UNLV DEPARTMENT SPONSOR ("User")

COORDINATOR NAME/CONTACT

The User has limited permission to use (designated areas):

☐ AUDITORIUM    ☐ LOBBY    ☐ PATIO/GARDEN    ☐ EXHIBITION HALL

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

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

START DATE/TIME:    END DATE/TIME:

INSURANCE:

Any event open to individuals other than UNLV students, faculty, and staff requires insurance. In order for an event that is open to the non-UNLV community to be considered a UNLV Department sponsored activity covered by the NSHE/UNLV State self-insurance program, certain criteria must be met:

1. The event must be part of the normal activities and operations of the department (fall within the mission statement of the department).
2. Any revenue generated (i.e. admission charged) must be deposited into an appropriate NSHE Business Center account (checks must be made out to NSHE Board of Regents).
3. Any expenditure incurred in support of this event must be disbursed from this account in accordance with NSHE regulations and procedures.

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

INSURANCE DOCUMENTATION FOR NSHE/UNLV DEPARTMENT (Check one, and sign at the bottom of the form to ensure proper documentation)

☐ The event being held on campus on the date listed on this Facility Agreement is a NSHE/UNLV Department sponsored event meeting the criteria listed above. As such this event is covered by the state insurance program

☐ The event being held on campus on the date listed on this Facility Agreement does not meet the criteria to be considered a UNLV Department sponsored activity. A certificate naming the Board of Regents, NSHE/UNLV as additionally insured for general liability coverage in the amount of $1,000,000.00 single limit per occurrence $2,000,000.00 general aggregate is attached.

User agrees to pay the total amount upon completion of the event. Department sponsored events will be processed by IDR.

TOTAL AMOUNT  ACCOUNT #

CONDITIONS ACCEPTED: User agrees to accept the conditions listed above and all additional information attached to this agreement. Accepted for the User by:

________________  _______________________________________________________________________________
Date    Name

________________  _______________________________________________________________________________
Date    Museum Representative
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 Museum 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: Museum will secure and User will pay, at the rates in effect at the time of the event all necessary staffing, including security guards. The Museum 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.

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, a $25 cancellation fee will be charged.

CANCELLATION BY MUSEUM: The Museum 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 Museum 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 Museum exercise said right to terminate this agreement, User agrees to forego any and all claims against the Museum and further agrees to waive any and all rights of this agreement and User shall have no recourse of any kind against the Museum.

RETENTION OF PRIVILEGES: The waiver or failure of the Museum to insist upon strict or prompt performance of the agreement herein shall not constitute or be construed as a waiver or relinquishment of the Museum’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.

DEFACEMENT 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 Museum 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 Museum shall retain the right to cause the interruption or termination of any presentation when in the sole judgment of the Museum, 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 Museum upon demand a copy of said contract.

PERFORMANCE APPROVAL: The Museum 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 Museum 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 Museum 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 Museum.

LOST ARTICLES: The Museum 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 Museum 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 Museum reserves the right to eject from the Facility any objectionable person or persons; and neither the Museum 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.
## UNLV DEPARTMENT SPONSORED FACILITY USE AGREEMENT

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

<table>
<thead>
<tr>
<th>EVENT DATE</th>
<th>EVENT NAME</th>
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<tr>
<th>EVENT TIME</th>
<th>SET UP/ MOVE OUT TIMES</th>
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<thead>
<tr>
<th>NUMBER OF GUESTS</th>
<th>UNLV DEPARTMENT SPONSOR</th>
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<table>
<thead>
<tr>
<th>INTENDED AUDIENCE</th>
<th>EVENT CONTACT NAME AND CONTACT INFO</th>
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<tr>
<th>MUSEUM SPACE (S)</th>
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<tr>
<th>WILL FOOD BE SERVED?</th>
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<table>
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<tr>
<th>WILL ALCOHOL BE SERVED?</th>
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<tr>
<td>Alcohol Permit Required</td>
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<table>
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<tr>
<th>EVENT NOTES</th>
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</table>

The User agrees to pay the Museum a guarantee of $__________ for the use of the facility.

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 ____________________________
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.

**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. One registration table outside of Auditorium doors is allowed without a charge.

