General Reservation Policy

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 outline 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
- When to Reserve
- Reservation Requests
- Fees
- Event Partnership
- Insurance
- General Policies
- Additional Policies

**TYPES of ORGANIZATIONS**

A. Registered Student Organizations (RSO)
   a. Any student group that has met the guidelines set forth for registration by the Student Involvement & Activities (SIA) office.

B. University Organization
   a. 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).

C. University Department
   a. A group that is affiliated with UNLV (sponsored by a UNLV department) but is not a RSO or University Organization.

D. Non-University Department
   a. A group that is not affiliated with UNLV. Non-profit and government groups are considered non-university organizations.

E. UNLV Student (not affiliated with a Registered Student Organization)
   a. Any UNLV student reserving space for a UNLV Academic-related Event.

**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
   a. Annual university programs and events
b. Student Government (CSUN & GPSA), RSOs, and university organizations
c. University departments
d. Non-university organizations

B. Student Recreation & Wellness Center
   a. Campus Recreational Services (CRS) programs and events; PEX academic classes; and open recreation (for student use)
   b. Student Government (CSUN & GPSA), RSOs, and university organizations
c. University departments
d. 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 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.
   b. RSOs and Departments
      i. Reservation request for these events must be received 25 business days prior to the first day of the event; this applies to both indoor and outdoor events.
      ii. Subject to 12% management fee.
   c. External Entities
      i. Request must be received at least 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 the event date.
   b. UNLV Academic-related Event: An academic-related activity that is NOT included in the established curriculum of semesterly classes listed at UNLV (e.g., Capstones, special guest lecture series, panel discussion). UNLV Students reserving for a UNLV Academic-related event must supply a valid NSHE ID number.

C. Academic Classroom Reservations
   a. Reservation requests for academic classrooms 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, 8am-5pm. All other requests shall 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 requested/scheduled more than 120 days in advance of the date needed.
   c. Equipment loan and checkout requests must be received a minimum of 10
business days prior to requested date.
d. Equipment rentals must be received a minimum of 15 business days prior to the requested date.

E. Urgent Reservations
a. Reservations requests submitted outside the timelines listed above are not guaranteed; if SUES is able to book the urgent reservation, we reserve the right to limit set-up and AV needs.

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 & Checkouts
- RSOs and departments: 50% discount
- External entities: full retail rate, plus 12% management fee

Equipment Rentals
- Internal & external clients: full at-cost rate, plus 12% management fee

Marketing Structures
- RSOs: 100% discount
- Departments: 100% discount, except for elevator/restroom advertisements
- External entities: full retail rate, plus 12% management fee. Groups 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.
- For all entities: client is responsible for printing marketing materials

Academic Classrooms
- RSOs: 100% discount
- Departments: $40 unlocking and locking fee if applicable; 50% discount when partnering with an external entity
- External entities: full retail rate, plus 12% management fee
- For all entities: subject to fees if additional equipment or service is requested

FOR ALL TIERS

The following items are charged at full rates:

- Building and/or greenspace overtime
- Police/security services
- Grounds/custodial staff
- Support staff
- Direct student labor
ANY GROUP THAT MISREPRESENTS ITSSELF WILL BE CHARGED THE APPLICABLE RATE.

TIER 1: Student Organization & Student Academic Events; Student Life Events (internal to Student Life)

Must meet all of these criteria:

1. Event created and developed by UNLV
2. Submitted, organized, and sponsored by UNLV student, student group or Student Life
3. Audience is primarily the UNLV community
4. Funding is paid by regular student or student organization methods
5. UNLV student reservations (those 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 Tier 1 qualities are NOT met charges, proceed to Tier 2

Additional information:

- Partnership with a UNLV department is Tier 2
- Student Life sponsored events which are focused on students and/or internal to Student Life are Tier 1
- Student 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-Student Life departments are Tier 2
- CAEO graduation and historically underrepresented affinity-group graduation events are eligible to be classified as Tier 1 as determined by SUES

Tier 1 Discounts/Fees

- Room rental: 100% discount
- Audio-visual and set-up items: 100% discount
- Specialty items: 75% discount
- Subject to a 12% management fee, based on size/scope

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.

Must meet all of these criteria:

1. Event 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 Tier 2 qualities are NOT met charges, proceed to Tier 3 – including partnership with external entities.

Tier 2 Discounts/Fees

- Room rental: 90% discount
- Audio-visual, set-up and specialty items: 75% discount
- Subject to a 12% management fee, based on size/scope

TIER 3: External Partnership and Non-Profit Rate

Includes all events that are hosted by an external non-profit group and/or have connections to UNLV departments or RSOs and are partnered with an external entity.

Must meet all of these criteria:

1. Organization reserving space must be a UNLV department, RSO, or non-profit organization.
2. For non-profit organizations, 501(c)3 documentation must be provided to receive non-profit pricing/discount.

Additional information:

- Event may be paid by an internal our outside organization.

If any of the Tier 3 qualities are NOT met charges, proceed to Tier 4.

Tier 3 Discounts/Fees

- Room rental: 25% discount
- Audio-visual, set-up and specialty items: 25% discount
- Subject to a 12% management fee, based on size/scope

TIER 4: Retail Rate

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

EVENT PARTNERSHIP

The definition of a partnership is an event/reservation that is both an initiative or an RSO or department with a non-university organization. Examples include: Relay for Life (RSO initiative supporting national event of the American Cancer Society) and blood drives (campus organization initiative supporting 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 SUES.
Fundraising is considered a normal function for 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 university 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 SUES at least fourteen (14) business days prior to the event, or the event will be cancelled.

B. The “Board of Regents, Nevada System of Higher Education” (not UNLV) must be 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 workers compensation coverage may be required based on the operations and activities of the event.

D. RSOs may be covered under the SIA policy; contact SUES to determine if additional insurance is needed.