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

SEB Space Reservation Request Form

The Science & Engineering Building has several event spaces that may be used by UNLV organizations, departments, and colleges. Spaces are primarily promoted for users in the science and engineering fields, although all requests are considered. **Upon completion, email this form to seb@unlv.edu.**

Today's Date:

Client Type: ☐ Registered Student Organization ☐ UNLV Department

Name of Organization/Department:

Mailing Address/UNLV Mail Code:

Primary Contact

Name: Email: Phone:

Secondary Contact

Name: Email: Phone:

Name of Event:

Brief Description of Event:

Start Date: End Date:

Days & Times:

☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri

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:

Number of Attendees:

Type of Attendees:

☐ UNLV Faculty, staff & students

☐ General Public ☐ Vendors

Comments: (attach additional if necessary)

Will admission/donation be collected?

☐ No ☐ Yes, at the door ☐ Yes, prior to event

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

☐ Auditorium ☐ Lobby

Conference Rooms: ☐ 2251 ☐ 3265 ☐ 2212
☐ 4212 ☐ 4151

Classrooms: ☐ 1240 ☐ 1242 ☐ 1243 ☐ 1245

Will there be food or beverages at your event?

☐ Yes ☐ No ***NO FOOD OR BEVERAGE IN AUDITORIUM**

☐ ARAMARK Catering ☐ Commercial Vendor

☐ Self Supplied

Will alcohol be served? ☐ Yes ☐ No

**Trash removal will be the responsibility of the organization at the end of the event. Dumpsters are located at the rear of the building.*

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

OIT should be contacted for any additional AV services needed.

Contact Aramark for all other equipment rental needs (i.e.: tables, chairs, linens, etc.)

Contact Parking Services for all parking needs.

SEB management reserves the right to restrict any event deemed in conflict with the building mission