

## **Student Union & Event Services**

### **LARGE EVENTS GUIDELINE FOR EXTERNAL CLIENTS**

**Definition:** A large event is defined as a large-scale event that requires coordination with multiple departments, service providers and/or vendors; entails large numbers of people; and typically has off-campus advertising or promotion. A large event often involves the following: live music and performances; inflatables and novelty items/games; booths and/or vendors; food and beverage sales; merchandise sales; equipment rentals; security; medic; and parking coordination. The size of the program is atypically large for UNLV and warrants additional staffing resources. A large event anticipates more than 6000 people in total attendance and typically occupies more than one (1) reservable area on campus. The size and scope of the event warrants extensive coordination with on- and -off-campus entities, including the State Fire Marshal and Southern Nevada Health Department. The classification of an event as a large event is at the sole discretion of Student Union & Event Services (SUES). All large events will be given “Full-Service Contract” status through the SUES office.

The following policy outlines the procedures for which an organization may hold a large event in SUES-managed spaces. This policy is in addition to the applicable policies outlined in the 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. All groups will be charged the large event package price (listed below). Additional services are available by request. Any fees associated with additional services will be billed to the client and incur the current management fee.
2. Large events are only permitted on weekends. They will not be permitted to occur during campus closures and on annual campus event dates (e.g., Premier, Homecoming Week, Festival of Communities, etc.).
3. Pre-event meetings with the assigned event manager will be held to discuss event details including the audience, marketing, equipment needs, and other specifics.
4. All event participants, staff and volunteers must follow University Parking Policies. Proximity parking to the event area is not guaranteed.
5. 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; and at no time may vehicles drive or park on Pida Plaza.
6. Client must provide volunteers to staff the event, including entry; SUES staff will not manage the program component of the event.
7. Banners/signs may not be attached to any building, light post, physical structure and/or any landscaping on the UNLV campus without prior approval.
8. Signage should be placed in pre-approved areas, if placed in grass areas it must be at least eighteen inches (18”) from the sidewalk and it is the responsibility of the sponsoring organization to both place and remove. Signage is only permitted on the set-up and event days of the scheduled event. Additional marketing opportunities are available for an additional fee.
9. 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.

10. The sponsoring organization must sign a rental agreement a minimum of 120 days prior to the event start date. Two (2) deposits totaling 95% of estimated costs are due in advance: 25% deposit is due at contract signing to confirm space; with the remainder of the 70% due sixty (60) days prior to the event date.
11. The sponsoring organization is responsible for providing the SUES office with a copy of insurance, per the contract terms at the time of contract signing.
  1. 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>.
12. All groups wishing to have food with their event need to arrange this through the assigned event manager. Additional food permits may be required.
13. All event set-ups and gathering areas must be approved by UNLV Risk Management and the State Fire Marshal. SUES will coordinate this process.
14. On event days, the Student Union and green spaces will open at 7:00 am; if an early open or late close is requested in advance, the client will incur current hourly overtime fees to cover staffing and utilities.
15. Emergency Medical Services will be required by UNLV Risk Management & Safety, but not provided in the package; SUES will assist with the coordination of these services.
16. Academic buildings will not be open. Portable restroom rental is recommended, but not required. SUES can assist with the coordination of these services.
17. Last minute changes, if approved, are subject to a change fee.
18. The use of Unmanned Aerial Systems (UAS), also known as drones, are not permitted.
19. In the instance of inclement weather, refer to the terms & conditions in the Full-Service Contract
20. The number of police officers, grounds staff, and SUES staff will be provided at the discretion of UNLV.
21. Clients are not permitted to drive UNLV golf carts, however SUES staff may be available to provide cart service for an additional fee.
22. Requests for exceptions to this policy shall be submitted in writing to the Associate Director for Conference & Event Services a minimum of three (3) months in advance of the event date.

**Large Event Fee: \$ 7,500 includes:**

- Event management services through the SUES office, includes: in-person, phone, and virtual meetings; event diagramming; working with campus partners such as risk management, police services, grounds and/or facilities to ensure a safe and successful event for the client; coordination of services with off-campus vendors; and staff on-site throughout the duration of the event. While SUES staff will manage working with campus partners, any additional costs that may arise from such parties will be charged to the client at cost (e.g., security staff costs)
- Use of the following green spaces for the day of the event:
  - Alumni Amphitheater
  - Academic Mall A-D
  - Pida Plaza
  - Pioneer Lawn
  - Rose Garden
  - WRI Lawn

Additional items, as needed, would be billed separately at their current rate, and may include:

- 1) Additional day(s) for event set-up and/or take down at a rate of \$5,000/day.
- 2) Electricity to event location(s) is charged based on the labor it takes to pull electricity to the area, plus the rental cost for any applicable equipment required such as generators or spider boxes.
- 3) Police/security services (security requirements are at the sole discretion of UNLV and are based on attendance and the nature of the activities).
- 4) Equipment, such as: tables and chairs; trash & recycle bins; audio-visual; lighting; loans and rentals.
- 5) Campus partner (e.g., OIT, Grounds, Facilities) and external vendor (e.g., stage rentals, misters, ped rails) services.
- 6) Portable restroom rental with handwashing stations.
- 7) Emergency medical services facilitation.
- 8) Trash pick-up by UNLV Grounds employees.
- 9) Charges for facilities and green spaces beyond those provided in Large Event fee occupied during set-up or take down at current facilities rates, including overtime if applicable.
- 10) Any additional services and/or equipment rentals.

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