

Student Union & Event Services

General Reservation Policy

I. Who Can Reserve

- A. SUES-managed facilities are available for use by university and registered student organizations, departments, colleges and non-university organizations. SUES-managed facilities include:
- Student Union
 - Courtyard
 - Pida Plaza
 - Alumni Amphitheater
 - Academic Mall (A-D)
 - WRI Lawn
 - Pioneer Lawn
 - Rose Garden
 - CHEM Lawn
 - Non-academic use of classrooms
- B. This document outlines general reservation policies for all Student Union & Event Services (SUES) 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 SUES at (702) 895-4449 to discuss individual program needs and event services.

II. User Definitions

- A. The following is how SUES defines different types of users:
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. **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).
 3. **Student Life Department:** Comprised of ten departments (Student Union & Event Services, Campus Recreational Services, Student Involvement & Activities, Service Learning & Leadership, Student Diversity Programs, Housing & Residential Life, Student Life Technology, Student Life Maintenance, Student Life Business Services, and Student Life Administration) who receive a student fee to provide programs and services to build student community.
 4. **University Department:** A group that is affiliated with UNLV (ex: college, administrative unit) but is not an RSO, University Student Organization, or Student Life Department.

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, Discounts & Fees

A. **Tiers:** SUES utilizes “Tiers” to identify the appropriate fees and discounts to be 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: Registered Student Organizations, UNLV Student, Student Life Departments**

- 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 Registered Student Organizations 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.

2. **Tier 2: University Organizations, University Departments, Student Union Building Partners, NSHE Umbrella**

- a. Event is submitted, organized and developed by a University Organization, University Department, Student Union Building Partner, or entity under the NSHE Umbrella.
- b. University Organizations and University Departments will be billed out of the UNLV department program code (IDR); 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.
- 3. Tier 3: External Partnership, Non-UNLV Focused**
- a. Registered Student Organization, UNLV Student, University Organization, Student Life Department, or University department collaborates with an external association (ex: to host a conference on campus).
 - b. Primary audience (defined as the majority) is 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.
- 4. Tier 4: Non-Profit Organizations**
- a. 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.
- 5. Tier 5: Retail Rate / All other users**
- a. Any users not identified in the previous Tiers fall into Tier 5 and incur full retail rate. No discounts provided and a service fee will be applied to all reservations in this tier.

B. Discounts

1. **Meetings/Events:** Pricing and discounting is based upon the assigned Tier:

Tier	Room Discount	AV Discount	Set-up Equipment Discount	Specialty Item Discount	Personnel	All Other Items	Service Fee (after discount)
1	100%	100%	100%	75%	Full Rate	Full Rate	12%

2	90%	75%	75%	75%	Full Rate	Full Rate	12%
3	50%	75%	75%	75%	Full Rate	Full Rate	12%
4	25%	25%	25%	25%	Full Rate	Full Rate	12%
5	Full Rate	Full Rate	Full Rate	Full Rate	Full Rate	Full Rate	12%

2. Classrooms

- a. Tier 1: 100% discount
- b. Tier 2: 100% discount; Subject to \$40 Unlocking/Locking fee if service required
- c. Tier 3: 50% discount
- d. Tier 4: 25% discount
- e. Tier 5: Full rate

3. Equipment Rentals

- a. If an event requires equipment (ex: tables of a certain size, special chairs, linens, port-a potties) that is not in our inventory, we can work with local vendors to rent the equipment. All equipment rentals will be charged at cost and a service fee will apply.

4. Equipment Loans & Checkouts

- a. SUES has certain equipment that is available for check-out or loan. An equipment checkout entails the client picking up and returning the equipment to SUES. An equipment loan entails SUES delivering and picking up the equipment. **Equipment loans do not include set-up or take down; this service is available for an additional charge.**
- b. Equipment loans and checkouts incur a charge for the equipment at the following discount rate:
 - Tier 1: 50% discount
 - Tier 2: 50% discount
 - Tier 3: 50% discount
 - Tier 4: 25% discount
 - Tier 5: Full rate
- c. Tiers 1-2 based on the size and scope may be subject to a service fee.
- d. Tiers 3-5 will incur a service fee.

