

## **Student Recreation and Wellness Center Events General Reservation Policy**

### **I. Who Can Reserve**

SRWC – Events managed facilities are available for use by university and registered student organizations, departments, colleges and non-university organizations. SRWC – Events managed facilities include:

- Student Recreation & Wellness Center (SRWC)
- SRWC Lawn
- Intramural Fields

This document outlines general reservation policies for all SRWC –Events managed facilities and outdoor spaces. This policy is in addition to the applicable policies outlined in the UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specifics of the event. Please contact SRWC at (702) 774-4208 to discuss individual program needs and event services.

### **II. Client Definitions**

The following is how SRWC defines different types of clients requesting space and/or equipment:

1. **Registered Student Organization (RSO):** Any student group that has met the guidelines set forth for registration by the Student Involvement & Activities (SIA) office.
2. **Student Life:** Nine departments are comprised of the Student Life Unit and they receive a student fee to provide programs and service to build student community; Campus Recreational Services, Student Union and Events, Student Involvement and Activities, Service Learning and Leadership, Housing and Residential Life, Student Life Technology, Student Life Maintenance, Student Life Business Services, and Student Life Administration.
3. **University Student Organization:** Recognized university organizations are a group of students who are directly affiliated with the mission of a University of Nevada, Las Vegas (UNLV) department or functional area. These groups have dedicated staff and student members who are documented volunteers or employees of the University (e.g. CSUN student government).
4. **University Department:** A group that is affiliated with UNLV (ex: college, administrative unit) but is not a RSO or University Organization.
5. **Non-University:** A group that is not affiliated with or is external to UNLV; for-profit, nonprofit and government groups are examples of non-university organizations.
6. **UNLV Student (not affiliated with an RSO):** Any UNLV student reserving space for a UNLV Academic-related Event (ex: study hours, presentation).

### **III. Tiers**

SRWC utilizes “tiers” to identify the appropriate fees and discounts applied to all reservations; tiers and associated fees/discounts are prioritized by who we serve and where our funding comes from (ex: student fees, student organizations, University goals/initiatives). Any events that change in nature during the planning process will be adjusted accordingly to the corresponding tier (whether to a lower or higher tier) and any group that misrepresents itself will be assigned the appropriate tier.

#### 1. **Tier 1: Student Organizations; Student Life**

- a. Event is submitted, organized and developed by a UNLV student, student organization, or Student Life department
- b. UNLV student and student organization events require the student(s) to be present and engaged in the planning and execution of the event and funding/payment made by regular student or student organization methods.
- c. UNLV students reserving space for a UNLV academic-related activity that is not included in the established curriculum of semester classes (e.g., Capstones, panel discussion) must supply a valid NSHE ID number to confirm their reservation.
- d. Primary audience (defined as the majority) is the UNLV community.
- e. Fundraising and/or drives (ex: blood drive, Relay for Life) for the benefit of the Student Organization or identified cause/philanthropy are considered a normal function of RSOs and therefore are eligible for this tier.
- f. There are no partnerships at this tier except with other student organizations; partnerships fall under other tiers.
- g. These clients will not be subject to the current management fee

#### 2. **Tier 2: University Organizations; University Departments; SRWC Business Partners; NSHE Umbrella**

- a. Event is submitted, organized and developed by a University Organization, University Department, SRWC Building Partner, or entity under the NSHE Umbrella.
- b. University Organizations and University Departments will be asked to provide their PG account number for billing; Building Partners and NSHE entities may pay via Check, Credit, or ACH.
- c. Primary audience (defined as the majority) is the UNLV community.
- d. Student Organizations partnering with University Organizations or University Departments fall under this Tier.
- e. This tier is subject to a service fee for all reservations after discounts are assessed.

#### 3. **Tier 3: External Partnership; Non-UNLV Focused**

- a. Student Organization, UNLV Student, University Organization or University department collaborates with an external association (ex: to host a tournament on campus)
- b. Primary audience (defined as the majority) are not current or incoming UNLV students and/or faculty & staff

c. Members of the Student Organization, University Organization or University department shall be present and engaged in the planning and execution of the event; and assume responsibility for fees and charges.

d. This tier is subject to a service fee for all reservations after discounts are assessed.

