

Student Union & Event Services FUN RUN-WALK-ROLL POLICY

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

Guidelines:

1. Fun Run-Walk-Roll events are available to UNLV student organizations, departments, and registered non-profit organizations (proof of non-profit status must be provided).
2. Expected attendance for a Fun Run-Walk-Roll is no more than 200 participants.
3. Fun Run-Walk-Roll events may only take place in the evenings (6 p.m.+) during the week; morning, afternoon, or evening on the weekends.
4. The approximate distance of UNLV's Fun Run-Walk-Roll is 1 mile and will follow a predetermined route within campus grounds and not include city or county roads.
5. Fun Run-Walk-Roll start time, distance, and set-up may change due to construction and other events on campus. We will work closely with clients to ensure they are familiar with their route and spaces they have access to.
6. All groups will be charged the Fun Run-Walk-Roll package price (see pricing below). Additional services are available by request and added to the final bill at cost, plus current management fee.
7. Fun Run-Walk-Roll events with over 200 participants fall under the Community Walk policy; events over 6,000 fall under the Large Events Guideline.
8. Fun Run-Walk-Roll events will not be permitted during campus closures and on annual event dates (e.g., Premier, Homecoming Week, Festival of Communities, etc.).
9. A pre-event meeting with the assigned event manager will be held to discuss event details including the route, water station locations, and other specifics.
10. Fun Run-Walk-Roll events must start and stop in the same location, which shall be one of the outdoor locations included in the package.
11. All Fun Run-Walk-Roll participants, staff and volunteers must follow University Parking Policies. Proximity parking to the walk route and/or gathering area is not guaranteed.
12. 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.
13. Client must provide volunteers to staff the registration area, as well as to manage the water stations and route. SUES staff will not manage the program component of the Fun Run-Walk-Roll.
14. Banners/signs may not be attached to any building, light post, physical structure and/or any landscaping without prior approval.
15. Signage along the route should be placed in pre-approved areas, if placed in grass areas it must be at least eighteen inches (18") from the sidewalk and is the responsibility of the sponsoring organization to both place and remove. Signage is only permitted on the day of the scheduled event.

16. All Fun Run-Walk-Roll 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 added to the final event invoice.
17. External organization must sign a rental agreement a minimum of sixty (60) days prior to the event start date, pay a 25% deposit, and is responsible for providing SUES with a copy of insurance, per the contract terms. An additional 70% deposit is due thirty (30) days prior to the event date.
18. Vendors not included in the sponsoring organization's insurance coverage will be required to provide the SUES office with a copy of their general liability insurance policy naming the Nevada System of Higher Education (NSHE) Board of Regents as an additional certificate holder. This includes vendors with animals and/or service animals. If vendors are selling merchandise, a business license is required to be on file with the SUES office. For required insurance amounts, please refer to the UNLV Risk Management website: <https://www.unlv.edu/rms/insurance>.
19. All groups wishing to have food with their event need to arrange this through the assigned event manager. Additional food permits may be required.
20. All Fun Run-Walk-Roll set-ups and gathering areas must be approved by UNLV Risk Management and the State Fire Marshal. SUES will coordinate this process.
21. Emergency Medical Services may be required by UNLV Risk Management & Safety, but not provided in the package; SUES can assist with the coordination of these services. Often, buildings along the route will not be open; portable restroom rental is an option, but not required. SUES can assist with the coordination of these services. Applicable charges will be added to the final bill.
22. Last minute changes, if approved, are subject to a change fee.
23. The use of Unmanned Aerial Systems (UAS), also known as drones, are not permitted.
24. In the instance of inclement weather, refer to the terms & conditions in the Full-Service Contract
25. The number of police officers, grounds staff, and SUES staff will be provided at the discretion of UNLV.
26. Clients are not permitted to drive UNLV golf carts, however SUES will provide a lead golf cart and driver for up to two (2) hours; additional hours will be charged the current staff support rate.
27. Requests for exceptions to this policy shall be submitted in writing to the Associate Director for Conference & Event Services a minimum of 20 business days in advance of the event date.

COSTS & SERVICES PROVIDED

Fun Run/Walk/Roll Loop Route - Anticipated attendance of up to 200 people:

- 1) Rental cost of gathering/registration area (Pida Plaza), fun run-walk-roll loop route, Alumni Amphitheater, and one (1) small or medium size conference room in the student union during day of scheduled event
- 2) Two (2) tables, four (4) chairs, four (4) trash cans, and four (4) recycle bins for gathering/registration area
- 3) One (1) water station along the route; station includes: two (2) tables, four (4) chairs, and two (2) recycle bins

4) One (1) lead cart and driver for up to two (2) hours

Group	Rate*/**
External Non-Profit	\$2,000.00
UNLV Department	\$400.00
UNLV RSO	\$100.00

* Any equipment, space, service, or personnel needed beyond what is provided in the package will incur additional charges and are subject to the current management fee

** Discounts already applied to rates

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