



## **Fee Structure - Effective August 24, 2020**

### **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 Tier 3).

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. Events 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.**