4. **Tier 4: Non-Profit Organizations**

- Proof of non-profit status must be submitted in order to be assigned this Tier and receive related discounts. Any of the following is acceptable evidence of nonprofit status:
  - A certified copy of the organization’s certificate of incorporation or similar document that clearly establishes nonprofit status;
  - A reference to the organization’s listing in the Internal Revenue Service’s (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code;
  - A copy of a currently valid IRS tax exemption certificate;
  - A statement from a State taxing body, State Attorney General, or other appropriate State Official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals;
  - Any of the above proof for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.
  - This tier is subject to a service fee for all reservations after discounts are assessed.

5. **Tier 5: Non University Clients: Retail Rate**

Any client who is requesting space or equipment that has not been identified in the previous Tiers and will incur the full retail rate and the current service fee.

**IV. Discounts, Fees, and Equipment**

1. Meetings/Events: pricing and discounting is passed upon the assigned Tier:

<b>Tier</b>	<b>Room/Space Discount</b>	<b>AV Discount</b>	<b>Equipment Discount</b>	<b>Marketing Table</b>	<b>Additional Staffing Discount</b>	<b>Service Fee (after discount)</b>
1	100%	100%	50%	100%	Full rate	0%
2	90%	75%	50%	75%	Full rate	12%
3	50%	75%	50%	50%	Full rate	12%
4	25%	25%	25%	25%	Full rate	12%
5	Full rate	Full rate	Full rate	Full rate	Full rate	12%

2. Equipment Rentals

If an event requires equipment (ex: inflatables, port-a-potties, etc.) that is not in our inventory, we can work with the local vendors to rent the equipment. All equipment rentals will be charged the total retail expense and will be subject to the service fee.

### 3. Equipment Loans

SRWC – Events has certain equipment that is available to check out or loan. Equipment checkout entails the client picking up and returning the equipment to the SRWC.

### 4. Other Fees

All other costs associate with an event shall be charged at the full rate, including but not limited to:

- Building or greenspace overtime
- Police/Security services
- Grounds staff
- Custodial staff
- Additional support staff including students
- Any staff overtime
- Catering

## V. Making a Reservation

SRWC - Events accepts reservation requests for one academic year, roughly mid-August to mid-August, at a time. Reservations are on a first-come, first-served basis, except during the Priority Scheduling period, which occurs annually around Spring Break.

### 1. General Reservations

- a. Internal Reservations: Requests outside of Priority Scheduling shall be submitted a minimum of (3) business days in advance of the first date.
- b. External Reservations shall be submitted a minimum of (30) days in advance of the first date.

### 2. Major Events

- a. A major event is any event that is greater in size/scope and coordination effort than a standard meeting; the classification of a reservation as a major event is at the sole discretion of SRWC-Events. The event requestor will be assigned a professional staff member to assist them with their event logistics.
- b. Tiers 1-5: Reservation requests for these events must be received a minimum of (30) days prior to the first day of the event; this applies to both indoor and outdoor events.

### 3. Classrooms for Non-Academic Use

- a. Requests outside of Priority Scheduling shall be submitted a minimum of (3) business days in advance of the first date.
- b. Classrooms for academic use shall be submitted directly to the Office of the Registrar.

### 4. Equipment Checkouts, Loans & Rental Reservations

- a. Equipment loan and rental requests may be considered a major event depending on the amount of equipment being loaned and subject to the current management fee.
  - b. Equipment rentals may not be requested/scheduled more than (120) days in advance of the date needed.
  - c. Equipment loan and checkout requests must be received a minimum of (14) days prior to the requested day; additionally, this applies if there is a date change.
  - d. Rentals coordinated by SRWC that are canceled within will be subject to the vendors cancellation policy and fees.
5. Urgent Reservations
- a. Reservation requests submitted outside the timelines listed will be scheduled based upon space, equipment and staff availability.
6. Priority Scheduling
- During Priority Scheduling, reservations are accepted for the upcoming year based on the following priority:
- 1. Student Recreation & Wellness Center, the SRWC Lawn, and the Intramural field in the following order:
    - a. Campus Recreational Services (CRS) programs and events; PEX academic classes; and open recreation (for student use)
    - b. Annual university programs and events (ex: New Student Orientation)
    - c. RSOs and University Organizations
    - d. University Departments
    - e. Non-University Organizations

