

The board of Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Las Vegas (herein called the "University")

SPONSORED BY

ADDRESS

COORDINATOR NAME/ CONTACT

(herein called the "User") limited permission to use (designated area):

☐ AUDITORIUM

☐ LOBBY

☐ PATIO/GARDEN

☐ EXHIBITION HALL

in the Marjorie Barrick Museum (herein called the "Facility") for the sole purpose of :

on the following date(s) and time(s):

START DATE/TIME:

END DATE/TIME:

FEE TERMS: User agrees to pay the Museum for the use of the Facility. 50% of this fee must be deposited with the Facility at the time of signing this agreement to secure the date. The deposit is non-refundable in the event of a cancellation. The full balance is due and payable by the 20th day of the month prior to the event.

INSURANCE: Prior to commencing use of the Facility, User agrees to provide the Museum with a certificate of insurance showing that User has in effect comprehensive general liability coverage with 1,000,000 (1 million dollars) combined single limit per occurrence and \$2,000,000 (2 million dollars) annual aggregate for bodily injury and property damage per occurrence with respect to the use of the Facility described herein. "Board for Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Las Vegas" must be named as an additional insured. The term of such coverage is to coincide with the dates of this agreement, including move-in and move-out time.

Make checks payable to Board of Regents

AMOUNT

FACILITY USE POLICY: In addition to conditions attached to this agreement, User agrees to adhere to the regulation outlined in the Facility Use Policy and acknowledges receipt of said policy:

CONDITIONS ACCEPTED: User agrees to accept the conditions listed above. Accepted for the User by:

Date

Name

For the Board of Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Las Vegas:

Date

Museum Representative

Date

Dean, College of Fine Arts

PLEASE RETURN THIS CONTRACT SIGNED, AND YOUR DEPOSIT/PAYMENT TO:

University of Nevada, Las Vegas
Marjorie Barrick Museum
MSM 135, BOX 4012
4505 S. Maryland Parkway
Las Vegas, NV 89154-4012

DATE SENT _____

SERVICES PROVIDED: University will provide at its expense heating/air conditioning, overhead light for ordinary use and the use of the public address system. University will provide one daily cleanup of all public spaces. All other services will be at the expense of the User.

COMPLIANCE WITH LAWS AND REGULATIONS: User will comply with all laws, ordinances and regulations, including tax and license fees of federal, state and local government agencies or bodies; and all University and Facility rules and regulations. This agreement shall be construed and interpreted solely according to the laws and statutes of the State of Nevada.

CONTROL OF PREMISES: It is understood that through this agreement the University does not relinquish its right to control the management of the Facility and to enforce all necessary laws, rules and regulations.

INDEMNITY: User agrees to indemnify, defend and hold harmless the University and its employees and agents from all demands, claims, suits, actions and liabilities resulting from injuries or death to any person or property damage or loss by User, University or any persons, however caused, during the period this agreement covers for the use of the Facility, or occurring as a result of the use of the Facility during the agreed time period.

PUBLIC SAFETY: User agrees that at all times he will conduct his activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety.

STAFFING: University will secure and User will pay, at the rates in effect at the time of the event all necessary staffing, including security guards. The University retains the right to determine the appropriate number of staff and security personnel necessary to serve and protect the public.

COPYRIGHTS: User will assume all cost arising from the use of the patented, trademarked, franchised or copyrighted material used on or incorporated in the event. User agrees to indemnify, defend, and hold harmless the University from any claims or costs, including legal fees, which might arise from question of use of any such material.

BROADCAST AND RECORDING RIGHTS: The University reserves all rights and privileges for outgoing television and radio broadcasts originating in the Facility and for recordings, either audio or visual, made in the Facility and intended for public distribution. These rights may be granted to the User only in the *Broadcast & Recording Permit*. The University may require payment for these rights in addition to the rental fee.

DEFAULT: Should the User default in the performance of any of the terms of this agreement, the Manager, at his/her option, may terminate the same. User shall be liable for the full amount of the rent provided for herein, less rent received from others for use of the facility at the time specified in this agreement. Any deposit made by User shall be retained by the University and considered liquidated damages.

