Outdoor Spaces are university properties designed for academic, entertainment, and recreational activities. This policy covers outdoor reservable spaces through Student Union & Event Services (SUES). 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.

**All Outdoor Reservable Spaces**

1. Due to coordination required with Risk Management & Safety, Facilities Management and the Nevada State Fire Marshall for all outdoor events, a minimum or 20 business days advance scheduling from event start date is required.

2. Events may not interfere with normal operations of the UNLV Campus. Only one(1) scheduled event on neighboring outdoor spaces may have amplified sound during the same time frame. A signed copy of the SUES Amplified Sound Policy must be submitted nine(9) days prior to the event in order to use amplified sound. It may be required that A/V equipment is monitored by a SUES staff member.

3. 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 or grass. Vehicles may be driven only onto designated areas of the Intramural Field to deliver items. Vendors and vehicles will need to meet UNLV insurance requirements including general, automobile and worker’s compensation. All vehicles will need to obtain a vendor permit to drive or park on campus. The SUES office will help coordinate insurance requirements and permits.

4. All event set-ups are to be coordinated via SUES and UNLV Risk Management & Safety. Set-ups for stages, tents, fences, etc. should be an appropriate distance from sprinkler heads and trees to avoid damage. Staking of tents or any other equipment is prohibited. No signage or ropes of any kind may be attached to trees. Absolutely no posting allowed on trees, plants, or objects in the landscape, lamp posts, exterior or interior walls, sidewalks, benches, windows, or other surfaces not specifically designed for posting printed materials. Event set-ups, load-ins and load-outs are to be supervised by a member of the SUES staff. Changes or late additions to set-ups may not be approved if deviating from the State Fire Marshall approved plan.

5. The sponsoring organization is responsible for all equipment and trash by the end of the reservation time and is responsible for returning reserved area to the same condition it was prior to its use. Trash should be picked up and put in trashcans, if your event requires additional trash or recycling receptacles please notify SUES and they will be provided. SUES can help coordinate a Grounds representative to assist with trash clean-up for an additional charge if needed. Additional “wear and tear” or excess refuse left on the field will incur an additional excessive cleaning charge.

6. The sponsoring organization must make arrangements through the SUES office for access to restrooms or provide portable restroom facilities.

7. SUES reserves the right to require content of amplified sound is appropriate given time, space and manner. Events receiving complaints may be asked to change their content offerings. View Amplified Sound policy for further guidelines that will apply.
Specific to Academic Mall

1. Reservations will be accepted a minimum of 20 business days prior to event date.

2. Due to the large amount of space on the Academic Mall, space has been broken up into sections A North, A South & B. Groups may reserve all three sections if available. There will be no adjoining events between different groups having amplified sound as a minimum of one section must serve as separation.

Specific to the Intramural Fields

1. No field painting is permitted during the academic year except for Campus Recreation Services sponsored events. During summer term, the field may be painted for the purpose of athletic field lines in the designated reserved space. Arrangements must be made a minimum of 20 business days prior to the event with the SUES or Campus Recreational Services offices. Charges for painting/marking of the field may apply.

2. Campus Recreations Services staff will open the gates to the Intramural Field and turn on the field lights, if reserved.

3. Any equipment not supplied by the sponsoring organization will need to be rented/coordinated through SUES. SUES supplied equipment to the space will fall under an Equipment Loan Rental.

4. Two (2) garbage cans are on the Intramural Field. Additional garbage cans may be requested and rented at an additional cost.

5. For parties of more than 100, it is required that the sponsoring organization rent portable restroom facilities. The McDermott Physical Education Complex and Fertitta Tennis Complex bathrooms are not able to accommodate attendees of events.

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