



## 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 is unable to host competitive race Events and/or those featuring USATF certified courses. Proof of non-profit status must be provided.
2. Expected attendance for Community Walks must be between 200 and 7,000 participants to be held on the UNLV campus.
3. Clients will have the opportunity to choose between three (3) predetermined walk routes:
  - a. 1-mile route (loop may be completed up to three (3) times;
  - b. 1.5 mile route (loop may be completed up to two (2) times; or
  - c. 3.1 mile (5k) route (loop may only be completed one (1) time.
4. Walk start time, distance, route and event set-up cannot be guaranteed 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 7,000 participants fall under the Festival Policy. Client must provide an accurate count of prior year's attendance.
6. Walks are permitted on weekends only. They will not be permitted to occur during campus closures nor on annual event dates (e.g., Premier, UNLV's Homecoming Week, Festival of Communities etc.). Pre-selected walk dates will be available and publicized late March/early April for the upcoming fall and spring semesters.
7. A pre-event meeting with the assigned event manager will be held to discuss event details including the route, water station locations, and other specifics.
8. Walks must start and stop in the same location, which may be one of the outdoor locations included in the walk package.
9. 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.
10. All Walk participants, staff and volunteers must follow University Parking Policies. Proximity parking to Walk route and/or gathering area is not guaranteed.
11. Client must provide volunteers to staff the registration area, as well as to manage the water stations and walk route. SUES staff will not manage the program component of Walks.
12. Banners/signs may not be attached to any building, light post, physical structure and/or any landscaping on the UNLV campus per the Campus Posting Policy. Signage along the route should be placed in pre-approved areas, if placed in grass areas it must be at least two feet from the sidewalk and is the responsibility of the sponsoring organization to place and remove. Signage is only permitted on the day of the scheduled walk.
13. 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 being added to the final event invoice.
14. The sponsoring organization must sign a rental agreement a minimum of sixty (60) days prior to the event start date, pay a 10% deposit, and is responsible for providing the SUES office with a copy of insurance, per the contract terms. An additional 75% deposit is due thirty (30) days prior to the event date.
15. 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 in the amount of \$2,000,000.00 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.

16. All groups wishing to have food with their event need to arrange this through the assigned Event Manager. Additional food permits may be required.
17. 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.
18. On Community Walk days, the Student Union and green spaces will open at 7:00 am; if an earlier open or late close is requested in advance, the client will incur current hourly overtime fees to cover staffing and utilities.
19. Emergency Medical Services may be required by UNLV Risk Management & Safety, but not provided in the package; SUES can assist with the coordination of these services.
20. 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.
21. Last minute changes, if approved, are subject to a change fee.
22. The use of Unmanned Aerial Systems (UAS), also known as drones, are not permitted.
23. In the instance of inclement weather, refer to the terms & conditions in the Full Service Contract
24. The number of police officers, grounds staff, and SUES staff will be provided at the discretion of UNLV, and is based on the Walk Route, size, and scope of the Event.
25. Electric Carts are not available for Client use and SUES staff is not permitted to shuttle guests in electric carts.

## **COSTS & SERVICES PROVIDED**

### **Tier 1 –Anticipated attendance of up to 1,000 people, \$4,000.00\* includes:**

- 1) Rental cost of gathering/registration area (Pida Plaza), selection of route from three (3) predetermined routes, alumni amphitheater, academic mall (A-C), pioneer lawn and the rose garden during day of scheduled event;
- 2) Four (4) tables, eight (8) chairs, five (5) trash cans, and five (5) recycle bins for gathering/registration area;
- 3) Up to three (3) water stations along walk route; each station includes: three (3) tables, six (6) chairs, and three (3) recycle bins;
- 4) One (1) general use small-medium meeting room in student union for operations;
- 5) Two (2) police officers and one (1) grounds staff for up to four (4) hours each;
- 6) One (1) lead golf cart and driver; and
- 7) Early open/access to student union and outdoor spaces.

\* Any equipment, space, service, or personnel needed beyond what is provided in the package will incur additional charges and are subject to a 12% management fee

### **Tier 2 –Anticipated attendance of 1000 up to 4,000 people, \$5,500.00\* includes:**

- 1) All services, spaces, and equipment included in the Tier 1 Community Walk package;
- 2) One (1) dumpster; and
- 3) Up to two (2) additional police staff (4 total) and one (1) additional grounds staff (2 total) for up to four (4) hours each.

\* Any equipment, space, service, or personnel needed beyond what is provided in the package will incur additional charges and are subject to a 12% management fee

### **Tier 3 –Anticipated attendance of 4,000 up to 7,000 people, \$7,500.00\* includes:**

- 1) All services, spaces, and equipment included in the Tier 1 and Tier 2 Community Walk packages;
- 2) One (1) set-up day immediately prior to actual event date in outdoor spaces and assigned meeting room;
- 3) One additional dumpster, for two (2) total; and
- 4) Up to two (2) additional police staff (6 total) and one (1) additional grounds staff (3 total) for up to four (4) hours each.

\* Any equipment, space, service, or personnel needed beyond what is provided in the package will incur additional charges and are subject to a 12% management fee

**Charges apply to the following requests, if available. SUES can assist with the coordination of the following:**

- 1) Tier pricing includes day-of-event space costs; additional days for set-up and/or take down are billed at current non-profit rates;
- 2) Additional outdoor electricity; note that power is very limited, with outdoor vendor set-ups typically needing to rent a generator.
- 3) Additional water stations or equipment, such as tables and chairs, please ask for a quote in advance.
- 4) Event security.
- 5) Set-up the evening before, if available. Overnight security is required but not included for venues, equipment, and rentals.
- 6) Portable restrooms – recommended, not required; note that academic buildings along the walk route may not be open
- 7) Emergency medical services.