**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/Armar 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](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.
UNLV DEPARTMENT SPONSORED 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

<table>
<thead>
<tr>
<th>MUSEUM SPACE</th>
<th>UNLV RATES</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>LOBBY</td>
<td>FULL DAY/ $350</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>HALF DAY/ $200</td>
<td></td>
</tr>
<tr>
<td>AUDITORIUM</td>
<td>FULL DAY/ $350</td>
<td>Seats up to 142 people plus handicap seating. Reservation of the lobby is required even for light food and beverages. Food and beverages are not allowed in the auditorium. One registration table outside of auditorium doors is allowed without a charge. An EQUIPMENT REQUEST FORM must be filled out prior to the event.</td>
</tr>
<tr>
<td></td>
<td>HALF DAY/ $200</td>
<td></td>
</tr>
<tr>
<td>PATIO/ GARDEN</td>
<td>FULL DAY/ $350</td>
<td>Group Size: Maximum 200 for meetings, lectures, or cocktails. Additional approval from the Facility is needed for events in the garden.</td>
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<tr>
<td></td>
<td>HALF DAY/ $200</td>
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</table>

**EXHIBITION HALL**

- **UNLV SPONSORED EVENTS** $750
- **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 the Museum’s 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
- **REMOVAL OF MULLION FOR OVERSIZED OBJECTS** (Includes load-in/load out) $25/HOUR
- **MOVING ARTWORK WITH DIRECTOR’S APPROVAL** $50/HR (minimum 1 hour)
- **CANCELLATION FEE** $25

**NOTES:**

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Date
Event Coordinator

Date
Museum Representative
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 a separate device. Additional fees apply for an AV booth monitor to be present in the auditorium throughout the event.

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>COST</th>
<th>QUANTITY</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>6FT TABLE</td>
<td>$7.50 EACH</td>
<td>10 available</td>
<td>$</td>
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<tr>
<td>Linens are not provided by the Museum</td>
<td></td>
<td></td>
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<tr>
<td>FOLDING CHAIR</td>
<td>$3.00 EACH</td>
<td>35 available</td>
<td>$</td>
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<tr>
<td>LOBBY FLAT SCREEN MONITOR</td>
<td>$25</td>
<td>1 available</td>
<td>$</td>
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<tr>
<td>FORMAT: JPEG slide show on a USB thumb drive. MUST be tested prior to the event by appointment. No sound</td>
<td></td>
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<tr>
<td>LOBBY SPEAKERS</td>
<td>$25</td>
<td>1 available</td>
<td>$</td>
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<tr>
<td>Rental of the Lobby required. USB thumb drive or CD needed. MUST be tested prior to the event by appointment.</td>
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<tr>
<td>PROJECTOR (ceiling mounted)</td>
<td>$35</td>
<td>1 available</td>
<td>$</td>
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<tr>
<td>Auditorium Only</td>
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<tr>
<td>Includes use of the PC Computer</td>
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<tr>
<td>DVD/VHS (AV Booth)</td>
<td>$24.50</td>
<td>1 available</td>
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<tr>
<td>Auditorium Only</td>
<td></td>
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<tr>
<td>ADDITIONAL MICROPHONES</td>
<td>$12.50 EACH</td>
<td>1 microphone of your choice, free of charge</td>
<td>$</td>
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<tr>
<td>Auditorium only</td>
<td></td>
<td>$12.50 for each additional microphone</td>
<td></td>
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<tr>
<td>1 Lapel</td>
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<tr>
<td>1 Wireless Handheld</td>
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<tr>
<td>Wired Handheld Mic</td>
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<tr>
<td>Tabletop Stands X 2 - free of charge</td>
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<tr>
<td>MAC ADAPTER (Thunderbolt to VGA)</td>
<td>$6.00</td>
<td>1 available</td>
<td>$</td>
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<tr>
<td>Auditorium only</td>
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<tr>
<td>MAC ADAPTER (Thunderbolt to ethernet)</td>
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<tr>
<td>Auditorium only</td>
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<td>NOTES:</td>
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Date ____________________________  _______________________________________________________________________

________________  _______________________________________________________________________

Date    Event Coordinator

________________  _______________________________________________________________________

Date    Museum Representative

TOTAL
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
Parking & Transportation Services
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)
✓ ORIGINAL SIGNED IDR SENT TO MSM 135, BOX 4012
✓ LAYOUT MAPS FOR SET UP OF EQUIPMENT (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)

PLEASE RETURN THE SIGNED AGREEMENT TO:
ALISHA KERLIN
MSM 135, BOX 4012