



Student Union Newspaper and Magazine Agreement

The following policy outlines the usage of the Student Union magazine/newspaper racks. This policy is in addition to the applicable policies outlined in the Student Union & Event Services general reservation policy:

1. Racks can be reserved for both on and off campus publications. All racks must be reserved before items may be placed in them. The Student Union & Event Services office will assign and label your rack(s). You are permitted to supply your own rack if space is available, it must be labeled clearly with the publication name.
2. Racks are reserved for the fiscal year (i.e. July 1-June 30). Patrons are responsible for the renewal of their rack spaces each year and must restock it with publications throughout the year. If a reservation is made within the middle of the fiscal year no discount will be applied.
3. Each reservation can have a maximum of 2 shelves. If UNLV affiliated organizations request 2 shelves, only 1 will be free. If you are supplying your own rack, this does not apply.
 - a. If supplying your own rack, UNLV is not responsible for damaged or stolen property. It is the responsibility of the patron to repair or replace.
4. If a rack is empty for more than 1 week, the reservation will be terminated. When terminated and if the patron would like to reactivate, the patron must reserve and pay for another rack if one is available.
5. Only publications in newspaper and magazine format are permitted (No flyers, coupon books, or brochures are permitted).
6. Patrons can reserve a space for the following amounts: UNLV publications- \$50/rack, external- \$75/rack (includes a rack at all of the locations listed below):
 - a. Indoor- 1st floor – Dining Area
 - b. Indoor – 2nd floor – Student lounge hallway
7. Measurements per shelf are 15-3/4"w x 43"h x 13-1/2"d (this applies if you are using a UNLV rack).
8. In the event of a large function rack location may be temporarily moved.
9. First come, first served. Payment is due upon signature of contract. Reservations will be taken starting June 1 for the next fiscal year.