ASSIGNMENT: User agrees not to assign, transfer, sublet or to otherwise dispose of this agreement or its rights to use the Facility to any person or company without the previous written consent of the Facility.

CANCELLATION BY USER: Should User cancel the event covered under this agreement, no deposit refund shall be made and the full rental fee as called for by this agreement shall be payable by User to the University as liquidated damages, not as penalty, and User agrees to also pay any reimbursable expenses incurred by the University in connection with the event covered by this agreement.

CANCELLATION BY UNIVERSITY: The University reserves the right to terminate this agreement for good cause (which does not include subsequent scheduling of a more preferred event). In the event the University exercises that right, it shall refund, or release User from liability for payment of the amount provided for in paragraph 2 of this agreement. Should the University exercise said right to terminate this agreement, User agrees to forego any and all claims against the University and further agrees to waive any and all rights of this agreement and User shall have no recourse of any kind against the University.

RETENTION OF PRIVILEGES: The waiver or failure of the University to insist upon strict or prompt performance of the agreement herein shall not

constitute or be construed as a waiver or relinquishment of the University's right thereafter to enforce the same strictly according to the tenor thereof in the event of a continuous or subsequent default on the part of the User.

DEFAACEMENT OF FACILITY: User shall not injure, mar nor in any manner deface the Facility or any equipment contained therein and will not make nor allow to be made any alterations of any kind to the Facility or equipment contained therein.

REMOVAL OF PROPERTY: User agrees that all materials pertinent to the event which are not the possession of the University will be removed from the premises before the expiration of this agreement. Failure to do so will mean that the User's effects are abandoned and may be disposed of by the University.

EVACUATION OF FACILITY: Should it become necessary in the judgment of the University to evacuate the Facility because of a bomb threat or for other reasons of public safety, the User will retain the use of the Facility for sufficient time to complete presentation of the event with additional rental charge providing such time does not interfere with other Facility Users. If it is not possible to complete presentation of the event, rental shall be forfeited, prorated or adjusted at the discretion of the University based on the situation, and the User waives any claim for damages or compensation from the University.

INTERRUPTION OR TERMINATION OF PRESENTATION: The University shall retain the right to cause the interruption or termination of any presentation when in the sole judgment of the University, such action is necessary to the interest of public safety.

UNAVOIDABLE HAPPENING: If for any reason an unforeseen event occurs, including, but not limited to fire, casualty, labor strike or other occurrence which renders impossible the fulfillment of the terms of this agreement, the User shall have no right to claim for damages against the University.

ACT CONTRACT: The User certifies that they have a valid, properly executed and comparable contract with the performers whose services form the basis for their desire to rent the facility. The User shall submit to the University upon demand a copy of said contract.

PERFORMANCE APPROVAL: The University retains the approval right over performance, exhibition or entertainment to be offered under this agreement, and User agrees that no such activity or part thereof shall be given or held if the University objects on the grounds of character offense to public morals, failure to uphold advertising claims or violations of content restrictions agreed to by both parties at the time of execution of this agreement.

ADVERTISING: The User agrees that all advertising of the event will be honest and true and will include accurate information of time and ticket prices. The User will identify the Facility as the "UNLV Marjorie Barrick Museum" which may not be abbreviated; and that the Facility is located on the campus of "The University of Nevada, Las Vegas" which may be abbreviated "UNLV." No advertising or publicity may state or imply that the University sponsors or is responsible for the User's activities during the period of use.

SEATING CAPACITY: The User will not permit to be sold or distributed tickets or passes in the excess of the seating capacity of the Facility as determined by the University.

CONCESSIONS: The University reserves unto itself or its assigned agents the sole right to sell or dispense food, beverages, and merchandise. No free samples of food, beverages or any product may be given away or otherwise distributed without the prior approval of the University.

LOST ARTICLES: The University shall have the sole right to collect and have custody of articles left in the Facility by person attending any event in the Facility.

THEFT: The University shall not be responsible for losses by User, its agents or employees or ticket holders due to theft or disappearance of equipment or other personal property.

OBJECTIONABLE PERSONS: The University reserves the right to eject from the Facility any objectionable person or persons; and neither the University nor its employees shall be liable to User for any damages that may be sustained through the exercise of such right.

