When you hold your event at the University of Nevada, Las Vegas, you’re getting more than affordability. You’re getting modern, sustainable facilities with a focus on flexibility and tech savviness. The UNLV Student Recreation & Wellness Center is the ideal location to host volleyball games, basketball tournaments, and sports camps. A total of 184,000 square feet of indoor recreation space awaits your group.
4-Court Tournament Package

Package Includes:
• 4 courts
• 4 set-ups
  (including team benches, 4 scoreboards, 4 scoring tables, and nets)
• 4 bleachers
• 1 meeting/general use room
• 1 table in SRWC lobby
  (for tournament participants/spectator check-in)
• 2 student staff members (8 hours each)
  *Additional hours must be purchased for total reserved time beyond 8 hours
• Custodial services

Cost:
• $4,500 per day

<table>
<thead>
<tr>
<th>Additional Costs (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event management fee: 10 % of total costs</td>
</tr>
<tr>
<td>Overtime: $150 per hour</td>
</tr>
<tr>
<td>Student staff: $20 per hour</td>
</tr>
<tr>
<td>Additional meeting room: $200 per day (storage, tournament office, food,</td>
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<tr>
<td>and/or merchandise sales)</td>
</tr>
<tr>
<td>Sound system: $100 per day</td>
</tr>
<tr>
<td>Additional first floor lobby table: $200 per day (merchandise sales, etc.)</td>
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<tr>
<td>Extra chairs/tables: $1/$2 each</td>
</tr>
<tr>
<td>Crowd/direction control stanchions: $50 each</td>
</tr>
<tr>
<td>Staff-assisted copies/printing: Per use</td>
</tr>
<tr>
<td>Participant armbands: Call for estimate</td>
</tr>
<tr>
<td>Laundry service: Call for estimate</td>
</tr>
<tr>
<td>Security: Call for estimate</td>
</tr>
<tr>
<td>Excessive cleaning charge: Per hour/type of clean-up</td>
</tr>
</tbody>
</table>

SRWC Hours of Operation (subject to change)
Monday - Friday: 6 AM - 12 AM
Saturday: 8 AM - 10 PM
Sunday: 12 PM - 12 AM
2-Court Tournament Package

**Package Includes:**
- 2 courts
- 2 set-ups
  (including team benches, 4 scoreboards, 2 scoring tables, and nets)
- 2 bleachers
- 1 meeting/general use room
- 1 table in SRWC lobby
  (for tournament participants/spectator check-in)
- 1 student staff members (8 hours each)
  *Additional hours must be purchased for total reserved time beyond 8 hours*
- Custodial services

**Cost:**
- $2,800 per day

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**Additional Costs (subject to change)**

- Event management fee: 10% of total costs
- Overtime: $150 per hour
- Student staff: $20 per hour
- Additional meeting room:
  (storage, tournament office, food, and/or merchandise sales) $200 per day
- Sound system: $100 per day
- Additional first floor lobby table: $200 per day
  (merchandise sales, etc.)
- Extra chairs/tables: $1/$2 each
- Crowd/direction control stanchions: $50 each
- Staff-assisted copies/printing: Per use
- Participant armbands: Call for estimate
- Laundry service: Call for estimate
- Security: Call for estimate
- Excessive cleaning charge: Per hour/type of clean-up

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**SRWC Hours of Operation (subject to change)**

Monday - Friday: 6 AM - 12 AM  
Saturday: 8 AM - 10 PM  
Sunday: 12 PM - 12 AM
University of Nevada, Las Vegas • Student Union & Event Services
Student Recreation and Wellness Center Facility Diagram

First Floor:
- Lobby
- Balance Cafe
- Meeting Rooms (2)
- Front Desk
- Fitness Area
- Locker Rooms
- MAC Courts
- Racquetball Courts
- Pools
- Marketing Tables

Second Floor:
- Multi-Purpose Rooms (3)
- Fitness Mezzanine

Third Floor:
- Basketball Courts (4)

Fourth Floor:
- Indoor Track
  (above basketball courts)

Not all spaces are reservable.
Student Union & Event Services
Sports Tournament Policy

The following policy outlines the procedures for the scheduling and management of an athletic tournament in the Student Recreations & Wellness Center (SRWC). 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.

General Scheduling
A. Minimum of two courts open must be available at all times for open recreation (for use by SRWC members only). During certain times of day exceptions are made during NBA Summer League.

B. Tournaments must reserve an even numbers of courts (two or four). If four courts are reserved, tournament must use 3rd floor courts.

