

Student Union & Event Services COMMUNITY WALK POLICY

The following policy outlines the procedures for which an organization may hold a Community Walk on the UNLV campus. This policy is in addition to the applicable policies outlined in the Student Union & Event Services (SUES) Full-Service Contract, General Reservation Policy, and UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specifics of the Event.

GUIDELINES

1. Community Walks are solely contracted with registered non-profit organizations, UNLV Departments, or UNLV Registered Student Organizations. UNLV is unable to host competitive race events and/or those featuring USA Track & Field (USATF) certified courses. Proof of non-profit status must be provided.
2. Expected attendance for Community Walks should not exceed 6,000 participants; for events with over 6,000 participants, please see our “Large Events Guidelines.”
3. Clients will have the opportunity to choose between three (3) predetermined walk routes:
 - a. 1-mile route loop that may be completed up to three (3) times;
 - b. 1.5-mile route loop that may be completed up to two (2) times; or
 - c. 3.1-mile (5k) route loop that may only be completed one (1) time.
4. Walk start time, distance, route, and event could be impacted due to construction and other events on campus; your event coordinator will communicate with you if this is the case and work with you to identify new times/routes.
5. All groups will be charged a Community Walk package based on the pricing tiers found below. Additional services are available by request. Any fees associated with additional services will be billed to the client. Walks over 6,000 participants shall be considered a “Large Event” and fall under related policies and pricing.
6. Walks are permitted on weekends only. They will not be permitted to occur during campus closures nor on annual campus event dates (e.g., Premier, Homecoming Week, Festival of Communities, etc.). Each spring, walk dates will be available for the forthcoming Fall and Spring semesters. Please consult with the SUES sales team (for external non-profit groups) or the SUES Reservations team (departments and registered student organizations) for availability.
7. Once a date for the Walk is finalized, SUES will contract University Police to provide security for the event and traffic moderation at any points where the route approaches or intersects a road at one officer per 1,000 participants, will contract Facilities Management for irrigation off and bathroom access requests as well as trash pick-up, and will contract a paramedic and EMT as directed by UNLV Risk Management.
8. A pre-event meeting with the assigned event coordinator will be held to discuss event details including the route, water station locations, and other specifics.
9. Walks must start and stop in the same location, which may be one of the outdoor locations included in the walk package.
10. All Walk participants, staff, and volunteers must follow University Parking Policies. Proximity parking to the Walk route and/or gathering area is not guaranteed.

11. Special arrangements must be made with the SUES office to drive or park vehicles on the UNLV campus. Fire lanes must be accessible at all times. At no time may vehicles drive or park on Pida Plaza.
12. The client must provide volunteers to staff the registration area, as well as to manage the water stations and route. SUES staff will not manage the program component of Walks.
13. Banners/signs may not be attached to any building, light post, physical structure and/or any landscaping on the UNLV campus without prior approval.
14. Signage along the route should be placed in pre-approved areas, if placed in grass areas it must be at least eighteen inches (18") from the sidewalk and is the responsibility of the sponsoring organization both to place and remove. Signage is only permitted on the day of the scheduled walk.
15. All walk clients will leave the UNLV campus in the same condition as was provided for the event. Excessive trash, damage of property, remaining items, etc. may be subject to an excessive cleaning charge added to the final event invoice.
16. The sponsoring organization must sign a rental agreement a minimum of ninety (90) days prior to the event start date, pay a 25% deposit, and is responsible for providing the SUES office with a copy of insurance, per the contract terms. An additional 70% deposit is due thirty (30) days prior to the event date.
17. Vendors not included in the sponsoring organization's insurance coverage will be required to provide the SUES office with a copy of their general liability insurance policy naming the Nevada System of Higher Education (NSHE) Board of Regents as an additional certificate holder. This includes vendors with animals and/or service animals. If vendors are selling merchandise, a business license is required to be on file with the SUES office. For required insurance amounts, please refer to the UNLV Risk Management website: <https://www.unlv.edu/rms/insurance>.
18. All groups wishing to have food with their event need to arrange this through the assigned event coordinator. Additional food permits may be required.
19. All Walk set-ups and gathering areas must be approved by UNLV Risk Management and the State Fire Marshal. Student Union & Event Services will coordinate this application process but cannot guarantee approval.
20. On Community Walk days, the Student Union and green spaces will open at 5:00 am; if an earlier open or late close is requested and available, the client will incur current hourly overtime fees to cover staffing and utilities.
21. Emergency Medical Services are required by UNLV Risk Management & Safety for events over 1,000 participants; SUES can assist with the coordination of these services. Applicable charges will be added to the final bill.
22. Typically, academic buildings along the walk route will not be open; portable restroom rental is recommended, but not required. SUES can assist with the coordination of these services. Applicable charges will be added to the final bill.
23. Last minute changes, if approved, are subject to a change fee.
24. The use of Unmanned Aerial Systems (UAS), also known as drones, are not permitted.
25. In case of inclement weather, refer to the terms & conditions in the Full-Service Contract.
26. The number of police officers, grounds staff, and SUES staff will be provided at the discretion of UNLV, and is based on the size and scope of the Event.
27. Requests for exceptions to this policy shall be submitted in writing to the Assistant Director for Sales & Events a minimum of three (3) months in advance of the event date.

