

General Reservation Policy

Revised 1/5/21

The following document outlines basic room reservation policies for all 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 **Student Union & Event Services (SUES)** at (702) 895-4449 to discuss individual program needs and event services.

The following sections include:

- Types of Organizations
- Fees
- General Policies
- When To Reserve
- Event Partnership
- Additional Policies
- Reservation Requests
- Insurance

Types of Organizations

- A. Registered Student Organization (RSO)** Any student group that has met the guidelines set forth for registration by the Student Involvement & Activities Office.
- B. University 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).
- C. University Department** A group that is affiliated with UNLV (sponsored by a UNLV Department) but is not a RSO or University Organization.
- D. Non-University Organization** A group that is not affiliated with UNLV. Non-profit and government groups are considered Non-University Organizations.
- E. UNLV Student** Any UNLV student reserving space for academic use.

When to Reserve

Reservations for space in the Student Union, Student Recreation & Wellness Center, and Outdoor Space are on a first-come, first-served basis except during the Priority Reservation period (spring semester). During priority, reservations are accepted for the upcoming academic year and summer based on the following priority:

- A. Student Union and Outdoor Space**
1. Annual university programs and events
 2. Student Government (CSUN & GPSA), RSOs, and University Organizations
 3. University Departments
 4. Non-University Organizations



4505 S. Maryland Pkwy. Box 2008 Las Vegas, NV 89154

P: (702) 895-4449 F: (702) 895-1609 W: www.unlv.edu/eventservices

B. Student Recreation & Wellness Center

1. Campus Recreational Services programs and events, PEX academic classes, and open recreation (for student use)
2. Student Government (CSUN & GPSA), RSOs and University Organizations
3. University Departments
4. Non-University Organizations

Reservation Requests

A. 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 an event as a Major Event is at the sole discretion of SUES. Such events will be assigned a Conference & Event Coordinator.
- b. RSO and Department
 1. Reservation requests for these events must be received 15 business days prior to the first day of the event for indoor events and 20 business days for outdoor events.
 2. Subject to 12% management fee.
- c. External Entities
 1. Requests must be received at least forty-five (45) business days prior to the first day of the event.

B. General Reservations

- a. Reservation requests received after the Priority Reservation period must be received a minimum of 2 business days prior to event date.

C. Academic Classroom Reservations

- a. Reservations requests will only be processed after the 2nd week of each semester (fall, spring, summer).
- b. UNLV departments will 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 M-F, 8-5PM. Other requests will continue to be submitted through the Registrar's office.

D. Equipment Loan, Checkout and 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 a 12% management fee.
- b. Equipment Loans, Checkouts and Rentals may not be scheduled more than 120 days in advance of the loan date.
- c. Equipment Loans, Checkouts and Rentals must be received a minimum of 7 business days prior to requested date.

E. Urgent Reservations

- a. Reservations made within the scheduling periods listed above are not guaranteed. If SUES is able to book the urgent reservation they reserve the right to limit setup and AV needs.

F. ***Failure to use scheduled space, cancel scheduled space within four (4) business days of the reservation, or arrive late by any RSO, UNLV student or University Department will result in the following:***

- a. 1st Offense: Letter of warning, 2nd Offense: Letter of warning and \$25 fee, 3rd Offense: Letter of warning, \$25 fee, and suspension of privileges the following semester.
- b. If your event has a SUES event coordinator: No show or late arrival is a \$40 fee (2nd or 3rd offense \$65 fee). Late cancellation or multiple space cancellation will follow process listed above.



Fees

Equipment Loans

- RSO and Department: 50% discount for all reservations.
- External Entities: Full retail rate plus 12% management fee.

Equipment Rentals

- Full at-cost rate plus management fee of 12% for all internal and external entities.

Marketing Structures

- RSO: 100% discount for all reservations (client is responsible for printing marketing materials).
- Department: 100% discount for all reservations (client is responsible for printing marketing materials), except elevator/restroom advertisements.
- External Entities: Full retail rate plus 12% management fee (client is responsible for printing marketing materials). Groups eligible for up to a 15% discount on marketing if they book multiple options or extended periods of time. This is at the sole discretion of UNLV and SUES.

Academic Classrooms

- RSO: 100% discount for all reservations (subject to fees if additional equipment is requested).
- Department: \$40 unlocking and locking personnel charge if applicable. 50% discount when partnering with an external entity (subject to fees if additional equipment is requested).
- External Entities: Full retail rate plus 12% management fee.

Tier 1: Student Organization & Student Academic Events; Campus Life events (internal to Campus Life)

The following items are charged at full rates: building overtime, police/security, grounds/cleaning staff, support staff, direct student labor.

