This policy applies to all Memorial Ceremonies for deceased students, faculty, and staff held within Student Affairs facilities. This policy is in addition to the applicable policies outlined in the Student Union & Event Services (SUES) General Reservation Policy and any additional policies that may apply per the specifics of the event.

**Policies**

1. The Vice President for Student Affairs’ Office (FDH 514 / (702) 895-3656) should be the first call upon receiving information of a student death. Once a death is confirmed, the office will update the campus as necessary.
2. Student Union & Event Services will manage the reservation process of all memorial ceremonies to be held in Student Affairs facilities.
3. The Division of Student Affairs will sponsor all student memorial ceremonies regardless of involvement or student organization affiliation.
4. A General Reservation Request Form will be completed by the individual(s) wishing to hold a memorial.
5. All space policies will be followed including room capacities. No lit candles or open flames are permitted inside facilities, and no posting on walls.
6. All requests must be submitted to SUES (SU 315 / (702) 895-4449) office a minimum of 24 hours in advance of the service.

**Procedures**

1. Individual(s) wishing to hold a memorial service will be directed to SUES (Student Union 315 / (702) 895-4449) to complete a General Reservation Request Form. Space will be allocated based on availability.
2. A Conference & Event Coordinator will contact the individual(s) in charge of planning the event the same day paperwork is submitted.
3. Once space, date, time, and needs are determined, the Conference & Event Coordinator will contact the Division of Student Affairs Office, Police Services, Parking Services, Counseling and Psychological Services, Public Affairs, and Campus Life to ensure other department representatives are present as needed.
4. All media requests will be referred to Public Affairs.
5. The assigned Conference & Event Coordinator will be present during the service to ensure all logistical needs are met.

**What is included?**

1. All memorial ceremonies may receive the following items at no cost:
   a. Tables, chairs, one (1) bulletin board, and trash cans;
   b. One (1) projector*, one (1) screen*, one (1) podium, one (1) microphone, and one (1) basic sound system; and,
   c. One (1) Student Technician to operate A/V equipment.

   *Screens for outdoor ceremonies will be limited to 5x5 in size and include sandbags to protect against wind element. Natural light may interfere with projection quality. Student Union & Event Services reserves the right to withhold A/V equipment outdoors to protect from weather damage.
2. All additional items requested will be at the expense of the individual(s) holding the service. Additional items may include:
   a. Linen for tables, food, flowers, etc. (provided by UNLV Catering);
   b. Additional A/V and/or set-up equipment;
   c. Security personnel; and,
   d. Parking permits.

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

Revised 09/12