve events located in Student Affairs facilities, Equipment Loans may not be scheduled more than 120 day in advance of the loan date. Small and routine Equipment Loans will follow the above General Reservations timeline.

Fees

- A. RSOs & University Organizations – Equipment rental rates will apply when any one or more of the following criteria apply to the event:
1. Admission is charged, monetary donations are collected, and/or selling of any kind takes place at event.
 2. Event is open to the General Public and/or any and all advertising for event does not explicitly say “for UNLV student and faculty/staff only.” Individuals who have a designated role in the event program (i.e. Performer, speaker, etc), Board of Regents, and public dignitaries excluded.
- Note: If event/reservation is co-sponsored with a non-UNLV organization, reservation will incur room and equipment rental charges at the RSO rate.
- B. University Departments – Room rental rates will apply when any one or more of the following criteria apply to the event:
1. Admission is charged, monetary donations are collected, and/or selling of any kind takes place at event.
 2. Event is open to the General Public and/or any and all advertising for event does not explicitly say “for UNLV student and faculty/staff only.” Individuals who have a designated role in the event program (i.e. Performer, speaker, etc), Board of Regents, and public dignitaries excluded.
- Note: Equipment charges will apply at all times. **All University Department events must be paid via an Inter-Departmental Requisition (IDR).**
- C. Non-University Organizations – Room and equipment rental rates apply at all times. A total deposit of 75% is due thirty (30) days prior to the event. Balance is due thirty (30) days from the date of the invoice.
- D. Any fees associated with past due or unpaid invoices that have been turned over to a collection agency will be the responsibility of the event organizer to whom the invoice is addressed and who is contracted with the SUES office.
- E. The SUES office reserves the right to require that a SUES staff member be present during an event. Such requirement may include technical staff being present at events which utilize installed or portable AV systems. The event organizer is responsible for the respective labor costs.
- F. Events which are co-sponsored must meet the following criteria to be recognized as a co-sponsored event:
1. The event must be consistent with the normal function of the sponsoring organization. This determination is at the sole discretion of the SUES. Fundraising is considered a normal function of RSOs.
 2. The RSO, University Organization or University Department must have a participatory role in the decision-making process as to the time, place, and manner of the activity. The on-site contact person must be a listed member of the RSO, University Organization, or UNLV Department.
 3. A member of the organization must be present the entire duration of the event.

4. The RSO, University Organization, or University Department assumes all responsibility for fees and charges resulting from the use of the Student Affairs facility or Outdoor Space. All financial transactions will be conducted between the SUES and the RSO, University Organization, or University Department.
- G. Organizations selling merchandise or services must provide a copy of their business license and a certificate of insurance.

Insurance

- A. Any event open to individuals other than UNLV students, faculty, and staff requires insurance. The sponsoring organization must obtain comprehensive general liability insurance that includes coverage for premises/operations, products/completed operations and personal injury, and property damage. The "Board of Regents, Nevada System of Higher Education" (NSHE) must be a named additional insured at a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate. Additional insurance coverage may be required based on the operations and activities of the event. A certificate of insurance must be presented to the SUES office at least fourteen (14) days prior to the event, or the event will be cancelled.
- B. Insurance Documentation is required for NSHE/UNLV Departments with off-campus attendees. A signed and initialed Insurance Documentation Form needs to be presented to SUES at least fourteen (14) days prior to the event, or the event will be cancelled.