ANIMALS PROHIBITED: The User shall not bring or permit to be brought any animals or birds, including animal performers and pets, into the Facility except for service animals as permitted under the laws of the State of Nevada. Any person utilizing a service animal shall be responsible for that animal's conduct, and safe and proper handling.

OFF CAMPUS FACILITY USE

SIGN AND INITIAL EACH PAGE AND RETURN ALL PAGES OF THE AGREEMENT TO THE MUSEUM

EVENT DATE		EVENT NAME	
EVENT TIME		SET UP/ MOVE OUT TIMES	
NUMBER OF GUESTS		EVENT SPONSOR	
INTENDED AUDIENCE		EVENT CONTACT	
MUSEUM SPACE (S)			
WILL FOOD BE SERVED?			
WILL ALCOHOL BE SERVED?			
EVENT NOTES			

The User agrees to pay the Museum a guarantee of \$_____ for the use of the facility. Make checks payable to "Board of Regents" Initial/ Date _____

NOTE: Your signature on this form indicates that you have read, understood, and agreed to the UNLV Marjorie Barrick Museum Facilities and Scheduling Policies and Procedures concerning your reservation(s), all provisions and any supplemental facility policies listed separately from this form and/or provided to the User at time of reservation(s).

Date

Event Coordinator

Date

Museum Representative

UNIVERSITY OF NEVADA, LAS VEGAS

The UNLV Marjorie Barrick Museum facilities and outdoor garden are available on a fee basis. Regulations for facility use and rental are as follows:

ELIGIBILITY: Government, civic, commercial, private, and campus organizations are encouraged to use our facility. The Museum does not allow events of a political or religious nature. Due to the type of floor in the Exhibition Hall and contents of our exhibitions, dancing and loud music is NOT permitted.

CONDITIONS:

Scheduling: Museum activities will take precedence in the scheduling of facility use. Designated areas are available on a rental basis Monday through Sunday. Contact the Museum Events Coordinator at (702) 895-3381 for more information on fees and reservations.

Rental Contract: A scheduled event is not confirmed until 50% of the rental fee has been deposited with the Museum, and a Facility Use Agreement has been signed and returned. The deposit is non-refundable in the event a cancellation occurs, with a \$25 cancellation fee. Payment in full is due by the 20th day of the month prior to the event. Checks should be made payable to "Board of Regents."

Insurance: \$1,000,000 (1 million dollars) combined single limit per occurrence and \$2,000,000 (2 million dollars) annual aggregate Certificate must name the "NSHE Board of Regents on behalf of UNLV" as additional insured

Certificate must be presented to the MUSEUM at least fourteen (14) days prior to the date of the event

Decoration: Any decorating, or covering of, or changes to the facilities shall be discussed at the time of application. The User shall be responsible for putting up any decorations and all other special preparations necessary for the function. All decorations shall be removed at the conclusion of the function. The User shall be responsible for the removal of all decorations, special preparations, and user's personal property, owned or rented. Any damages incurred from decorations or alterations to the facility will be assessed and charged. All plants, trees and shrubs must be in waterproof containers and must be carefully placed so as not to damage floor, tables, or block fire exits.

Exhibits may NOT be moved without Museum approval. Any such moves may incur an additional charge.

Cooking is NOT allowed in the Museum. Caterers may use Sterno in the non-exhibit areas. However, all Sterno stations must be approved and must have a fire extinguisher placed near them.

Flame candles are NOT permitted in the Museum or in the Xeric Garden.

If decorations and signs are not freestanding, approval must be received from the Museum Event Manager prior to the event to hang or attach any item. Special effect items such as smoke machines are subject to Museum approval. Balloons are NOT permitted within the Exhibition Hall. No rice, birdseed, confetti, etc., is permitted in the facilities or on surrounding sidewalks and parking lots.

GROUP SIZE

Exhibition Hall: Up to 200 people for cocktails and buffet reception; no more than 500 people for events in which participants come and leave the museum throughout the evening; and a maximum of 100 people for sit down dinners. **Exhibition schedules are subject to change. Group size is contingent on exhibition footprint. Additional charges apply to move artwork.**

Lobby: Maximum 200 for meetings, lectures, or cocktails. Reservation of the Lobby is required even for light food and beverages. One registration table outside of Auditorium doors is allowed without a charge.