- Room Rental: 100% discount
- Audio-visual and Set-up Items: 100% discount
- Specialty Items: 75% discount
- Subject to a 12% management fee due to size and scope

Must meet all of these criteria:

1. Event created and developed by UNLV.
2. Submitted, organized, and sponsored by UNLV student, student group, or Campus Life.
3. Audience is primarily the UNLV community.
4. Funding is paid by regular student or student organization methods.
5. UNLV student reservations (not associated with an RSO) are for academic-related use only in this tier. Non-academic events would fall under other tiers as appropriate.
6. The event is not in partnership with any outside organization (outside partnership with an RSO is Tier3).

IF ANY OF THE QUALITIES ARE NOT MET, CHARGES PROCEED TO TIER 2

Tier 1 Additional Information

- Partnership with a UNLV department is Tier 2.
- Campus Life-sponsored events which are focused on students and/or internal to Campus Life are this tier.
- Campus Life events which are done with an external entity/organization, where non-UNLV individuals are the primary audience, or are done on behalf of non-Campus Life departments will be Tier 2.
- CAEO graduation and an affinity-group graduation event each are entitled to this rate as determined by SUES.



Tier 2 – UNLV Departments, Non-UNLV-focused student events

Includes all events sponsored and paid for by UNLV departments, regardless of whether the audience is focused on UNLV or not. This includes NSHE and Student Union Building Partners' events.

The following items are charged at full rates: building overtime, police/security, grounds/cleaning staff, support staff, direct student labor.

- Room rental rate: 90% discount
- Audio-Visual, Set-up, and Specialty Items: 75% discount
- Subject to a 12% management fee due to size and scope.

Must meet all of these criteria:

1. Event is created and developed by UNLV
2. UNLV must be the event requestor
3. Sponsor and organizer is a UNLV department and will be billed for all spaces/resources out of the UNLV department Program Code (IDR)

***IF ANY OF THE QUALITIES ARE NOT MET, CHARGES PROCEED TO TIER 3
(INCLUDING PARTNERSHIP WITH EXTERNAL ENTITIES)***

Tier 3 – External Partnership and Non-Profit Rate

- Room rental rate: 25% discount
 - Audio-Visual, Set-Up, and Specialty Items: 25% discount
 - Subject to 12% management fee
1. Includes all events that have connections to UNLV departments or RSOs and are partnered with an external entity.
 2. Organization reserving space must be by a UNLV department, RSO or Non-Profit organization.
 3. Event may be paid by an outside organization (non-UNLV).
 4. 501 (c)(3) documentation must be on file and current to receive this rate for non-profits or department organizations.

IF ANY OF THE QUALITIES ARE NOT MET, CHARGES PROCEED TO TIER 4

Tier 4 – Retail Rate

- Full retail rate events for non-UNLV groups.
- No discounts provided
- All events subject to 12% management fee

ANY GROUP WHICH MISREPRESENTS ITSELF WILL BE CHARGED AT THE APPLICABLE RATE.



4505 S. Maryland Pkwy. Box 2008 Las Vegas, NV 89154

P: (702) 895-4449 F: (702) 895-1609 W: www.unlv.edu/eventservices

Event Partnership

The definition of a partnership is an event/reservation that is both an initiative of an RSO or Department and an initiative of a Non-University Organization. Examples include Relay for Life (RSO initiative of the American Cancer Society national event) and blood drives (campus organization initiative for Red Cross or United Blood Services).

- A. RSOs, University Organizations, and University Departments must abide by the following guidelines when partnering an event with a Non-University Organization:
- a. The event must be consistent with the normal function of the sponsoring organization. This determination is at the sole discretion of the SUES. Fundraising is considered a normal function of RSOs.
 - b. The RSO, University Organization or University Department must have a participatory role in the decision-making process as to the time, place, and manner of the activity.
 - c. The on-site contact person must be a listed member of the RSO, University Organization, or UNLV Department.
 - d. A member of the UNLV campus organization must be present the entire duration of the event.
 - e. The RSO, University Organization, or University Department assumes all responsibility for fees and charges resulting from the use of the SUES-managed facility or Outdoor Space.

Insurance

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. A signed and initialed Insurance Documentation Form must be presented to the SUES office at least fourteen (14) business days prior to the event, or event will be cancelled.
- B. The "Board of Regents, Nevada System of Higher Education" (NSHE) must be a named additional insured at a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate.
- a. Insurance is required at least thirty (30) business days prior to the event for external entities.
- C. Additional insurance coverage including automobile liability and worker's compensation coverage may be required based on the operations and activities of the event.
- D. RSOs may be covered under the Student Involvement & Activities policy. Contact SUES to determine if additional insurance is needed.



