A. The Student Union is considered a public facility and is open to members of 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. Smoking tobacco and carrying lit tobacco products is prohibited in all buildings, balconies, covered areas and elevators on the campus, except within a separate, designated room or area of the building. Pursuant to Nevada Revised Statutes, persons violating the statute may be charged with a misdemeanor. In addition, UNLV employees and students who violate this policy are subject to the disciplinary rules and procedures set forth in the Board of Regents Handbook. The full text of the policy may be found at http://hr.unlv.edu/Policy/no_smoke.html. All questions regarding this policy should be referred to the Human Resources.

C. By Nevada State Law, no one other than police personnel may carry or possess firearms or any other weapons on 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.

G. At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by individuals, an event or event set-up. All event set-ups must observe fire code and comply with the American Disabilities Act. 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. Soliciting, stopping or blocking traffic in the building to campaign or sell items is not allowed.

I. Photography and Filming in the facility is permitted with prior approval from the Assistant Director for Student Union Facilities & Operations. Event organizers wishing to film inside the reserved space for their own personal use is permitted without approval. Student Union Facilities & Operations 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 campus posting policy as outlined in the UNLV Guidelines for Scheduling University Facilities. Within reserved meeting/event spaces, event clients are permitted to use low residue tape to cover windows or affix items to the walls/doors. Thumbtacks, push pins, staples, nails, and glue may not be used on carpeted, paneled, or papered surfaces.

K. Parking, riding or walking of bicycles, use of skates (in-line or otherwise), or use of skateboards or scooters will not be permitted indoors at any time.
L. Animals are not permitted in the Student Union at any time except for disabilities services or law enforcement.
M. Candles, incense, or other devices with an open flame are not permitted indoors or on covered balconies.
N. All groups using the Student Union for meetings/events are responsible for the proper use of the facility, furnishings, and equipment. Any willful and 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 Facilities & Operations 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. Microwaves are not permitted in individual offices. 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 “daisy-chain” manner.
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 Facilities 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 a disruptive individual needs to be trespassed, the act of trespassing a visitor must be done by a member of the Facilities staff in the presence of UNLV Police.
Y. Failure to adhere to any of the guidelines may result in additional fees to the individual, department or group and could include the loss of privileges.

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.