



STUDENT UNION & EVENT SERVICES NON-UNIVERSITY CLIENT PROPOSAL POLICY

The following policy outlines the procedures for which a Non-University Organization may request a cost estimate proposal for space in Student Affairs facilities. This policy is in addition to the applicable policies outlined in the *Student Union & Event Services (SUES) General Reservation Policy*. Additional policies may apply per the specifics of the event.

1. Non-University Organizations may submit a Request for Proposal (RFP) for an event(s) for the current academic year (based on the Student Union & Event Services priority reservation schedule) and/or summer term and academic breaks for up to three (3) years in advance for a cost estimate for space in Student Affairs facilities.
2. RFPs and reservation requests are processed on a first-come, first-served basis; however, reservation requests and contracts for the same event date(s) have priority over RFPs when received simultaneously.
3. Submission of a RFP does not guarantee that event space will be assigned. The RFP serves to generate a cost estimate based on the information provided and availability of facilities. The SUES office reserves the right to reject any RFP that it determines is not in its best interest to fill.
4. A proposal will be generated based on the best fit of event needs and available space within seven (7) business days from receipt of RFP.
5. The client must return a signed and initialed contract and a deposit within the time frames and prescribed amounts listed below to reserve their event space. Once submitted, the contract will be held to all applicable SUES policies and the *SUES General Reservation Policy*.
 - a. Event dates forty-five (45) days out or less must return a signed and initialed contract and a non-refundable deposit of 75% of estimated event costs within two (2) business days from receipt of proposal from the SUES office.
 - b. Event dates more than forty-five (45) days in advance must return a signed and initialed contract and non-refundable deposit of 10% of estimated event costs within ten (10) business days from receipt of proposal from the SUES office. Non-refundable deposits totaling 75% will be due thirty (30) days prior to the event date.
 - c. SUES Full Service Contract terms supersede the above timelines and amounts.
 - d. SUES reserves the right to require payment in full prior to any event.
6. If a signed contract is not returned during the time frames listed above, rate and space availability changes may apply or, at the sole discretion of the SUES office, the proposal may be voided.
7. Facility use cancellations and event space reductions will be accepted if notification is given in writing to the Scheduling & Conferences office at least thirty (30) days (postmarked) before the scheduled use dates as listed on this Agreement. 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 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. Non-University Organizations agree to pay any non-reimbursable expenses incurred by the University in connection with the event.

8. Events sponsored or co-sponsored by a UNLV department or registered student organization are not eligible to receive proposals without prior approval of the Assistant Director of Scheduling and Conferences.
9. Rates for services, products, and/or equipment provided by off-campus vendors and/or University support departments (e.g. Police Services or Parking Services) outside of the SUES office are subject to change. Actual charges incurred during the event will be applied to the final invoice.

Exceptions to this policy should be presented to the Assistant Director of Scheduling and Conferences, in writing, at least four (4) weeks prior to the event for consideration.

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