

STUDENT UNION GENERAL BUILDING POLICIES

- A. The Student Union is considered to be a facility open to the public. Visitors to the facility are expected to adhere to established Facility policies, University regulations, Regents policies, Student Code of Conduct, as well as federal, state & local regulations and policies at all times while in the facility regardless of activity.
- B. All tobacco products, e-cigarettes and vapor products are prohibited in the Student Union, balconies, covered areas and elevators on the campus. Smoking, e-cigarette and vapor product use is prohibited within 40 feet of any Student Union entrance. UNLV employees and students who violate this policy are subject to the disciplinary rules and procedures. Marijuana use in any form is not permitted in the Student Union, nor on the grounds surrounding the Student Union.
- C. By Nevada Revised Statutes (NRS) 202.350, no one other than police personnel may carry or possess firearms or any other weapons on campus. Weapons include, but are not limited to knives with blades longer than 4 inches, firearms, slingshots, paintball guns or facsimile weapons. Concealed weapons are prohibited on the UNLV campus.
- D. The possession and/or consumption of alcohol is not permitted on-campus or in common areas within a facility regardless of the age of the visitor involved. Common areas include, but are not limited to, balconies, lounges, hallways, lobbies, elevators and open perimeter areas of the facility. In the case where alcohol is requested for an event in the facility, all procedures as outlined in the UNLV Alcohol Events Policy must be followed. In the case where alcohol is approved for an event, alcoholic beverages are not to be removed from the designated event area.
- E. The University will not provide the facilities of the Student Union for assemblies or other activities which have a clear likelihood of interfering with processes of the University, or of endangering the health or safety of users of the Student Union.
- F. The Student Union will not be available for regular academic classroom activities, except by permission of the Director for Student Union & Event Services or designate.
- G. At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by event or set-up. All event set-ups must observe fire code and comply with all state and federal laws governing access for people with disabilities. Use of service hallways by event organizers and attendees is prohibited due to fire code. For safety of event guests, doors to reserved meeting/event spaces will not be locked from exterior while participants are present in the meeting/event space.
- H. Unauthorized soliciting, stopping or blocking traffic in the building to campaign, recruit or sell items is not allowed. This includes, but is not limited to churches, governments, fundraisers and businesses.
- I. Photography and Filming in the facility is permitted with prior approval from the Assistant Director for Student Union Facilities & Operations and the UNLV Office of Media Relations. Event organizers wishing to film inside the reserved space for their own personal use is permitted without approval. Student Union & Event Services (SUES) staff reserves the right to dictate the locations where filming is permitted as to not interfere with the course of normal building operations.
- J. All postings must conform to the Student Union & Event Services Advertising Policy and the UNLV Campus Posting policies. Within reserved meeting and event spaces, event clients are permitted to use low residue (blue) tape to cover windows or affix items to the walls and doors. Thumbtacks push pins, T-pins, staples, nails, other penetrating items as well as glue or other sticky adhesive may not be used on any surface, carpet, wall or space within the Student Union.
- K. Parking, riding or walking of bicycles, use of skates (in-line or otherwise), or use of skateboards, razors or scooters will not be permitted indoors at any time.

- L. Animals are not permitted in the Student Union at any time except for approved disabilities services or law enforcement. "Emotional support" or "comfort" animals are not allowed within the Student Union.
- M. Candles, incense, candle warmers, or other devices with an open flame are not permitted indoors or on covered balconies unless given prior approval by the Director of the Student Union & Event Services for event purposes.
- N. All groups using the Student Union for meetings/events are responsible for the proper use of the facility, furnishings, and equipment. Any willful, negligent or careless damage to any property of the Student Union will be billed to the person(s) responsible.
- O. Any event that requires the building to be open before or after normal operating hours will incur additional charges as outlined in the Student Union & Event Services General Reservation Policy.
- P. The Student Union will not be responsible for any lost, stolen, or damaged personal property belonging to visitors to the facility. All lost and found items brought to the Information Desk will be turned over to campus Police Services.
- Q. The Public Address System is to be used for emergency and facility announcements only by a member of the Student Union & Event Services staff.
- R. Furniture and equipment will not be removed from the building except as authorized by the Assistant Director for Student Union Facilities & Operations. Only the building staff will be authorized to relocate furniture or equipment within the building. Any costs associated with relocating furniture will be the responsibility of the requestor.
- S. The following appliances are not permitted in individual offices or cubicles: microwaves, hot plates, stoves, toaster ovens, sun lamps, halogen lamps or electric blankets. Microwaves are provided in the food court area and facility break rooms for use by building visitors/occupants.
- T. Refrigerator units are permitted in individual offices. Units are not to exceed 3.1 cubic feet in size. Cleaning of individual refrigerator units is the responsibility of the owner.
- U. Electrical equipment connection to facility electrical outlets must comply with state fire code regulations and OSHA safety regulations. The use of power strips and extension cords are not permitted in a multi-connect or "daisy-chain" manner. Questions about electrical equipment and cords should be directed to the Assistant Director for Student Union Facilities and Operations.
- V. Keys/Cards permitting building access are issued by the Assistant Director for Student Union Facilities and Operations. Users and occupants of the facility are accountable for the responsible use of the access granted to them as an individual. Access keys/cards are intended for sole use of the owner and are not to be shared with individuals not holding access. Organizations occupying space in the Student Union will be assessed the cost for re-keying affected areas when security is compromised by the organization.
- W. Lounges located on the 2nd floor of the Student Union (226, 227 TV Lounge, 228) have been designated as "UNLV Affiliated Only" spaces. Student Union staff reserves the right to request for a University ID (RebelCard) and request any visitors in these spaces not in possession of a valid ID to leave the lounge.
- X. In the case an individual needs to be trespassed, the act of trespassing a visitor must be done by a member of the SUES staff in the presence of UNLV Police.
- Y. Failure to adhere to any of the guidelines may result in the individual, department or group being charged and/or could include the loss of privileges.
- Z. The Student Union utilizes cameras and surveillance footage for guests in the facility and may use this information to determine policy violations. Camera footage and surveillance is also done in coordination with UNLV Police.

Requests for a waiver from requirements outlined in this policy must be submitted to the Assistant Director of Student Union Facilities & Operations in writing. If regarding an event, request must be received no less than two (2) weeks prior to the date of the anticipated event.