5. Marketing

- a. Tier 1: 100% discount
- b. Tier 2: 75% discount
- c. Tier 3: 50% discount
- d. Tier 4: 25% discount
- e. Tier 5: Full rate
- f. Tiers 1-3: to allow for a greater number of users, restroom & bathroom ads are only permitted to be posted for one (1) week at a time; requests for a 2nd week may be submitted 2 weeks out from the first date of the 2nd week and if the space is available, will be added to the existing reservation.

- g. Tier 5 are eligible for up to a 15% discount on marketing if they book multiple options or extended periods; this is at the sole discretion of SUES.
- h. All Tiers are responsible for printing/providing material to be posted/displayed (ex: handbills for table tops, banners, TV ads).

C. Other Fees/Charges

1. All other costs associated with an event shall be charged at the full rate, including but not limited to:
 - a. Building and/or green space overtime
 - b. Police/security services
 - c. Grounds/custodial staff
 - d. Support staff
 - e. Direct student labor
 - f. Catering
2. Affinity Grads, as identified by SUES, occurring annually in May during the week leading up to Commencement, receive a 100% discount on room, 75% discount on AV, set-up, and specialty items, with all other items at actual cost.

IV. Billing Processes

A. Payment Terms

1. All invoices issued by Student Union & Event Services are due within 30 days of the invoice date. Clients are responsible for ensuring that payments are submitted by the due date indicated on the invoice.

B. Outstanding Balances

1. If payment is not received within 30 days, the following actions will be taken:
 - a. The client's organization will be prohibited from making any new reservations in any Student Union Event Services managed facility until the outstanding balance is resolved.
 - b. UNLV Departments only – The billing account provided upon reservation submission will be auto-charged.

C. Final Notice

1. Clients with an overdue balance exceeding 60 days will receive a Final Notice requesting immediate payment. Continued non-payment after the issuance of the Final Notice will result in the cancellation of current reservations and denial of future booking privileges until payment is made.
2. If payment is not received following the issuance of the Final Notice, the outstanding balance may be referred to a collections agency for further action, and the client will be responsible for any additional fees associated with the collection process.

V. When to Reserve

- A. SUES books 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.
- B. **General Reservations**
 - 1. Internal Reservations: Requests outside of Priority Scheduling shall be submitted a minimum of three (3) business days in advance of the first date.
 - 2. External Reservations shall be submitted a minimum of 30 business days in advance of the first date.
- C. **Major Events**
 - 1. 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 SUES. Such events will be assigned a Conference & Event Coordinator (EC) to assist them with their event logistics.
 - 2. Tiers 1-3: Reservation requests for these events must be received a minimum of 25 business days prior to the first day of the event; this applies to both indoor and outdoor events.
 - 3. Tiers 4-5: Request must be received at least 45 business days prior to the first day of the event.
- D. **Classrooms for Non-Academic Use**
 - 1. Requests outside of Priority Scheduling shall be submitted a minimum of three (3) business days in advance of the first date.
 - 2. Classroom requests for non-academic use will be processed after the 2nd week of each semester (Fall & Spring), which allows for academic course locations to be finalized. Requests for the summer will be processed towards the end of Spring semester or as approved by the Office of the Registrar.
 - 3. UNLV departments should only submit for events that are in partnership with an external organization, need room access (charges will apply), and/or have event times outside of Monday - Friday 8am-5pm. All other requests shall be submitted through the Registrar's office.
 - 4. All Classrooms for academic use must be submitted directly to the Office of the Registrar.
- E. **Equipment Checkouts, Loans & Rental Reservations**
 - 1. Equipment loan and rental requests may be considered a major event depending on the amount of equipment being loaned and may be subject to the current service fee.
 - 2. Equipment rentals may not be requested/scheduled more than 120 days in advance of the date needed. Equipment rentals must be received a minimum of 15 business days prior to the date requested. Rentals coordinated by SUES that are canceled within seven (7) business days are subject to a \$50 fee.
 - 3. Equipment loan and checkout requests must be received a minimum of 10 business days prior to the requested day; additionally, this applies if there is a date change.