C. A maximum of two non-university tournaments may be scheduled per month in the SRWC during the academic year.

D. Tournament Host Application process:
   1. All inquiries for tournaments will be emailed the applicable tournament information, policies, and application.
   2. Potential tournaments must submit the Tournament Application for approval and to generate a cost estimate and event contract.

E. Tournament organizers must reserve and host one successful tournament with SUES prior to booking future events.
   1. Any infractions of SRWC, tournament and/or UNLV policies will be documented by facility staff for post-tournament review.
   2. Tournament organizers will receive post-tournament written documentation of policy infractions if a non-returning status is determined.
   3. Tournament organizers not granted a returning status may appeal decision in writing to the Assistant Director of Scheduling & Conferences and Director of Campus Recreational Services (CRS), prior to requesting to host future tournaments.
   4. All previous invoices must be paid in full prior to scheduling future events.

F. All tournaments will be booked with the SUES Full-Service Contract and will include all lodging, parking, and/or food and beverage arrangements booked with the University. A management fee of ten percent of total charges applies to all Full-Service Contracts.

Tournament Policies
A. CRS staff will be scheduled during tournament hours to assist in monitoring and enforcing policies and to assist with facility operations specific to tournament needs. Two-court tournament packages include one student staff and four-court tournaments include two student staff. Additional staffing can be pre-arranged and provided, for which labor charges will apply.
B. All University requirements for special events must be met prior to tournament start date. The on-site contact for each non-university tournament is required to meet, in person, with the SUES Conference & Event Coordinator (EC) and CRS Coordinator. Tournament on-site contact must be at the SRWC thirty minutes prior to tournament start (or day prior with pre-approval) to review spectator and participant admittance procedures.

C. Tournament organizers are fully responsible for all actions of any individual who enters the SRWC facility for their event.
   1. All tournament organizers must complete the *SUES Tournament Attendee Responsibility Form* prior to their event. Tournament organizers and attendees must abide by all UNLV/SRWC policies.
   2. Spectators and participants are restricted to reserved areas in the SRWC only. Practice, warm-ups and/or loitering in non-reserved areas is not allowed.
   3. UNLV reserves the right to remove participants or spectators, or terminate tournament for any reason during the reservation. All efforts of communicating with on-site client contact will be made prior to final decisions unless the safety and security of the SRWC patrons or facility are in jeopardy. Deposits are non-refundable and tournament organizers agree to pay any non-reimbursable expenses incurred by the University in connection with the event/tournament.
   4. Minors (persons under the age of 18) must be accompanied by an adult over the age of 18. Minors utilizing locker room facilities must be chaperoned by an adult. A family restroom is located on the first floor of the SRWC if preferred.

D. Every tournament must have a clearly defined admittance procedure for their event, to include a visible tournament participant indicator. For example: color-coded arm bands, lanyards with IDs, etc.
   1. Entrance standards and identification must be submitted to the EC in writing prior to in-person meeting with the SRWC Coordinator.
   2. Any change in entrance procedures must be communicated to SUES staff a minimum of 48 hours prior to tournament start.
   3. If tournament organizer does not have pre-determined identification system, arm bands will be provided, at cost, for participant check-in and facility access.
   4. Any participants or spectators that do not have the pre-determined identification or are not enrolled UNLV students taking a minimum of 3.5 credit hours will be required to purchase a day pass to enter the facility.

E. A table and two chairs in the SRWC lobby will be provided for tournament check-in/information. The table must be staffed by an agent of the tournament during all tournament hours to control entry of tournament attendees into the facility.

F. Daily tournament schedules must be approved by the EC and CRS Coordinator five working days prior to event start date.
   1. A minimum of 20 minutes is recommended to be scheduled between games to allow for delays and entrance/exit of teams and spectators from the building.
2. Overtime charges will be billed to tournament organizers if play time or attendee occupancy of the facility exceeds scheduled building hours.

G. Videos and photography must be taken from within and only of the reserved areas. All videography and photography requires a permit from UNLV’s Media Relations department. Permits should be provided to the EC 14 days prior to event start date. No spectators or equipment are allowed on the 2nd floor or the 4th floor.

H. The tournament organizer agrees that all advertising of the event will be honest and true and will include accurate information on event time and prices. Advertising or publicity may state or imply that the University of Nevada, Las Vegas, sponsors the tournament.

J. Equipment, other than tables, chairs, bleachers, scoreboard, hoops, nets, or other equipment pre-arranged for rental will not be provided by the SRWC.