Garden: Maximum 200 for meetings, lectures, or cocktails. Reservation of the Lobby is required even for light food and beverages.

Auditorium: Auditorium seats up to 142 people. Reservation of the Lobby is required even for light food and beverages. One registration table outside of Auditorium doors is allowed without a charge. An EQUIPMENT REQUEST FORM must be filled out prior to the event.

CATERING AND SPECIAL NEEDS

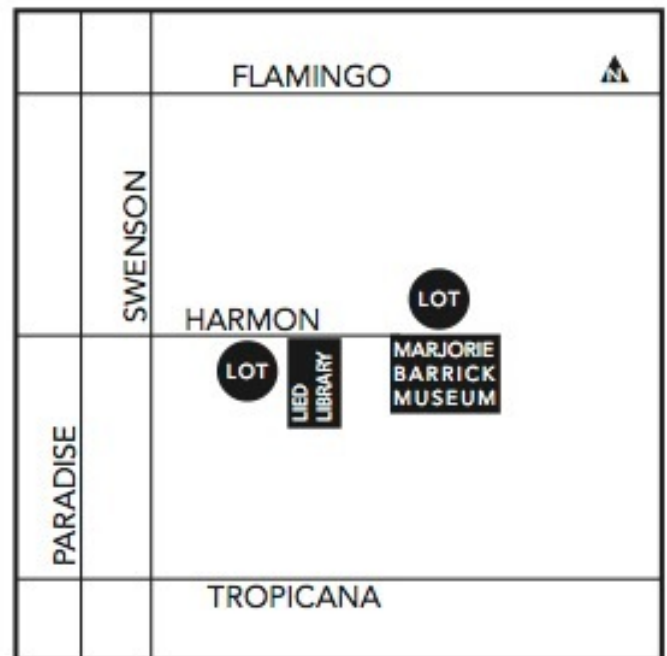
UNLV Catering/ Aramark is the University on-campus caterer. They have organized both formal and informal gatherings held at the Museum. For menus and price lists go to <http://www.unlv.edu/eventservices/catering>. No food is permitted in the Auditorium and special permission is required for food to be taken into the Exhibition Hall.

If alcohol is to be served during an event held on campus, special permission must be granted by the Office of VP for Student Life. It is the responsibility of the organization scheduling the event to submit an alcohol permit and provide a designated responsible person that will be in attendance for the duration of the event. If a UNLV full-time employee is unavailable to be the "responsible person" additional charges for Museum staff will be assessed. The Barrick Museum office staff **must** have a signed copy of the alcohol permit on file prior to any event which serves alcohol. Organizations are responsible for contacting the UNLV Catering Manager for all their catering needs.

PARKING

Parking is at a premium at UNLV. Spaces are designated student, staff, and metered visitor parking. Parking passes are required in staff and student spots at all times except after 7PM weekdays and after 1PM Fridays and all weekend. Parking passes may be purchased through the Public Safety Office. Metered parking is \$1 per hour.

There will be a Museum staff member on the premises during the event to answer any questions or assist in any way. For further information please call the Museum Events Coordinator at (702) 895-3381.



INSURANCE

Any event open to individuals other than UNLV students, faculty, and staff requires insurance.

OFFICIAL POLICY

The Nevada System of Higher Education (NSHE) policy requires outside users of NSHE/UNLV facilities to provide a certificate of insurance naming the "NSHE Board of Regents on behalf of UNLV" as additional insured. The certificate of insurance should provide general liability coverage of at least \$1,000,000 combined single limit per occurrence and \$2,000,000 annual aggregate. Additional coverages may be necessary based on the operations and activities of the events contracted.

WHO NEEDS INSURANCE?

General liability coverage is required for every event coordinated by a Non-University Organization. Based on the operations and activities of each event, additional insurance requirements may apply, including but not limited to automobile liability and workers' compensation insurance. Please review the "What Type of Insurance?" section below for details.

WHAT TYPE OF INSURANCE?

