

Student Union & Event Services
MEMORIAL CEREMONY & CURRENT EVENT VIGILS POLICIES AND
PROCEDURES

This policy applies to all Memorial Ceremonies for deceased students who were currently enrolled, as well as vigils in response to local/national/global events hosted by currently enrolled students, held within Student Affairs facilities Student Union & Event Services (SUES) managed spaces. 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.

UNLV Faculty & Staff: please visit <https://www.unlv.edu/eventservices> to book your memorial/vigil; corresponding fees will apply.

External Clients: please visit <https://www.unlv.edu/eventservices/request-for-proposal> to inquire about availability and pricing.

POLICIES

The Vice President for Student Affairs' (VPSA) 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.

Student Union & Event Services will manage the reservation process of all memorial ceremonies and current event vigils to be held in Student Affairs facilities SUES-managed spaces.

- The individual wishing to hold a memorial or current event vigil will complete a General Reservation Request Form.
- All space policies will be followed including room capacities.
- Open flame/candles are not permitted indoors; outdoor events may be permitted to have open flame/candles with appropriate and approved processes and equipment in place.
- Posting on walls is not permitted.
- No alcohol will be permitted at events with less than 10 business days planning notice.

PROCEDURES

Individual(s) wishing to hold a memorial service or current event vigil 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. A SUES representative will contact the individual(s) in charge of planning the event the same day paperwork is submitted.

- Once space, date, time, and needs are determined, the SUES representative will contact the VPSA office, Police Services, Parking Services, Counseling and Psychological Services, Public Affairs, and Student Life to ensure other department representatives are present as needed.
- All media requests will be referred to Media Relations.
- The assigned Conference & Event Coordinator will be present during the service to ensure all logistical needs are met.

WHAT IS INCLUDED

All memorial ceremonies and current event vigils may receive the following items at no cost:

Indoor Events

- Tables, chairs, recycle and trash cans from SUES' current inventory; and
- AV: One (1) projection system, one (1) podium, one (1) microphone, and one (1) sound system. *

Outdoor Events

- Tables, chairs, recycle and trash cans from SUES' current inventory; and
- AV: One (1) Sound system and one (1) microphone. *

*If available and if needed, one (1) technical services staff member will be provided for up to two (2) hours of support.

All additional items requested are available based on availability and will be at the expense of the individual(s) holding the event. Examples of additional items and/or services include:

- Linens;
- Flowers;
- Food and beverage;
- Additional A/V and/or set-up equipment;
- Security personnel; and,
- Parking permits.

Exceptions to this Policy shall be presented to the Associate Director, Student Union & Event Services prior to the event by the assigned event coordinator for consideration.

Revised 09/2023