4. SUES asks that you confirm that the building we will be dropping off and picking up in will be open at the times you request an equipment loan, checkout or rental.
5. A representative must be present upon delivery and pick-up of the equipment requested, as SUES is unable to leave our equipment unattended.

F. Urgent Reservations

1. Reservation requests submitted outside the timelines listed will be scheduled based upon space, equipment and staff availability.

G. Priority Scheduling

1. During Priority Scheduling, reservations are accepted for the upcoming year based on the following priority:
 - a. Annual university programs and events (ex: New Student Orientation)
 - b. Registered Student Organizations and University Organizations
 - c. University Departments
 - d. Non-University Organizations

VI. General Policies

- A. Requests for space must be submitted on a properly completed SUES form. No oral or tentative reservations will 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. No advertising of an event should take place prior to receipt of a reservation summary from SUES.
- B. Reservations of first floor space are only permitted during semester breaks (ex: Spring break) and over the summer.
- C. All groups using SUES-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.
- D. Only SUES staff is permitted to move equipment (ex: tables, chairs, staging) and AV (audio-visual) equipment.
- E. **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. Please understand if SUES does not have any staff available to make the requested changes you will need to proceed with the original setup.
 2. AV Technicians/Student Support Staff

- a. Personnel requests and increases to currently booked personnel made within seven (7) 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 seven (7) business days prior to the event date.
 - c. Reductions to the number of staff or the hours of staff made within four (4) business days will be charged the full quoted amount.
- F. 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.
- G. For indoor venues: no glitter or confetti, no fog or haze machines; no standing on chairs; no push pins, 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.
- H. Only the primary or secondary contacts (and advisor if RSO or University Organization) as identified on the SUES reservation form may make changes to the reservation.
- I. **Reservation of Rights**
 - 1. SUES reserves the right to modify reservation details, change the location, or cancel any booking or reservation at its sole discretion, should circumstances require. Efforts will be made to provide advance notice and minimize any inconvenience caused.
- J. No activities in violation of any policy or law shall be permitted. It is the responsibility of the reserving party to enforce this requirement.
- K. Physical/verbal altercations, injuries, destruction of property, threats to public safety or other personnel, etc. shall be grounds for immediate termination of an event.
- L. **Arduous Setups**
 - 1. Any event setup that cannot be accommodated by the normally scheduled Event Operations staff may be subject to additional personnel charges. This may consist of any of the following criteria:
 - a. Insufficient time between two events to transition venue from one setup to the next
 - b. Room resets/'flips' occurring mid-event
 - c. The use/setup of certain specialty equipment
 - d. Banner hanging
 - e. Balloon drops
 - f. Late requests for a new meeting/event
 - g. Late requests for a change in setup of a previously scheduled meeting or event
- M. **Alcohol Approval**
 - 1. Alcohol is only permitted in certain circumstances; if you would like to have alcoholic beverages at your event, please work with your assigned SUES event coordinator (EC) to submit the appropriate paperwork for review a minimum of 15 business days in advance. Approval/denial is granted by the Vice President of Student Affairs (VPSA) office.
- N. **Amplified Sound**

1. If you are having sound in any of our outdoor spaces. Please submit an amplified sound form that can be found by visiting our website. Your form is due five (5) business days prior to your event date. The form may be found here: <https://www.unlv.edu/eventservices/forms>