General Policies

- A. SUES reserves the right to determine a space request's priority category. Reservations submitted during priority time are accepted on a first come, first served basis within the priority category.
- B. Requests for space must be submitted on a properly completed SUES General Reservation Request Form, SUES Marketing Reservation Request Form, or SUES Equipment Loan Request Form. For Non-University organizations, a scanned and emailed Proposal document with signature will be accepted. No verbal or tentative reservations will be accepted. Completed forms may be faxed to (702) 895-1609 or scanned with signature and emailed to eventservices@unlv.edu.
- C. Common Area usage in the Student Union or Student Recreation & Wellness Center requires the approval of the Assistant Director of Scheduling & Conferences and/or the Assistant Director of the respective facility.
 1. Only events sponsored by RSOs, University Organizations, or University Departments are allowed in the Common Areas when school is in session.
 2. During University holidays, breaks, and summer sessions, Common Areas may be reserved for special events. Furniture can be rearranged or removed only by Student Affairs staff with prior approval.
 3. Events may not interfere with normal operations of the Student Affairs facility or interfere with other scheduled events.
 4. Volume levels may not interfere with other functions in the Student Affairs facility or academic instruction on campus. Events receiving complaints may be asked to adjust volume level or to immediately shut down event.
 5. Food tables in the hallways will be limited to groups reserving all rooms in the hallway.
- D. Cancellation, Date Rescheduling and Reduction of Space and/or Equipment for Events and Equipment Loans by User:
 1. All organizations agree to pay any non-reimbursable expenses incurred by the University in connection with the event or equipment loan.
 2. Non-University Organizations – Facility use cancellations, event or loan date rescheduling, and equipment loan or event space reductions will be accepted if notification is given in writing to SUES at least thirty (30) days (postmarked) before the scheduled use dates as listed on the Agreement. One event date rescheduling per reservation number per User is permitted without fee or penalty within the same academic year. Cancellations or space reductions prior to the 30-day window will result in forfeiture of a 10% deposit. Cancellations or space reductions any time during the final thirty (30) days before the scheduled event will result in forfeit of the entire deposit paid for reserving the facility. In special circumstances where no deposit is paid and the group cancels either before or after the 30-day deadline, an invoice will be sent with the appropriate charges for payment by the group. Groups failing to pay the owed charges by the due date on the invoice will be denied future use of UNLV Student Affairs facilities and recovery of the outstanding amount will be referred to a collection agency.

3. RSOs, University Organizations, and University Departments – Facility use cancellations, event or loan date rescheduling, and equipment loan or event space reductions will be accepted if notification is given in writing to SUES within seven (7) days of the scheduled event. Failure to notify SUES within a minimum of seven (7) days of the scheduled event will result in financial penalties being assessed to the group and/or loss of facility use privileges of future events.
- E. Only the primary and secondary contact person or the organization's campus advisor may change a room reservation.
 - F. A request for space does not guarantee that space will be assigned. SUES reserves the right to reject any reservation that it determines is not in its best interest to fill.
 - G. In the event an organization is scheduling rehearsal performance space, SUES reserves the right to limit space assignment to two rehearsals per main event. SUES will make an effort to schedule rehearsal performances in the same space as the main event, however, availability and assignment is not guaranteed.
 - H. Advertising of any event prior to receipt of a Reservation Summary or accepted Full-Service Contract from SUES is at the risk of the event requestor and does not guarantee the event will occur.
 1. All organizations sponsoring events for political activities must include the following statement in all advertising: "This event (or publication) does not reflect an opinion or endorsement by the University of Nevada, Las Vegas."
 2. In advertisements, the user will identify the facility as Student Union (SU), Student Recreation & Wellness Center (SRWC), or Outdoor Space, and that the facility is located on the campus of the "University of Nevada, Las Vegas" which may be abbreviated as UNLV at 4505 S Maryland Parkway, Las Vegas, NV 89154-2008.
 - I. All groups are limited to two (2) term assignments per semester. Term assignments are defined as reoccurring reservations throughout the semester or academic year that take place at a regularly scheduled time and day of the week.
 - J. No reservations for academic classes will be accepted for Student Affairs facilities.
 - K. All games featured in a casino (i.e. Poker, Texas Hold 'Em, Craps, Bingo, etc.) are licensed games. These games have been deemed appropriate only for persons 21 years of age or older and must be held in a licensed facility. If a group wishes to hold a licensed game event in any Student Affairs facility, they must complete the following steps:
 1. Submit reservation request at least eight (8) months in advance.
 2. Be sponsored by a non-profit charitable organization. (This organization will provide a letter to the Nevada Gaming Control Board with their federal tax ID number and detail the proposed event.)
 3. Any monies or donations associated with this event must go to the charitable organization.
 4. SUES will arrange with UNLV Police Services to be present at the event for entry regulation and event security. Charges may apply.
 5. Additional requirements may apply per current Nevada Gaming Control Board regulations.
 - L. UNLV has contracted with UNLV Dining (ARAMARK) to provide food service, including catering, on the UNLV campus. All groups wishing to have food with their event need to contact the catering staff, located on the third floor of the Student Union at (702) 895-2650. Menus are available on-line at <http://www.unlv.catertrax.com>.