COSTS & SERVICES PROVIDED

Please note: All Walk contracts, including package, personnel, services, equipment, and other charges as determined are subject to the current management fee.

Package 1 – Anticipated attendance of up to 200 people, \$2,000.00* includes:

- 1) Fixed 1-mile Walk route.
- 2) Access to the Student Union and outdoor spaces beginning at 5AM on date of Walk.
- 3) One (1) small/medium-sized meeting room in the Student Union for operations and storage.
- 4) Pida Plaza (Gathering/Registration Area), Alumni Amphitheater, and Academic Mall (A-D) reserved for fixed 1-mile Walk route.
- 5) Gathering/registration area consisting of: Two (2) tables, four (4) chairs, four (4) trash cans, and four (4) recycling bins.
- 6) One (1) water station along route consisting of: Two (2) tables, four (4) chairs, and four (4) recycling bins.
- 7) *Additional charges not included but required:
 - a) Police staff for security and crowd management.
 - b) Paramedic and EMT emergency response.
 - c) Grounds staff for trash monitoring and bathroom access.
 - d) Further equipment available upon request. If equipment is not in our inventory, a rental can be organized.

Package 2 –Anticipated attendance of 201 up to 3,000 people, \$4,000.00* includes:

- 1) Choose one of three (3) routes ranging from 1-mile to 3.1-miles (5K).
- 2) Access to the Student Union and outdoor spaces beginning at 5AM on date of Walk.
- 3) One (1) small/medium-sized meeting room in the Student Union for operations and storage.
- 4) Pida Plaza (Gathering/Registration Area), Alumni Amphitheater, Academic Mall (A-D), Pioneer Lawn, WRI Lawn, Rose Garden, and the Engineering Corridor reserved for chosen Walk route.
- 5) Gathering/registration area consisting of: Four (4) tables, eight (8) chairs, five (5) trash cans, and five (5) recycling bins.
- 6) Up to three (3) water stations along route EACH consisting of: Three (3) tables, six (6) chairs, and three (3) recycling bins.
- 7) *Additional charges not included but required:
 - a) Police staff for security and crowd management.
 - b) Paramedic and EMT emergency response.
 - c) Grounds staff for trash monitoring and bathroom access.
 - d) Further equipment available upon request. If equipment is not in our inventory, a rental can be organized.

Package 3 –Anticipated attendance of 3,001 up to 6,000 people, \$8,000.00* includes:

- 1) One (1) set-up day immediately prior to actual event date in outdoor spaces and assigned meeting room – no early access.
- 2) Choose one of three (3) routes ranging from 1-mile to 3.1-miles (5K).
- 3) Access to the Student Union and outdoor spaces beginning at 5AM on date of Walk.
- 4) One (1) small/medium-sized meeting room in the Student Union for operations and storage.
- 5) Pida Plaza (Gathering/Registration Area), Alumni Amphitheater, Academic Mall (A-D), Pioneer Lawn, WRI Lawn, Rose Garden, and the Engineering Corridor reserved for chosen Walk route.
- 6) Gathering/registration area consisting of: Four (4) tables, eight (8) chairs, five (5) trash cans, and five (5) recycling bins.
- 7) Up to three (3) water stations along route EACH consisting of: Three (3) tables, six (6) chairs, and three (3) recycling bins.
- 8) *Additional charges not included but required:
 - a) Police staff for security and crowd management.
 - b) Paramedic and EMT emergency response.
 - c) Grounds staff for trash monitoring and bathroom access.
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