General Policies

- A. SUES reserves the right to determine a space request's priority category. Reservations submitted during priority scheduling are accepted on a first-come, first-served basis within the priority category.
- B. Requests for space must be submitted on the associated reservation form that can be found at unlv.edu/eventservices.
 - a. For Non-University organizations, please complete the request for proposal found at <https://www.unlv.edu/eventservices/request-for-proposal>
- C. Access to rooms in the Student Union, Student Recreation & Wellness Center and other reservable spaces will not be given without a confirmed reservation from Student Union & Event Services. No reservations can be processed outside of office hours.
- D. Common Area (1st floor, dining area and lounges) usage in the Student Union or Student Recreation & Wellness Center requires the approval of the Director of Conference & Event Services and/or the Executive Director of Campus Recreation Services
 - a. Common Areas are unable to be reserved when school is in session.
 - b. During University holidays, breaks, and summer sessions, Common Areas may be reserved for special events. Furniture can be rearranged or removed only by SUES staff with prior approval.
 - c. Events may not interfere with normal operations of the facility or interfere with other scheduled events.
 - d. Volume levels may not interfere with other functions in the facility or academic instruction on campus. Events receiving complaints may be asked to adjust volume level or to immediately shut down.
 - e. Food tables in the hallways will be limited to groups reserving all rooms in the hallway.
- E. Cancellation and/or Reduction of Space by User:
 - a. All organizations agree to pay any non-reimbursable expenses incurred by the University in connection with the event or equipment loan.
 - b. Non-University Organizations:
 - 1. Cancellation or reduction of event/meeting space and services prior to thirty (30) days of the scheduled event date(s) will result in a cancellation fee of 10% of charges for the reservation being canceled.
 - 2. Space reduction or cancellation within the final thirty (30) days before the scheduled event will result in forfeiture of the entire deposit due (75% of total estimated charges).
 - 3. In special circumstances where no deposit is paid and the group cancels either before or after the 30-day deadline, an invoice will be sent with the appropriate charges for payment by the group.



4. Groups failing to pay the owed charges by the due date on the invoice will be denied future use of UNLV SUES-managed facilities and recovery of the outstanding amount will be referred to a collection agency.
- c. RSOs, University Organizations, and University Departments:
1. Facility use cancellations, event or loan date rescheduling, and equipment loan or event space reductions will be accepted if notification is given in writing to SUES within four (4) business days of the scheduled event.
 2. Failure to notify SUES within a minimum of four (4) business days of the scheduled event will result in financial penalties being assessed to the group and/or loss of facility use privileges of future events.
 3. Cancellation of an event with a technician or support services will incur charges if made within 4 business days prior to event date.
- F. RSOs: Only the primary or secondary contact person or the organization's campus advisor may change a room reservation.
- G. A request for space does not guarantee that space will be assigned. SUES reserves the right to reject any reservation for cause.
- H. In the event an organization is scheduling rehearsal performance space, SUES reserves the right to limit space assignment to two rehearsals per main event. SUES will make an effort to schedule rehearsal performances in the same space as the main event, however, availability and assignment is not guaranteed.
- I. Advertising of any event prior to receipt of a Reservation Summary or accepted Full-Service Contract from SUES is at the risk of the event requestor and does not guarantee the event will occur.
- a. All organizations sponsoring events for political activities must include the following statement in all advertising: *"This event (or publication) does not reflect an opinion or endorsement by the University of Nevada, Las Vegas."*
 - b. In advertisements, the user will identify the facility as Student Union (SU), Student Recreation & Wellness Center (SRWC), or Outdoor Space. The facility is located on the campus of the "University of Nevada, Las Vegas" which may be abbreviated as UNLV at the following address: 4505 S Maryland Parkway, Las Vegas, NV 89154.
- J. All groups are limited to two (2) term assignments per semester. Term assignments are defined as recurring reservations throughout the semester or academic year that take place at a regularly scheduled time and day of the week. Recurring or weekly meetings in the Ballroom are not permitted, except on Sunday.
- K. No reservations for academic classes will be accepted for SUES-managed facilities with the exception of PEX classes in the SRWC.
- L. All games featured in a casino (i.e. Poker, Texas Hold 'Em, Craps, Bingo, etc.) are licensed games. These games have been deemed appropriate only for persons 21 years of age or older and must be held in a licensed facility. If a group wishes to hold a licensed game event in any SUES-managed facility, they must complete the following steps:
- a. Submit reservation request at least eight (8) months in advance. It must also be sponsored by a non-profit charitable organization. (This organization will provide a letter to the Nevada Gaming Control Board with their federal tax ID number and detail the proposed event. The organization must supply SUES with a copy of the approval.)



