

SEB Event Reservation Request Form



Science & Engineering Building
4505 Maryland Parkway
Las Vegas, NV 89154-454022
Phone (702) 774-4SEB (4732)
Office SEB-2102 Mail Stop 4022

The Science & Engineering Building has several event spaces that may be used by UNLV organizations and off campus entities. Spaces are primarily promoted for users in the science and engineering fields, although all requests are considered. **Upon completion, e-mail this form to VPREDEvents@unlv.edu.**

Client Type: Registered Student Organization UNLV Department
 Commercial Entity Non-Profit/Government

Today's Date:

Name of Organization/Department:

Mailing Address/UNLV Mail Code:

Primary Contact

Name: E-Mail: Phone:

Secondary Contact

Name: E-Mail: Phone:

Name of Event:

Brief Description of Event:

Start Date : End Date :

Days: Mon Tues Wed Thur Fri Sat Sun

Event Start Time: Event End Time:

Access Start Time: Access End Time:

Type of Event: Lecture Program Speaker Meeting
 Fundraiser Panel Session Reception Conference
 Other (please explain):

Type of Attendees: Number of Attendees:

General Public UNLV Faculty, Staff, & Student Vendors

Will admission/donation be collected?
 NO Yes, at the door Yes, Prior to Event

Will there be food or beverages at your event ? Yes No
*** NO FOOD OR BEVERAGE IN AUDITORIUM**

ARAMARK Catering Commercial Vendor Self Supplied
 Tables needed? **Will alcohol be served ?** Yes No

Number of Parking Passes Required (if needed):
Note: If reserve parking is required contact Parking Services

Location(s) Requested : (check all that apply)

Auditorium Lobby Outdoor Green Space

Conference Rooms: 2251 3265 2212
 4212 2151 3151 4151

Classrooms: 1240 1242 1243 1245

Set-up/Equipment **NO Set-up Needed**

Standard AV equipment in all classrooms and auditorium include: Resident PC, projector, laptop connections, document camera, DVD, Blue Ray, VHS, whiteboard, lectern with microphone. Auditorium has additional podium with microphone.

Additional Services/ Items requested. Check all that apply:
 Need technical assistant to be present during event
 Wireless Handheld Microphone Wireless Lapel Microphone
 Stage Backdrop Portable PA System Portable Podium

Additional Seating, Refreshment Tables, etc. (Indicate number requested)

6' tables Tall cocktail tables Chairs Poster Walls

Comments: (Attach Additional if Necessary)

Internal Use:
Date Received: