Student Union & Event Services
Group Court Rental & Sports Tournament Policy

The following policy outlines the procedures for the scheduling and management of group court rentals in the Student Recreations & Wellness Center (SRWC). This policy is in addition to the applicable policies outlined in the Student Union & Event Services (SUES) General Reservation Policy and UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specifics of the event.

General Scheduling

A. Minimum of two courts must be available at all times for open recreation (for use by SRWC members only).

B. Non tournament play groups may reserve up to four courts.

C. All group court rentals will be booked with the SUES Full-Service Contract and will include all lodging, parking, security and/or food and beverage arrangements booked with the University. A management fee of ten percent of total charges applies to all Full-Service Contracts.

D. Each court reserved is limited to 100 participants (players and spectators combined). Additional SRWC staff is required if more than 75 participants per court (charges apply). If actual event varies from the contract, applicable additional charges will be reflected in the final invoice.

E. All University requirements for special events must be met prior to group court rental start date. The on-site contact for each non-university group is required to meet, in person, with the SUES Conference & Event Coordinator (EC) and SRWC Coordinator. On-site contact must be at the SRWC thirty minutes prior to court rental start (or day prior with pre-approval) to review spectator and participant admittance procedures.

F. Group Court Rental organizers are fully responsible for all actions of any individual who enters the SRWC facility for their event.

   1. All tournament organizers must complete the SUES Tournament Attendee Responsibility Form prior to their event. Tournament organizers and attendees must abide by all UNLV/SRWC policies

   2. Spectators and participants are restricted to reserved areas in the SRWC only. Practice, warm-ups and/or loitering in non-reserved areas is not allowed.

   3. UNLV reserves the right to remove participants or spectators, or terminate activities for any reason during the reservation. All efforts of communicating with the on-site client contact will be made prior to final decisions unless the safety and security of the SRWC patrons or facility are in jeopardy. Deposits are non-refundable and group court rental organizers agree to pay any non-reimbursable expenses incurred by the University in connection with the Event / Group Court Rental.

   4. Minors (persons under the age of 18) must be accompanied by an adult over the age of 18. Minors utilizing locker room facilities must be chaperoned by an adult. A family restroom is located on the first floor of the SRWC if preferred.
G. Every group court rental must have a clearly defined admittance procedure for their event, to include a visible Group Court Rental participant indicator. For example: color-coded wrist bands, lanyards with IDs, etc.
   a. Entrance standards and identification must be submitted to the EC in writing prior to in-person meeting with the SRWC Coordinator.
   b. Any change in entrance procedures must be communicated to SUES staff a minimum of 48 hours prior to Group Court Rental start.
   c. If Group Court Rental organizer does not have pre-determined identification system, arm bands will be provided, at cost, for participant check-in and facility access.
   d. Any participants or spectators that do not have the pre-determined identification or are not enrolled UNLV students taking a minimum of 3.5 credit hours will be required to purchase a day pass to enter the facility.

H. A table and two chairs in the SRWC lobby will be provided for Group Court Rental check-in/information. The table must be staffed by an agent of the Group Court Rental during all tournament hours to control entry of Group Court Rental attendees into the facility.

I. Only one court rental group can have amplified sound at one time on the 3rd floor courts. Groups may not bring their own sound systems. A portable sound system is available to rent and can be included on the group’s Full Service Contract based on availability.

J. Daily Group Court Rental schedules must be approved by the EC and SRWC Coordinator five working days prior to event start date.
   a. A minimum of 20 minutes is recommended to be scheduled between activities to allow for delays and entrance/exit of participants and spectators from the building.
   b. Overtime charges will be billed to Group Court Rental organizers if play time or attendee occupancy of the facility exceeds scheduled building hours. Refunds will not be given if scheduled activities end early.

K. Videos and photography must be taken from within and only of the reserved areas. All videography and photography requires a permit from UNLV’s Media Relations department. Permits should be provided to the EC 14 days prior to event start date. No spectators or equipment are allowed on the 2nd floor or the 4th floor.

L. The Group Court Rental organizer agrees that all advertising of the event will be honest and true and will include accurate information on event time and prices. No advertising or publicity may state or imply that the University of Nevada, Las Vegas, sponsors the Group Court Rental.

M. Equipment not pre-arranged for rental will not be provided by the SRWC.

N. Any SRWC equipment or structure of the facility in the area of the reserved space found lost or damaged will be billed at full replacement cost to Group Court Rental organizer including, but not limited to, labor, windows, backboards, nets, stands, etc. Group Court Rental organizers are responsible for identifying and reporting any pre-existing damage prior to Group Court Rental start to the SRWC Coordinator or SRWC staff.
O. All Group Court Rental organizers are responsible for the clean-up of their reserved area, including any materials brought into the facility, such as water bottles, jugs, printed materials, advertising, towels, etc. Excessive cleaning charges may be applied to final invoice for extensive cleaning such as, but not limited, to any dried or pooled liquids, gum, chalk, oil, or excessive trash not in proper trash/recycling receptacles.