## **VI. General Policies**

- A. Requests for space must be submitted on a properly completed SRWC - Events form. Verbal or tentative reservations will not be accepted. A request for space does not guarantee that space will be assigned. You will receive an email confirming your reservation; if the date and/or spaces requested are not available, we will work with you to find alternatives if possible; in the event nothing is available, you will be notified. Advertising an event should not take place prior to receipt of a reservation summary from SRWC - Events.
- B. All groups using SRWC – Events managed spaces are responsible for the proper use of the facility/venue, furnishings, and equipment. Any missing equipment will be billed to the sponsoring organization. Excessive clean-up after events may also incur additional charges for custodial or staff time. Should damage occur above and beyond the usual and customary usage, the damage and repairs will be charged to the responsible party.
- C. Only SRWC staff is permitted to move equipment (ex: tables, chairs, staging) and AV (audio- visual) equipment.
- D. Last Minute Changes/Requests
  - 1. Layout Changes

- a) Layout changes requested within (24) hours of your event will incur charges based on number of staff and time it takes to make the changes. These charges will be applied to your final quote.
- 2. AV Technicians/Student Support Staff
  - a) Personnel requests and increases to currently booked personnel made within (3) business days of your event are not guaranteed.
  - b) Reductions to the number of staff or the hours of staff should be made at least (3) business days prior to the event date.
  - c) Reductions to the number of staff or the hours of staff made within (3) business days will be charged the full quoted amount.
- E. At no times may doors, fire exits, elevators, hallways or foot traffic be blocked by an event or set-up; all set-ups must observe local fire code and ADA accessibility.
- F. For indoor venues: no glitter or confetti, no fog or haze machines; no standing on chairs; no pushpins, staples, nails, screws or similar materials may be used on the wall, floors or carpet; approved tape (ex: painters tape) may be used to attach items to walls, floors or carpet.
- G. Only the primary or secondary contacts (and advisor if RSO or University Organization) as identified on the SRWC - Events reservation form may make changes to the reservation.
- H. SRWC - Events reserves the right to change locations if necessary and will notify clients of such changes.

## **VII. Late/No-Shows and Cancellations**

Facility use cancellations without an assigned Event Coordinator (EC) will be accepted if notification is given in writing (7) days in advance. Failure to use (no-show) or cancel scheduled space within this timeline will result in:

- 1st offense: letter of warning
- 2nd offense: letter of warning + \$100 fee
- 3rd offense: letter of warning + \$200 fee + suspension of reservation privileges for the remainder of the semester and following semester

Reservations with an assigned Event Coordinator (EC) who do not respond to communications from the EC and/or fail to meet and provide sufficient information in order for SRWC - Events to carry out its role (ex: staffing, campus partner notifications) prior to 14 days of the event start shall, have their event cancelled and be responsible for a cancellation fee of \$100. Late arrivals shall adhere to steps outline above the “No Event Coordinator” section.

## **VIII. Insurance Requirements**

Any event open to individuals other than UNLV students, faculty and staff requires insurance. The sponsoring organization must obtain comprehensive general liability insurance that includes coverage for products/completed operations and personal injury, and property damage.

- A. Insurance documentation is required for NSHE/UNLV departments with off-campus attendees. A signed and initialed Insurance Documentation Form must be presented to SRWC - Events at least (14) days prior to the event, or the event will be canceled.
- B. With the exception of print/passive marketing, insurance as outlined below is required for all non-University reservations. Print/passive marketing is defined as: posters, table tents, TV ads, and banners; tabling/being on-site will require insurance.
- C. The “Board of Regents, Nevada System of Higher Education” (not UNLV) must be named additional insured with an additional insured endorsement attached to the COI at a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate. Insurance is required at least (14) business prior to the event for external entities.
- D. Additional insurance coverage including automobile liability and workers compensation coverage may be required based on the operations and activities of the event.
- E. RSO’s may be covered under the SIA policy; contact SRWC - Events to determine if additional insurance is needed. Examples of activities or other event aspects that may trigger the need for event insurance include but are not limited to: inflatables and the majority audience consisting of youth/minors.

**Thank you for choosing Student Recreation and Wellness Center Events**