General liability coverage

☒ \$1,000,000 (1 million dollars) combined single limit per occurrence and \$2,000,000 (2 million dollars) annual aggregate

☒ Deductibles for insurance maintained by outside users shall not exceed \$5,000 per occurrence unless specifically agreed to by UNLV

☒ Certificate must name the "NSHE Board of Regents on behalf of UNLV" as additional insured

☒ Certificate must be presented to the MUSEUM at least fourteen (14) days prior to the date of the event

Automobile liability insurance. Automobile liability coverage will be required if owned, non-owned, and/or hired vehicles will be utilized during the course of your event. This includes load-in and load-out procedures.

☒ \$1,000,000 (1 million dollars) combined single limit per occurrence. Workers' compensation insurance will be required by law for any formal entity utilizing employees at any point in their event. Sole proprietors and corporate officers can waive this coverage by providing a mandatory notarized affidavit available from UNLV.

☒ \$100,000 (100 thousand dollars) per occurrence and for occupational disease

ADDITIONAL INSURANCE INFORMATION:

NSHE/UNLV is willing to accept statements of self-insurance from other governmental agencies since many have been receptive to accepting NSHE/UNLV's statement of self-insurance when using their facilities. In reviewing requests from other State of Nevada agencies, NSHE/UNLV will continue to use the State Government Organizational Chart as shown in the current edition of the Nevada State Administration Manual. Since the various agencies participate in the same self-insurance GENERAL INSURANCE REQUIREMENTS FOR NON-UNIVERSITY ORGANIZATIONS program as NSHE/UNLV, there is no need to require a certificate of insurance from those agencies included in the chart. In regards to NSHE/UNLV liability insurance coverage as part of the State self-insurance program, the

criteria established to assist with the determination of a NSHE/UNLV sponsored activity, group, or event and control by NSHE/UNLV as part of its normal activities and operations have been payroll and finances. For an activity, group, or event to be a NSHE/UNLV sponsored activity, any revenue generated should be deposited into an appropriate NSHE Business Center account (checks made payable to the NSHE Board of Regents) and any expenditures incurred in support of this activity disbursed from this account in accordance with NSHE regulations and procedures. In addition, employees and volunteers should comply with established NSHE and State procedures for the employment and supervision of individuals, whether as employees or volunteers. The facility supervisor should request written confirmation from the appropriate institutional departmental director or academic dean of sponsorship of the event.

UNLV STUDENTS AND INSURANCE

Any student government (e.g. CSUN) or university-sponsored event would be covered by the self-insurance program of the State of Nevada. In the event of joint sponsorship between CSUN and a student organization, the self-insurance would only extend to CSUN. Student Organizations, recognized by CSUN, are not officially covered by the self-insurance program. Fraternities and sororities would also fall into the category of "recognized" organizations and the self-insurance program would not extend to them. The Vice President for Student Affairs may waive the insurance requirement for "recognized" organizations for their regular meetings and low-risk campus activities if requested in writing at least thirty (30) college working days before the scheduled event. Students must purchase insurance if people outside of the UNLV community attend.

WHERE DO I OBTAIN INSURANCE ?

Insurance can be obtained through an insurance agent of the organization's choice. Listed below are a few possible insurance providers in the area:

Insurmart

124 S 6th ST STE 150

Las Vegas, NV 89101

Phone (702) 795-1777

www.insurmart.com

Tom Molloy Insurance

9708 S Gilespeie ST STE A-104

Las Vegas, NV 89183

Phone (702) 877-6688

Fax (702) 877-6242

www.tommolloyinsurance.com

American Specialty Insurance Services

Phone (260) 672-8800

Fax (260) 672-8835

www.fastcov.com

Francis L. Dean & Associates, Inc.

Phone (888) 416-9091

www.fdeanca.com

UNIVERSITY OF NEVADA, LAS VEGAS

OFF CAMPUS FACILITY RATES

EFFECTIVE FOR EVENTS BOOKED AFTER JANUARY 5, 2015

FULL DAY: 4 hours or more during regular museum hours / **HALF DAY:** 4 hours or less during regular museum hours

Proof of non-profit status must be received for non-profit rates / **Cancellation Fee: \$25**