K. Any SRWC equipment or structure of the facility in the area of the reserved space found lost or damaged will be billed at full replacement cost to tournament organizer including, but not limited to, labor, windows, backboards, nets, stands, etc. Tournament organizers are responsible for identifying and reporting any damage prior to tournament start to the SRWC Coordinator or SRWC staff.

L. All tournament organizers are responsible for the clean-up of their reserved area, including any materials brought into the facility, such as water bottles, jugs, printed materials, advertising, towels, etc. Excessive cleaning charges may be applied to final invoice for extensive cleaning such as, but not limited, to any dried or pooled liquids, gum, chalk, oil, or excessive trash not in proper trash/recycling receptacles.

M. Security may be required at the discretion of UNLV Police Services. UNLV Police Services has first-right-of-refusal for requested security at tournaments. Any requests for non-UNLV Police Services security presence must be presented to and approved by UNLV Police Services.

N. Campus parking must be pre-arranged through the EC prior to the tournament. Options are: individual vehicle parking passes or block-parking (upon approval of UNLV Parking Services). Parking is free many weekends, but is subject to change pending events in the Thomas and Mack Center/Cox Pavilion or other special events on campus. Parking citations cannot and will not be waived by SUES or CRS.

1. All drivers are responsible for parking in designated areas and following instructions of all Parking Services and Police Services representatives.

O. 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.

P. UNLV has contracted with UNLV Dining (ARAMARK) to provide food service, including catering, on the UNLV campus. A food waiver may be granted to groups wishing to have food provided by an alternative vendor. All food waivers must be obtained and approved by UNLV Catering and SUES.
Q. Unless pre-approved by CRS, food and beverage are not allowed beyond the entrance gate of the SRWC except for the following:
  1. Tournament organizers may use the provided meeting room on the first floor for food and beverage and/or cooler storage, or may reserve a second room if additional space is needed.
  2. Personal coolers are not allowed beyond the entrance gate. Pre-approved team trainer coolers will be allowed in reserved areas.
  3. Only sealable drink containers are allowed past the front entrance gate.

R. Tournament merchandise concessions may be pre-arranged with the EC. The tournament organizer must provide a copy of a business license for each organization selling merchandise. For security and facility traffic flow, approved locations for merchandise sales are in the SRWC 1st floor lobby at pre-designated marketing table locations or in SRWC meeting room 1010 or 1020. Rental fees will apply to space reserved for merchandise sales in addition to meeting room and check-in table provided in package.

S. Banners or signage may not be hung in the SRWC.

T. Per National Collegiate Athletic Association (NCAA) bylaw 13.11.11.5, UNLV may not host, sponsor, or conduct a tryout camp, clinic, group workout, or combine (e.g., combination of athletics skill tests or activities) devoted to agility, flexibility, speed, or strength tests for prospective student-athletes at any locations. A Facility Rental Affidavit for NCAA Rules must be submitted by the tournament organizer for each tournament scheduled regardless of age of participants.

Exception to this policy should be presented to Assistant Director of Scheduling & Conferences, in writing, at least two (2) weeks prior to the event for consideration.

Revised 4/14
Name of hosting organization: _______________________________________________________

Mailing address: __________________________________________________________________

City: __________________________________ State: __________ Zip: ______________________

Booking contact name: ___________________ Title: ________________________________

Email: ________________________________ Phone: ________________________________

On‐site contact name: ___________________ Title: ________________________________

Email: ________________________________ Phone: ________________________________

On‐site name & contact information will be required prior to tournament start date.

Name of tournament: ____________________________________________________________

Requested dates & times of tournament:

Day 1: ________________ (date) ______ to _______ (access time) ______ to _______ (play time)

Day 2: ________________ (date) ______ to _______ (access time) ______ to _______ (play time)

Day 3: ________________ (date) ______ to _______ (access time) ______ to _______ (play time)

Day 4: ________________ (date) ______ to _______ (access time) ______ to _______ (play time)

Day 5: ________________ (date) ______ to _______ (access time) ______ to _______ (play time)

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: (circle all that apply)

Additional meeting room       Merchandise sales table/room       Audio equipment on courts

Television & DVD/VHS player       Uniform laundry service       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. See our website at http://eventservices.unlv.edu/lodging.html or call (702) 895‐4449 for more information and rates.
How long has your organization been running similar tournaments? ______________________

Can your organization provide proof of a minimum of $1,000,000 general liability insurance a minimum of ten 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.