- b. Any monies or donations associated with this event must go to the charitable organization.
 - c. SUES will arrange with UNLV Police Services to be present at the event for entry regulation and event security. Charges may apply.
 - d. Additional requirements may apply per current Nevada Gaming Control Board regulations.
- M. UNLV has contracted with UNLV Dining (ARAMARK) to provide food service, including catering, on the UNLV campus.
- a. Internal UNLV groups wishing to have Aramark cater their event will need to contact them directly, located on the third floor of the Student Union. Menus are available at www.unlv.catertrax.com.
 - b. A food waiver may be granted to groups wishing to have food provided by an alternate full-service vendor. Waivers must be obtained 7 business days prior to the event.
 - c. Groups are permitted to provide pre-packaged food (Subway, Raising Cane's, etc.) at their events and are not required to receive a waiver.
 - d. Groups using SUES-managed facilities and serving unauthorized food will be subject to the following:
 1. Letter of Warning
 2. Fee equal to applicable excessive cleaning charges
 3. Possible suspension of scheduling privileges for the current academic year
- N. All groups using SUES-managed facilities are responsible for the proper use of the facility, furnishings and equipment. Any damages or missing equipment will be billed (full replacement cost) to the sponsoring organization. Excessive clean-up after events may also incur additional charges for staff time.
- a. Organizations that have damage charges assessed may become ineligible to use SUES-managed facilities in the future.
- O. Blue painter's tape must be used for any item adhered to the walls unless prior special arrangements are made with SUES.
- a. Items are permitted to be adhered within groups' reserved space as well as immediately outside reserved spaces.
 - b. Due to potential surface damage of walls surrounding marketing tables and the Phillip J. Cohen Theatre, sign standards (in lieu of painter's tape) are to be utilized in these locations to display group items.
 - c. Groups reserving the Green Room must request a sign standard and place next to the first floor elevator in lieu of adhering to wall and doors.
 - d. Don't place on artwork.
- P. The sponsoring group or organization accepts sole responsibility for the participants/attendees present at their event, including the conduct of their event participants/attendees and any damages that may occur.
- Q. At no time may building entrances/exits, doors, fire exits, elevators, hallways, or foot traffic be blocked by events or set-ups. All set-ups must observe fire code and comply with Americans with Disabilities Act. Use of service hallways by event organizers and attendees is prohibited due to fire code.
- R. Candles, incense, smoke/fog machines or other devices with an open flame are not permitted indoors or on covered balconies.



- S. Any event requiring the building to be open outside of normal operating hours will incur overtime charges. Charges are \$200 per hour regular overtime and \$300 per hour for opening during scheduled building closures, with a minimum of one hour of overtime.
 - a. No group is exempt from overtime charges.
 - b. All activities must end by 1a.m. unless granted overnight use.
- T. Any event requiring to use green spaces outside of normal operating hours will incur overtime charges. Charges are \$44 per hour for regular over time and \$88 for operating during scheduled building closures, with a minimum of one hour of overtime.
- U. Building artwork cannot be moved, taken down, or covered.
- V. Furniture Move: If your event requires furniture to be moved out of or into a reserved space, you will be subject to charges based on the number of pieces. If the furniture removal requires taking a meeting room offline to use as storage you are subject to those charges. Furniture move charges also apply for stage risers to be moved to Pida or Courtyard.
- W. If parking passes are needed for an event, SUES will purchase and provide them to the event contact. The cost will then be billed to the group.
 - a. SUES will not hand parking passes out to individuals or sell parking passes individually.
 - b. Individuals can purchase parking passes from UNLV Parking Services (702) 895-1300, the parking kiosk located at the entrance on Harmon Avenue and Maryland Parkway, or at the Student Union Information Desk.
 - c. Vendors for SUES-managed events can purchase parking passes from UNLV Parking Services or through SUES. Sidewalk access will be determined by Parking Services or SUES.
 - i. Vehicles are not permitted on Pida Plaza.

Additional Policies

Requests for space may be subject to additional policies that can be found at unlv.edu/eventservices. Please contact SUES at (702) 895-4449 to discuss program needs. Applicable policies and procedures may include, but are not limited to:

- A. SUES Policies & Procedures
 - a. Amplified Sound
 - b. Advertising
 - c. Community Walk
 - d. General Insurance Requirements
 - e. Giant Poster/Banner
 - f. Marketing Table
 - g. Memorial Ceremony
 - h. Film Showing
 - i. Outdoor Space
 - j. Overnight Use
 - k. Proposal
 - l. Recruitment Event
 - m. Commercial Marketing Policy
- B. UNLV Policies
 - a. Guidelines for Facility Scheduling
 - b. Sale and Distribution of Alcohol

Exceptions to this policy should be presented to the Director, Conference & Event Services in writing, at least two (2) weeks prior to the event for consideration.

Revised 1/5/21



4505 S. Maryland Pkwy. Box 2008 Las Vegas, NV 89154

P: (702) 895-4449 F: (702) 895-1609 W: www.unlv.edu/eventservices