

TOURNAMENT ORGANIZER APPLICATION

Name of Hosting Organization		
Mailing Address		
City	State	Zip Code
Booking Contact	On-Site Contact	
Title	Title	
Phone	Phone	
Email	Email	

On-site name and contact information will be required prior to tournament start date.

Name of Tournament: _____

Requested Dates & Times of Tournament

Day 1: _____ <i>date</i>	Access Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>	Play Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>
Day 2: _____ <i>date</i>	Access Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>	Play Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>
Day 3: _____ <i>date</i>	Access Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>	Play Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>
Day 4: _____ <i>date</i>	Access Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>	Play Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>
Day 5: _____ <i>date</i>	Access Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>	Play Time: _____ AM/PM <i>start</i>	_____ AM/PM <i>end</i>

Tournament Details

Age Group of Players: Elementary/Middle School High School College Post-College

of teams allowed to register: _____ # of other local venues for tournament: _____

of attendees (spectators, coaches, players, staff, etc.) expected at UNLV venue per day: _____

Be as accurate as possible. A significant increase between provided estimate and actual attendance may result in non-approval for future tournaments in UNLV Student Affairs Facilities.

Number of Courts Requested: Two Four

Sport: Basketball Volleyball Other: _____

Will any merchandise be sold at your tournament: Yes No

If yes, please provide brief description: _____

Will any food or beverage be sold or distributed at your tournament: Yes No

If yes, please provide brief description: _____

Do you require security at your tournament? Yes No

If yes, please provide brief description: _____

Additional Services Requested: (check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Additional Meeting Room | <input type="checkbox"/> Merchandise Sales Table/Room | <input type="checkbox"/> Audio Equipment on Courts |
| <input type="checkbox"/> Television & DVD/VHS Player | <input type="checkbox"/> Uniform Laundry Service | <input type="checkbox"/> Other: _____ |

Overnight Accommodations

Do you arrange/advertise discounted lodging rates for traveling teams? Yes No

UNLV offers overnight accommodations for groups and individuals visiting campus. Visit our website below or call for more information and rates.

Continue on back →

UNLV Student Union & Event Services

T 702.895.4449 F 702.895.1609 W eventservices.unlv.edu E eventservices@unlv.edu



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How long has your organization been running similar tournaments? _____

Can your organization provide proof of a minimum of \$2,000,000 general liability insurance a minimum of 10 working days before your event? Yes No

How does your organization communicate tournament and venue policies and regulations to registered teams, spectators, recruiters or others attending prior to your tournament?

How does your organization enforce tournament and venue policies during your events?

Does your tournament have a pre-designated venue/tournament entrance procedure? Yes No

(i.e. armbands, lanyards, required uniforms, etc.) If yes, please explain.

References

Please provide two venue references you have worked with in the past for similar tournaments:

Venue Name	///	Venue Name	///
Contact Name	///	Contact Name	///
Title	///	Title	///
Phone	///	Phone	///
Email	///	Email	///
Name of Event	///	Name of Event	///
Date(s)	///	Date(s)	///

I have read and understand the policies for tournaments held at the University of Nevada, Las Vegas-Student Recreation & Wellness Center and MPE. All other Student Affairs policies are also in effect during tournaments. I understand that submitting this application does not guarantee a reservation in the SRWC or MPE. All information listed on this application is accurate to the best of our knowledge.

Printed Name

Title

Signature

Date

TOURNAMENT ATTENDEE RESPONSIBILITY FORM

Reserving University of Nevada, Las Vegas Student Recreation & Wellness Center and MPE courts allows entry to the facility and reserved spaces to properly identified attendees of special events. While in the facility, all spectators, participants, coaches, recruiters, staff, etc. who enter the facility as an identified attendee of the special event will be subject to, but not limited to the following policies. The event organizer is responsible for sharing policies with event attendees prior to entrance to the facility.

1. Tournament attendees are encouraged to arrive at the contracted facility no more than 15 minutes prior to scheduled game time.
 - a. Warm-up areas are not provided in the contracted facilities unless tournament organizers designate reserved court space for warm-ups.
 - b. Participants and spectators waiting for upcoming games must wait in eaves of reserved court area and/or in first floor lobby.
 - c. Tournament organizers and SRWC staff will monitor and ask non-SRWC members in non-reserved areas to move to designated waiting areas.
2. Tournament attendees or equipment are not allowed on the 2nd or 4th floors of the SRWC facility.
 - a. Access to the first floor of the facility is limited to the lobby, reserved meeting rooms and restrooms/locker rooms.
 - b. Courts not reserved specifically for tournament purposes must remain accessible for play by SRWC members and cannot be used for warm-ups, team meetings, storage, tournament spectators, etc.
3. Videos and photography can be taken only from the reserved areas and must record only the people and events of the tournament.
4. Food is not allowed beyond the entrance gate of the SRWC. Only sealable drink containers are allowed past the front entrance gate.
 - a. Personal coolers are not allowed beyond the entrance gate.
 - b. Pre-approved team trainer coolers will be allowed in reserved areas.
5. All drivers are responsible for parking in designated areas and following parking regulations.
 - a. Fire and emergency access lanes should be kept clear at all times. SRWC staff will notify UNLV Parking Services for ticketing and/or towing of vehicles without warning.
6. UNLV reserves the right to remove any individual from the SRWC and MPE facility or terminate the event for any behavior determined rude, vulgar and/or disruptive of the public nature of the building and/or private events.
7. Deposits are non-refundable and tournament organizers are responsible for any costs for services rendered during event.

I understand that _____, host organization name is responsible for the actions of tournament attendees entering the University of Nevada, Las Vegas, Student Recreation & Wellness Center and MPE, for the _____ event name on _____ date. Event attendees failing to follow policies may be removed from the facility and may result in immediate cancellation of event and/or future events.

Printed Name

Title

Signature

Date