A food waiver may be granted to groups wishing to have food provided by an alternate vendor. All food waivers must be obtained and approved by UNLV Catering and SUES.

Groups using Student Affairs facilities and serving unauthorized food will be subject to the following:

 1. Letter of Warning
 2. Fee equal to applicable excessive cleaning charges and possible suspension of scheduling privileges for the current academic year.
 - M. All groups using Student Affairs facilities 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. Organizations that have damage charges assessed may become ineligible to use Student Affairs facilities in the future.

- N. Painters' Tape must be used for any item adhered to the walls unless prior special arrangements are made with SUES. Items are permitted to be adhered within groups' reserved space as well as immediately outside reserved space. Due to potential surface damage of walls surrounding marketing tables and the Philip J. Cohen Theatre, sign standards (in lieu of painter's tape) are to be utilized in these locations to display group items. Groups reserving the Green Room may adhere items to the double doors next to the first floor elevator.
- O. The sponsoring group or organization accepts sole responsibility for the participants/attendees present at their event, including the conduct of their event participants/attendees.
- P. At no time may building entrances/exits, doors, fire exits, elevators, hallways, or foot traffic be blocked by events or set-ups. All set-ups must observe fire code and comply with the Americans with Disabilities Act. Use of service hallways by event organizers and attendees is prohibited due to fire code.
- Q. Candles, incense, or other devices with an open flame are not permitted indoors or on covered balconies.
- R. No personal projectors can be utilized in conjunction with rooms which have a ceiling-mounted projector/screen combination without incurring a screen rental fee.
- S. Any event requiring the building to be open outside of normal operating hours will incur overtime charges. Charges are \$150 per hour regular overtime and \$250 per hour for opening during scheduled building closures, with a minimum of one hour overtime and half-hour increments following. No group is exempt from overtime charges. All activities must end by 1 a.m. unless granted overnight use.
- T. Reservations made within seven (7) days are considered urgent and are only honored because they cannot and will not be cancelled. Failure to use scheduled space or failure to cancel scheduled space within seven (7) days of the reservation by any RSO, University Organization, or University Department will result in the following:
 - 1. 1st Late / no cancellation Letter of warning
 - 2. 2nd Late / no cancellation Full rental and services charges billed
 - 3. 3rd Late / no cancellation Suspension of privileges the following semester.
- U. If parking passes are needed for an event, SUES will purchase and provide them to the event contact. The cost will then be billed to the group. SUES will not hand parking passes out to individuals or sell parking passes individually. Individuals can purchase parking passes from UNLV Parking Services (702) 895-1300, the parking kiosk located at the entrance on Harmon Avenue and Maryland Parkway, or at the Student Union Information Desk.

Additional Policies

Requests for space may be subject to additional policies. Please contact SUES at (702) 895-4449 to discuss individual program needs. Applicable facility specific policies and procedures may include, but are not limited to:

- A. SUES Policies & Procedures
 - 1. Amplified Sound
 - 2. Advertising
 - 3. Community Walk
 - 4. General Insurance Requirements
 - 5. Internet
 - 6. Marketing Table
 - 7. Memorial Ceremony
 - 8. Film Showing
 - 9. Outdoor Space
 - 10. Overnight Use
 - 11. Proposal

- 12. Recruitment Event
- B. UNLV Policies
 - 1. Guidelines for Facility Scheduling
 - 2. Sale and Distribution of Alcohol

Exceptions to this policy should be presented to the Assistant Director of Scheduling & Conferences, in writing, at least two (2) weeks prior to the event for consideration.

Revised 09/12