O. Commercial Marketing & Sponsorships

1. Client(s) may choose to involve an Entity that provides products to guests for free with no obligation to interact with the Entity any further. In these cases, the Client will incur no additional charges but will be subject to all SUES vendor policies.
2. Client(s) may also choose to involve an Entity with an intent of selling or profiting from its product(s) at the Client(s) event. In these instances, the Client must pay a \$100 commercial marketing fee for each Entity attending the event with the intention of selling their products or services.
3. In the event that a Client fails to disclose the involvement of an Entity selling their products or services at a particular event, SUES reserves the right to shut down such endeavors as well as assess additional fees to the Client, and/or place limitations on future reservations. This fee will not apply to fundraising events, food vendors (i.e. food trucks), or external client events.
4. Any vendor on campus as part of a SUES-managed reservation for the purpose of commercial marketing shall provide insurance, a business license, and pay applicable fees. Registered Student Organizations and UNLV departments may not sponsor commercial vendors on campus by reserving space under their name for the purpose of circumventing the policy.
5. If the external group is a sponsor for the event (in kind or money donations) the RSO or Department must complete the sponsorship form for approval and will not be charged the commercial marketing fee.
6. RSO and Department Sponsorship form can be found at <https://www.unlv.edu/eventservices/forms>

P. Diagrams

1. To ensure the proper set-up of your event SUES may work with you to create a visual diagram of the space(s). Diagrams should be finalized fifteen (15) calendar days before the event date in order to be shared with corresponding campus partners.

Q. Film Viewing Rights

1. In order for your organization to show a film at your event, a copy of the "rights" granted to your organization by the film distributor must be provided to SUES five (5) business days prior to your event date. Two common resources for obtaining film rights are Criterion Pictures: <https://www.criterionpicusa.com/> and Swank Motion Pictures: <https://www.swank.com/college-campus/>.

R. Final Event Schedule

1. Please provide our office with your final event schedule no later than five (5) business days prior to your event date.

S. Food & Beverage

1. If you wish to have food and beverage at your meeting/event, please work with SUES to ensure all required documentation and/or set-up is accommodated. In certain cases, Southern Nevada Health District permits may be required, related fees will be the responsibility of the client.

T. Irrigation Off Request

1. If required, our office will request to have the irrigation turned off for your event.

U. Linen Rental

1. If your event requires linens, they will need to be rented, as SUES does not have any in inventory. If you are working with the on-campus dining service provider (ex: Aramark) you are able to coordinate directly with them (to include quantity, size, colors, and placement). Additionally, SUES can assist you with renting linens, which will be charged at the full rental rate, plus our current management fee. SUES can also place linens for an additional charge.

V. Microphone Usage

1. Due to accessibility of assistive listening devices, microphones are only permitted in the following spaces: Ballroom, 208, Philip J. Cohen Theatre, and outdoor spaces. If your reservation has been assigned a space not previously listed, microphone(s) will not be added to the reservation. Please note that this does not impact equipment loans/checkouts/rentals.

W. Minors/Youth on Campus

1. In an effort to be proactive and protect youth and minors who are on campus, SUES requires groups who utilize our spaces to abide by the following guidelines: <https://www.unlv.edu/eventservices/youth-minors-campus>.
 - a. Exceptions to this policy include:
 - Events sponsored by Admissions for visitation, recruitment, or pre-enrollment activities for prospective students; youth are in the care and custody of Admissions staff.
 - Events open to the public where children may attend and are under the supervision and care of a parent or guardian.

X. Parking Passes

1. Parking Passes are required to park in designated spaces on the UNLV campus. Requests for parking passes must be made a minimum of 10 business days prior to your event date with SUES. The cost of requested parking passes will be added to your final bill.
2. During the traditional school year, parking is enforced Monday - Thursday from 7:00 AM to 7:00 PM and on Fridays from 7:00 am to 1:00 PM.
3. In the summer, parking is enforced Monday - Thursday from 7:00 AM to 5:00 PM and on Fridays from 7:00 AM to 1:00 PM.
4. Handicapped, metered, resident, and reserved parking is enforced 24 hours a day.
5. SUES is only permitted to issue a maximum of 20 daily staff parking passes per day per event to not displace faculty/staff.

