

# OVERNIGHT USE POLICY AND FORM

This policy applies to organizations holding an overnight event or portions of an event outside of Student Affairs facility operating hours. 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.

## Minimum Guidelines for Overnight Use

1. Amplified Sound Policy must be followed.
2. Responsible persons on-site must have a cell phone.
3. A plan must be in place to use restroom facilities somewhere on campus, preferably in Beam Hall, after Student Union operating hours.
4. Must have a minimum of four (4) people on-site at all times.
5. No more than twenty (20) people may be on site after Student Union operating hours.
6. Individuals at event must be UNLV students or an escorted guest of a UNLV student.
7. Must provide a copy of liability insurance covering the NSHE Board of Regents for event with \$1,000,000 in coverage. (Please see the SUES General Reservation Policy.)
8. Organization must work with UNLV Catering on all food and beverage arrangements for event.
9. Pre-approved grills and hotplates (through UNLV Catering and Scheduling & Conferences) must be kept at least 10 feet from any trees. Drip pans should be strategically placed in order to keep grease and charcoal off of the cement, bricks, or grass.
10. Do not tie or attach anything to trees or bushes in the overnight area.

## Arrangements Provided by Student Union & Event Services

1. Sprinkler and irrigation system modifications.
2. An electricity source.
3. Notification to Police Services of the event to have officers on duty check in during rounds.
4. Equipment such as tables, chairs, and trash cans upon request.
5. A/V equipment upon request. (Please note: No A/V equipment will be provided for overnight use. Student Union staff will pick up A/V equipment no later than one (1) hour prior to the scheduled building closure. A/V equipment will be returned to client within two hours after the scheduled building opening the next day.

STUDENT UNION & EVENT SERVICES  
UNIVERSITY OF NEVADA LAS VEGAS

**What is the purpose of the event and what space(s) is being used?**

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**What items and equipment will be used during this event?**

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**What safety precautions will be taken in addition to the minimum guidelines (see previous page)?**

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**Provide the schedule of responsible individuals on-site while the Student Union & Event Services offices are closed.**

Date	Time	Printed Name	Signature	Cell #
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I/We understand my/our obligation as explained above and agree to comply.

Organization: 

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Contact Name: 

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Signature: 

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Date: 

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

Revised 09/12