P. Campus parking must be pre-arranged through the EC prior to the Group Court Rental. Options are: individual vehicle parking passes or block-parking (upon approval of UNLV Parking Services). Parking is free many weekends, but is subject to change pending events in the Thomas and Mack Center/Cox Pavilion or other special events on campus. Parking citations cannot and will not be waived by SUES or SRWC.

   a. All drivers are responsible for parking in designated areas and following instructions of all Parking Services and Police Services representatives.

Q. Fire and emergency access lanes should be kept clear at all times. SRWC staff will notify UNLV Parking Services for ticketing and/or towing of vehicles without warning.

R. Food and beverage is not allowed beyond the entrance gate of the SRWC except for the following:

   a. Personal coolers are not allowed beyond the entrance gate. Pre-approved team trainer coolers will be allowed in reserved areas.

   b. Only individual sealable drink containers are allowed past the front entrance gate.

S. Group Court Rental merchandise concessions may be pre-arranged with the EC. The Group Court Rental organizer must provide a copy of a business license for each organization selling merchandise. For security and facility traffic flow, approved locations for merchandise sales are in the SRWC 1st floor lobby at pre-designated marketing table locations or in SRWC meeting room 1010 or 1020. Rental fees will apply to space reserved for merchandise sales in addition to meeting room and check-in table provided in package.

T. Banners or signage may not be hung from the fourth floor indoor-track rails. Groups are limited to one banner per court. All banners must have grommets.

U. Per National Collegiate Athletic Association (NCAA) bylaw 13.11.11.14, UNLV may not host, sponsor, or conduct a tryout camp, clinic, group workout, or combine (e.g., combination of athletics skill tests or activities) devoted to agility, flexibility, speed, or strength tests for prospective student-athletes at any locations. In football and basketball UNLV shall not host, sponsor or conduct a non-scholastic practice or competition in which basketball and football prospective student-athletes participate on its campus or at an off-campus facility regularly used by UNLV for practice and or competition. Further, the use of institutional facilities for non-institutional camps or clinics that include prospective student-athletes shall be limited to the months of June, July, and August. A prospective student-athlete is defined as an individual who has started classes for the seventh grade in Men's Basketball and 9th grade in Women's Basketball and Football. A Facility Rental Affidavit for NCAA Rules must be submitted by the tournament organizer for each tournament scheduled regardless of age of participants.

Specific to Sports Tournaments with Spectators (in addition to above policies)

   A. Tournament play is permitted on the 3rd floor gym courts only.

   B. Tournaments may play on a maximum of three courts, if playing on three courts the entire 3rd floor gym will be reserved to allow for one court to be used for spectators.
C. Bag checks will be required at the entrance for all Group Court Rentals with spectators. Spectators are defined as anyone other than a player, coach, scout or referee.

D. Tournament Host Application process:
   a. All inquiries for tournaments will be emailed the applicable tournament information, policies, and application.
   b. For their first year reserving space in the SRWC, potential tournaments must submit the Tournament Application for approval and to generate a cost estimate and event contract.

E. Tournament organizers must reserve and host one successful tournament with SUES prior to booking future events.
   1. Any infractions of SRWC, tournament and/or UNLV policies will be documented by facility staff for post-tournament review.
   2. Tournament organizers will receive post-tournament written documentation of policy infractions if a non-returning status is determined.
   3. Tournament organizers not granted a returning status may appeal decision in writing to the Associate Director of Student Union & Event Services and Director of Campus Recreational Services (CRS), prior to requesting to host future tournaments.
   4. All previous invoices must be paid in full prior to scheduling future events.

F. SRWC staff will be scheduled during tournament hours to assist in monitoring and enforcing policies and to assist with facility operations specific to tournament needs. One and Two-court tournament packages include one student staff and three-court tournaments include two student staff. Additional staffing can be pre-arranged and provided, for which labor charges will apply.

G. The following security requirements apply:
   1. 2 officers on 3rd floor for 1 and 2 court tournaments
   2. 3 officers upstairs for 3 court tournaments
   3. 1 security officer for bag check at entrance

UNLV Police Services has first-right-of-refusal for requested security at tournaments. Any requests for non-UNLV Police Services security presence must be presented to and approved by UNLV Police Services. Exceptions to this policy should be presented to the Associate Director, Student Union & Event Services, in writing, at least four (4) weeks prior to the event for consideration.

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