- a. Clients who are in need of additional parking services (ex: reserving a lot, garage floor, metered parking) shall work directly with Parking & Transportation Services by submitting a request online:
<https://www.unlv.edu/parking/transporation/services/eventparking>.
6. Parking pass prices may be adjusted after booking or contracting due to Parking and Transportation Services increasing costs.

Y. Risk Management

1. SUES works collaboratively with Risk Management to ensure events meet safety requirements; various aspects of your event may trigger additional requirements, notifications and adherence to certain timelines. You may view these triggers on the RMS website:
<https://www.unlv.edu/announcement/risk-management-safety-requirements-special-events>
2. Your assigned event coordinator will work with you and submit such notifications on your behalf.
3. Per Risk Management, events requiring a theater style set-up of 200 or more moveable chairs, requires staff and materials to connect the chairs together; a small fee will be included in your bill to cover the related staff and material costs.

Z. Speakers, Presenters & Media

1. If you will have any speakers or presenters at your event, please supply their names to our office. If media will be present, please indicate which outlets will be present and their connection/power needs. If our office is not supplied with this information 15 business days prior to your event date your event may be canceled or additional charge may occur.

VII. Late/No-Shows & Cancellations

- A. Infractions are accumulated on a group/organization basis. Any combination of the following offenses will count towards the group/organization's standing.
- B. Offenses are tallied on a semesterly basis and will reset on the 1st day of each semester.
- C. **Standard Reservations:**
 1. Facility use cancellations without an assigned event coordinator (EC) will be accepted if notification is given in writing prior to seven (7) business days. Failure to use (no-show) or cancel scheduled space within this timeline, or late arrival (arriving 30 or more minutes after reservation start time) will result in:
 - a. 1st offense: letter of warning
 - b. 2nd offense: letter of warning + \$25.00 fee
 - c. 3rd offense: letter of warning + \$50.00 fee
 - d. 4th offense: letter of warning + \$75.00 fee + cancellation of current reservations + suspension of reservation privileges for the 3 months from date of 4th offense recording.
 2. For proof of attendance, a representative from the group/organization will need to:

- a. SU Space – check in with the concierge desk on the 2nd floor of the Student Union. If a concierge is not currently present or on shift, call the Event Operations phone number, (702)683-4290.
- b. General Purpose Classroom Space – sign for room with the Event Operations team member unlocking room(s).

D. Reservations Assigned Event Coordinator:

- 1. 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 SUES to carry out its role (ex: staffing, campus partner notifications) prior to 15 business days of the event start shall (i) have their event cancelled and (ii) be responsible for a cancellation fee of \$100.00.
- 2. Late arrivals (arriving 30 or more minutes after reservation start time) will incur a \$40.00 fee per occurrence.
- 3. For proof of attendance, a representative from the group/organization will need to check in with their assigned Event Coordinator upon access time.

E. Non-Profit and External Client Reservations:

- 1. As outlined in the signed facilities use agreement.

VIII. Insurance Requirements

- A. 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.
 - 1. Insurance documentation is required for NSHE/UNLV departments with off-campus attendees. A signed and initialed Insurance Documentation Form must be presented to SUES at least fifteen (15) business days prior to the event, or the event will be canceled.
 - 2. 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.
 - 3. 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 fifteen (15) business days prior to the event for external entities.
 - 4. Additional insurance coverage including automobile liability and workers compensation coverage may be required based on the operations and activities of the event.
 - 5. Registered Student Organizations may be covered under the SIA policy; contact SUES 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.

IX. Exceptions

- A. Requests for exceptions to this policy should be presented to the Associate Director for Conference & Event Services in writing at least 20 business days prior to the event for consideration.