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

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

Venue name: __________________________________________________________________________
Contact name & title: ___________________________________________________________________
Phone: ___________________________ Email: _____________________________________________
Date(s)/name(s) of event(s): _____________________________________________________________

Venue name: __________________________________________________________________________
Contact name & title: ___________________________________________________________________
Phone: ___________________________ Email: _____________________________________________
Date(s)/name(s) of event(s): _____________________________________________________________

I have read and understand the policies for tournaments held at the University of Nevada, Las Vegas, Student Recreation and Wellness Center. 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. All information listed on this application is accurate to the best of our knowledge.

____________________________________  ____________________________________
Signature       Date

____________________________________  ____________________________________
Printed Name       Title
Reserving University of Nevada, Las Vegas, Student Recreation and Wellness Center 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 SRWC facility no more than 15 minutes prior to scheduled game time.
   a. Warm-up areas are not provided in the SRWC 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. 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 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. 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 and Wellness Center, for the ______________________________ (event name) on ______________________________ (dates). Event attendees failing to follow policies may be removed from the facility and may result in immediate cancellation of event and/or future events.

____________________________________   ____________________________________
Signature        Date

____________________________________   ____________________________________
Printed Name       Title

Revised Sep. 2014
PART I. Per NCAA bylaw 13.11.1.14, UNLV may not host, sponsor or conduct a tryout camp, clinic, group workout or combine (e.g., combination of athletics skill tests or activities) devoted to agility, flexibility, speed or strength tests for prospective student-athletes at any location.

<table>
<thead>
<tr>
<th>Name of Organization</th>
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</thead>
<tbody>
<tr>
<td>Organization CEO/Chair</td>
<td></td>
</tr>
<tr>
<td>Organization Mailing Address</td>
<td></td>
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<tr>
<td>Organization E-Mail Address</td>
<td></td>
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<tr>
<td>Organization Telephone No.</td>
<td></td>
</tr>
<tr>
<td>Name of Contact Person</td>
<td></td>
</tr>
<tr>
<td>Contact Person's Telephone No.</td>
<td></td>
</tr>
<tr>
<td>Contact Person's E-Mail Address</td>
<td></td>
</tr>
</tbody>
</table>

PART II. - Please indicate the type of event this is:

- ☐ Tryout Event
- ☐ Camp or Clinic
- ☐ Group Workout
- ☐ Combine
- ☐ Showcase
- ☐ Tournament Event
- ☐ Other: ____________________________

A. In sports other than football, UNLV staff members may only attend such an event if the event occurs off the UNLV campus and is open to all institutions. Is this event open to all colleges? ☐YES ☐NO

B. UNLV is not permitted to host the competition portion of an event that also includes flexibility, speed or strength test for prospective student-athletes that take place at an off-campus location. Is there any portion of this event that includes flexibility, speed or strength test for prospective student-athletes that take place at an on or off-campus location? ☐YES ☐NO

C. In football and basketball UNLV shall not host, sponsor or conduct a nonscholastic practice or competition in which basketball and football prospective student-athletes participate on its campus or at an off-campus facility regularly used by UNLV for practice and or competition. Further, the use of institutional facilities for noninstitutional camps or clinics that include prospective student-athletes shall be limited to the months of June, July, and August. A prospective student-athlete is defined as an individual who has started classes for the seventh grade in Men’s Basketball and 9th grade in Women’s Basketball and Football. Please note, a contract in Men’s Basketball signed before 10/29/2009 may be honored. A contract in Women’s Basketball signed before 6/28/11 may be honored. A contract in football signed before 8/15/2011 may be honored.

Is this a football event? ☐YES ☐NO

Is this a men’s basketball event? ☐YES ☐NO

Is this a women’s basketball event? ☐YES ☐NO

If you answered Yes to either of the questions please indicate when the contract was signed: _____________________

D. Please provide a written detailed description of your event's intent and goals: __________________________
E. Please attach a copy of the event's itinerary to this document.

D. By affixing your signature, you agree to abide by NCAA rules and UNLV Policy. Failure to do so will forfeit current and or future facility rights.

Organizational Staff Signature: ____________________ Printed Name: ___________________ Date: _________

To Be Signed by UNLV Assistant AD for Facilities & Game day Operations

__________________________________________
Signature

____________________
Date

For Athletics Compliance Office Use Only

☐ Approved ☐ Not Approved Staff ______

PLEASE RETURN THIS FORM TO THE COMPLIANCE OFFICE AFTER ASSISTANT AD SIGNATURE

cc: Appropriate Athletic Administrator