



STUDENT UNION & EVENT SERVICES COMMUNITY WALK POLICY

The following policy outlines the procedures for which an organization may hold a Community Walk on the UNLV campus. This policy is in addition to the applicable policies outlined in the *Student Union & Event Services (SUES) General Reservation Policy* and *UNLV Guidelines for Scheduling University Facilities*. Additional policies may apply per the specifics of the event.

Guidelines

1. Expected attendance for Community Walks must be between 200 and 4,000 participants to be held on the UNLV campus.
2. The typical distance of UNLV's Community Walk is 5K (3.1 miles). Prior arrangements with SUES can accommodate variances in the route length or path.
3. All groups will be charged a Community Walk package price of either \$2,500.00 or \$5,000.00 (see pricing tiers below). Additional services are available by request. Any fees associated with additional services will be billed to the client.
4. Walks will not be permitted to occur during UNLV's Homecoming Week or Family Weekend. Pre-selected walk dates will be available and publicized late March/early April the calendar year before the walk season begins.
5. A pre-event meeting with a Conference & Event Coordinator (EC) will be held to discuss event details including the route, water station locations, and other specifics.
6. The North Field or Pida Plaza will serve as the staging area where the walk will start and finish. This area will house all vendor tables, bounce houses and any other extra activity provided to the participants.
7. Special arrangements must be made with the SUES office to drive or park vehicles on the UNLV campus. Fire lanes must be accessible at all times. At no time may vehicles drive or park on Pida Plaza. Vehicles may be driven only onto designated areas of the Intramural Field to deliver items.
8. All Walk participants, staff and volunteers must for University Parking Policies. Proximity parking to Walk route and/or staging area is not guaranteed.
9. Banners/Signs may not be attached to any building, light post, physical structure and/or any landscaping on the UNLV campus per the *Campus Posting Policy*. Signage along the route should be placed in pre-approved areas, if placed in grass areas it must be at least two feet from the sidewalk and is the responsibility of the sponsoring organization to place and remove. Signage is only permitted on the day of the scheduled walk.
10. All walk clients will leave the UNLV campus in the same condition as was provided for the event. Excessive trash, damage of property, remaining items, etc. may be subject to an excessive cleaning charge being added to the final event invoice.
11. The sponsoring organization must provide volunteers to staff water stations and manage the walk. SUES staff will not manage the program component of Walks. Water supply and distribution is the responsibility of the sponsoring organization.
12. The sponsoring organization is responsible for providing the SUES office with a copy of their general liability insurance policy in the amount of \$1,000,000.00 naming the Nevada System of Higher Education (NSHE) Board of Regents as additional certificate holder at least nine (9) working days prior to the event.
13. Vendors used by the sponsoring organization may be required to provide the SUES office with a copy of their general liability insurance policy in the amount of



\$1,000,000.00 naming the Nevada System of Higher Education (NSHE) Board of Regents as additional certificate holder at least nine (9) working days prior to the event in addition to a business license if selling merchandise.

14. 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 or (702) 895-5689. Menus are available on-line at <http://www.unlv.catertrax.com>. At its sole discretion, UNLV Catering may grant a food waiver to groups wishing to have food provided by an alternate vendor. All food waivers must be obtained and approved directly from UNLV Catering.

COSTS & SERVICES PROVIDED

Tier 1 – Anticipated attendance of 200-1,000 persons, \$2,500.00 includes:

- 1) Logistic support and event planning with designated EC to plan walk logistics.
 - 2) Rental cost of the staging/registration area and the standard route for the walk during day of scheduled event.
 - 3) Three (3) tables, six (6) chairs and three (3) trash cans for water stations.
 - 4) Seventeen additional trash cans for the registration area.
 - 5) Recycling receptacles for staging area and water stations.
 - 6) Two general use operation rooms.
 - 7) *Two (2) student staff members to set-up and tear-down water stations, lead walk and handle day of walk general requests.
 - 8) *Three (3) officers from UNLV Police Services to control vehicular traffic along route.
 - 9) *One (1) grounds representative to ensure that the sprinklers on the North Field and Community Walk route are turned off for the duration of the event.
- *All UNLV staff are scheduled for up to four hours.*

Tier 2 – Anticipated attendance of 1,001-4,000 persons, \$5,000.00 includes:

- 1) All services and equipment included in the Tier 1 Community Walk package.
- 2) One additional UNLV Police Services representative.
- 3) One additional grounds representative.
- 4) An additional hour of service from UNLV Police Services, Grounds, and student staff.
- 5) One dumpster.

Additional services available include (charges apply):

- 1) Electricity to North Field or Pida Plaza for vendors/exhibitors (is charged based on the labor it takes to pull electricity to the staging area): \$75/hour (approximately).
- 2) Additional security for walk (will be required if the sponsoring organization is collecting money on-site): \$35-80/hour.
- 3) Additional water stations: \$25/station (includes costs for table/chair/trash can).
- 4) Additional tables and chairs: \$8/table, \$3/chair.
- 5) Portable restroom rental facilitation: Location and number to be determined.
- 6) Emergency medical services facilitation.
- 7) All other special requests need to be made through SUES.

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

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