MUSEUM SPACE	OFF-CAMPUS	NON-PROFIT/GOV	
LOBBY	<input type="checkbox"/> FULL DAY/ \$550	<input type="checkbox"/> FULL DAY/ \$350	Group Size: Maximum 200 for meetings, lectures, or cocktails. Reservation of the lobby is required even for light food and beverages. One registration table outside of auditorium doors is allowed without a charge.
	<input type="checkbox"/> HALF DAY/ \$300	<input type="checkbox"/> HALF DAY/ \$200	
AUDITORIUM	<input type="checkbox"/> FULL DAY/ \$550	<input type="checkbox"/> FULL DAY/ \$350	Seats up to 142 people plus handicap seating. Reservation of the lobby is required even for light food and beverages. One registration table outside of auditorium doors is allowed without a charge. An EQUIPMENT REQUEST FORM must be filled out prior to the event.
	<input type="checkbox"/> HALF DAY/ \$300	<input type="checkbox"/> HALF DAY/ \$200	
PATIO/ GARDEN	<input type="checkbox"/> FULL DAY/ \$550	<input type="checkbox"/> FULL DAY/ \$350	Group Size: Maximum 200 for meetings, lectures, or cocktails. Additional approval is needed for events in the garden.
	<input type="checkbox"/> HALF DAY/ \$300	<input type="checkbox"/> HALF DAY/ \$200	

EXHIBITION HALL

- ☐ NON PROFIT/ GOVERNMENT & UNLV \$750
- ☐ OFF CAMPUS/ COMMERCIAL \$1500
- ☐ SECURITY FEE (Mandatory fee for the Exhibition Hall during event hours) \$20/HR
- ☐ CLOSURE FEE to close the Museum to the public during normal business hours. \$1000

NOTE: All events being considered for the Exhibition Hall must first be approved through Director, who will determine based on the current and planned exhibitions if the space is available for rental. **Exhibition schedules are subject to change.**

Group Size is contingent on the exhibition footprint.

Up to 200 people for cocktails and buffet reception; no more than 500 for events in which participants come and leave the museum throughout the evening; and a maximum of 100 people for sit-down dinners. Additional Charges apply to move artwork.

OVERTIME USE OF THE BUILDING

Museum Hours:

Monday - Friday 9AM - 5PM

Th 9AM -8PM, Sat 12PM-5PM

- ☐ \$25/hour Times include set-up and take-down. If no time is allotted for set-up and take-down, 1/2 hour before and 1/2 hour after the event will be added to the reservation time. At least 1 hour before and after for Exhibition Hall rentals is required with additional charges as needed per above rates.

ADDITIONAL FEES

- ☐ ADDITIONAL STAFF \$25 - \$50/HOUR
- ☐ AV BOOTH MONITOR (Auditorium Rentals) \$250 FULL DAY/ \$125 HALF DAY
- ☐ HOLIDAY USE (Federal and NV State Holidays, and Saturday of a 3-day weekend) \$75/HOUR
- ☐ FULL-TIME UNLV EMPLOYEE TO ACT AS "RESPONSIBLE PERSON" ON ALCOHOL PERMIT \$250/EVENT
- ☐ REMOVAL OF MULLION FOR OVERSIZED OBJECTS (Includes load-in/load out) \$25/HOUR
- ☐ MOVING ARTWORK WITH DIRECTOR'S APPROVAL \$50/HR (minimum 1 hour)

NOTES:	<u>TOTAL</u>
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Date

Event Coordinator / Organization

Date

Museum Representative

UNIVERSITY OF NEVADA, LAS VEGAS

OFF CAMPUS EQUIPMENT RENTAL RATES & REQUEST FORM

EQUIPMENT MUST BE REQUESTED PRIOR TO THE EVENT.

EQUIPMENT MAY NOT BE AVAILABLE WITHOUT ADVANCED NOTICE.

