LARGE EVENTS GUIDELINE FOR EXTERNAL CLIENTS

Definition: A large event is defined as a large-scale event that requires coordination with multiple departments, service providers and/or vendors; entails large numbers of people; and typically has an off-campus advertising or promotion. A large event often involves the following: music or a concert, booths and/or vendors, food and beverage sales, merchandise sales, equipment rentals, security, medic and parking coordination. The size of the program is atypically large for UNLV and warrants additional staffing resources from across campus. A large event may or may not incorporate a “walk/run/roll” as a part of the program. A large event often anticipates more than 1000 people in total attendance and may occupy more than one (1) reservable area on campus. The size and scope of the event also warrants extensive coordination with other campus events and departments, including the State Fire Marshal and State of Nevada Health Department. The classification of an event as a large event is at the sole discretion of Student Union & Event Services. All large events will be given “Full Service Contract” status through the Student Union & Event Services office. Full service contracts are subject to a 12% service charge added to the final invoice for all services provided in addition to the fees listed below.

Please see our Community Walk and Fun Run policies for information and pricing for such events. The following policy outlines the procedures for which an organization may hold a large event 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. All groups will be charged the large event package price (listed below). Additional services are available by request. Any fees associated with additional services will be billed to the client and incur our 12% management fee.
2. Large event events are permitted on weekends only. They will not be permitted to occur during campus closures and on annual event dates (e.g., Premier, UNLV’s Homecoming Week, Festival of Communities etc.).
3. Pre-event meetings with the assigned event manager will be held to discuss event details including the audience, marketing, equipment needs, and other specifics.
4. 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.
5. All large event participants, staff and volunteers must follow University Parking Policies. Proximity parking to the event area is not guaranteed.
6. Client must provide volunteers to staff the event, including entry; SUES staff will not manage the program component of the large event.
7. 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 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 set-up and event days of the scheduled event. Additional marketing opportunities are available for an additional fee.
8. All large event 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.

9. The sponsoring organization must sign a rental agreement a minimum of one hundred twenty (120) days prior to the event start date. Two deposits totalling 75% of estimated costs are due in advance: 25% deposit is due at contract signing to confirm space; with the remainder of the 75% due sixty (60) days prior to the event date.

10. The sponsoring organization is responsible for providing the SUES office with a copy of insurance, per the contract terms at the time of contract signing.

11. 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.

12. All groups wishing to have food with their event need to arrange this through the assigned Event Manager. Additional food permits may be required.

13. All large event 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.

14. On large event 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.

15. Emergency Medical Services will be required by UNLV Risk Management & Safety, but not provided in the package; SUES can assist with the coordination of these services.

16. Academic Buildings will not be open. Portable restroom rental is recommended, but not required. SUES can assist with the coordination of these services.

17. Last minute changes, if approved, are subject to a change fee.

18. The use of Unmanned Aerial Systems (UAS), also known as drones, are not permitted.

19. In the instance of inclement weather, refer to the terms & conditions in the Full Service Contract.

20. The number of police officers, grounds staff, and SUES staff will be provided at the discretion of UNLV.

21. Electric Carts are not available for Client use. SUES staff is not permitted to shuttle guests in electric carts.

Large Event Fee: $7,500 includes:

- Event Coordination services through the Student Union & Event Services office, includes: in-person, phone and virtual meetings; event diagramming; working with campus partners such as risk management, police services, grounds and/or facilities to ensure a safe and successful event for the client; and staff on-site throughout the duration of the Large Event. While SUES staff will manage working with campus partners, any additional costs that may arise from such parties will be charged to the client at cost (e.g. security staff costs)
- Use of one (1) of the following green spaces for the day of the event:
  - Academic Mall Plus (includes: Academic Mall A-D, Pida Plaza, and Alumni Amphitheater)
  - Intramural Fields (#1-3)
- The rate also compensates UNLV for the inability to utilize a space for several days following the event due to repair of the grass, recovery, etc.

Additional items, as needed, would be billed separately at their current rate may include:

1) Additional days for event set-up and/or take down at a rate of $5,000/day.
2) Electricity to event location(s) is charged based on the labor it takes to pull electricity to the staging area, plus the rental cost for any applicable equipment required such as generators or spider boxes.

3) Police/security services (security requirements are at the sole discretion of UNLV and are based on attendance and the nature of the activities)

4) Equipment, such as: tables and chairs; trash & recycle bins; audio-visual; loans and rentals.

5) Campus partner (e.g. OIT, Grounds, Facilities) and external vendor (e.g. stage rentals, misters, ped rails) services at cost.

6) Portable restroom rental facilitation with handwashing stations: Location and number to be determined.

7) Emergency medical services facilitation.

8) Trash pick-up by UNLV Grounds employees

9) Lighting charges

10) Charges for facilities and green spaces beyond those provided in Large Event fee occupied during set-up or take down at current facilities rates, including overtime if applicable.

11) Any additional services and/or equipment rentals