Presenters are responsible for making sure media is compatible with the Museum's system prior to the event, by appointment. For presentations in the Auditorium using our desktop PC and projector, the following forms of media are supported: USB, CD/DVD, and/or Internet access. If presenters require the use of a personal laptop, bring backup files on

EQUIPMENT	COST	QUANTITY	TOTAL
6FT TABLE 10 available Linens are <u>not</u> provided by the Museum	<input type="checkbox"/> \$12.50 EACH		\$
FOLDING CHAIR 35 available	<input type="checkbox"/> \$5.00 EACH		\$
LOBBY FLAT SCREEN MONITOR FORMAT: JPEG slide show on a USB thumb drive. MUST be tested prior to the event by appointment. <u>No sound</u>	<input type="checkbox"/> \$50	1 available	\$
LOBBY SPEAKERS Rental of the Lobby required. USB thumb drive or CD needed. MUST be tested prior to the event by appointment.	<input type="checkbox"/> \$50	1 available	\$
PROJECTOR (ceiling mounted) Auditorium Only Includes use of the PC Computer	<input type="checkbox"/> \$50	1 available	\$
DVD/VHS (AV Booth) Auditorium Only	<input type="checkbox"/> \$35	1 available	\$
ADDITIONAL MICROPHONES Auditorium only	<input type="checkbox"/> \$25 EACH 1 microphone of your choice, free of charge \$25 for each additional microphone	<input type="checkbox"/> 1 Lapel <input type="checkbox"/> 1 Wireless Handheld <input type="checkbox"/> Wired Handheld Mic <input type="checkbox"/> Tabletop Stands X 2 - free of charge	\$
MAC ADAPTER (Thunderbolt to VGA) Auditorium only	<input type="checkbox"/> \$12.50	1 available	\$
MAC ADAPTER (Thunderbolt to ethernet) Auditorium only	<input type="checkbox"/> \$12.50	1 available	\$
NOTES:			<u>TOTAL</u>

Date

Event Coordinator

Date

Museum Representative



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$1,000,000
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE OCCUR					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$1,000,000
						GENERAL AGGREGATE \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$1,000,000
	POLICY PROJECT LOC					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$500,000
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DED RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			E.L. EACH ACCIDENT \$100,000
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$500,000
	PROFESSIONAL LIABILITY (IF APPLICABLE)					PER CLAIM \$500,000
						MINIMAL AGGREGATE \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Board of Regents
Nevada System of Higher Education
4505 Maryland Parkway
Las Vegas, NV 89154

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

HELPFUL INFORMATION

UNLV MARJORIE BARRICK MUSEUM CONTACT	Alisha Kerlin, Collections Manager & Office Manager 702-895-3381, alisha.kerlin@unlv.edu Office Hours: Monday - Friday 9am - 5pm Museum website: www.unlv.edu/barrickmuseum Video of the Museum's Facilities: http://www.unlv.edu/barrickmuseum/rent
MUSEUM HOURS	Monday - Friday 9am - 5pm, Thursdays until 8pm, Saturdays 12-5pm
UNLV CATERING	Mary Tennis, Aramark, Director of Catering Main Office Line: 702-895-2650, Direct: 702-895-4545 unlvcatering@unlv.edu , Direct: Tennis-Mary@aramark.com http://www.unlv.edu/eventservices
EQUIPMENT RENTAL	For equipment not rented from the Museum (mobile podiums, speakers, tables, etc.) Email: eventservices@unlv.edu Phone: 702-895-4449 http://www.unlv.edu/eventservices
ALCOHOL PERMITS	Alcohol Permits: Stephanie Reahm, Office of the Vice President for Student Affairs stephanie.reahm@unlv.edu
PARKING	<u>Parking & Transportation Services</u> Claude I. Howard Public Safety Building (PSB) Phone: 702-895-1300 Fax: 702-895-4951 Office Hours: Monday - Friday 7am - 5pm Parking Enforcement Hours: Monday - Thursday, 7am -7pm, Friday, 7am-1pm www.unlv.edu/parking

CHECKLIST

✓	FACILITY AGREEMENT (Original copies sent to the Museum)
✓	DEPOSIT (50% due at time of booking)
✓	LAYOUT MAPS FOR SET UP (Make an appointment with the Museum)
✓	EQUIPMENT REQUEST FORM (Equipment must be requested prior to the event, and may not be available without advanced notice)
✓	ALCOHOL PERMIT (Allow at least 3 weeks for processing. Permission is not granted until the Vice President for Student Services has signed the "Notice of Sale or Distribution of Alcoholic Liquor upon University Property" form)
✓	INSURANCE COVERAGE (Due 14 days prior to event)
✓	PAYMENT IN FULL The full balance is due and payable by the 20th day of the month prior to the event.