

UNLV | PURCHASING & CONTRACTS

SHORT TERM RENTAL AGREEMENT

This Short Term Rental Agreement (the “*Agreement*”) is made by and between _____ (“*Homeowner*”) and the Board of Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Las Vegas (“*Guest*”) as of the date last set forth on the signature page of this Agreement. For good and valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

1. Homeowner agrees to rent the Property to the Rental Party on the terms and conditions herein.
2. Property. The property is located at _____ and is furnished.
3. Rental Party: The Rental Party shall consist of _____ people.
4. Term of the Lease. The lease begins at (time) _____ on _____ (the “*Check-in Date*”) and ends at (time) _____ on _____ (the “*Checkout Date*”).
5. Rental Rate. The rate will be \$ _____ for the rental payable through _____.
6. Homeowner Representations: Homeowner represents and warrants that Homeowner has complied with all applicable laws and regulations required to rent the Property for use by the Rental Party, including any business requirements, zoning laws, housing codes and/or association rules. Homeowner further represents and warrants that Rental Party will have quiet enjoyment of the Property.
7. Governing Law: The laws of the State of Nevada shall govern the validity, construction, interpretation, and effect of this Agreement, excluding any laws or principals regarding the conflict or choice of laws.
8. Force Majeure. Neither party shall be considered in default in the performance of its obligations under this Agreement if such performance is prevented or delayed by Force Majeure. Force Majeure shall be understood to be any cause which is beyond the reasonable control of the party affected and which is forthwith, by notice from the party affected, brought to the attention of the other party, including but not limited to war, hostilities, revolution, civil commotion, strike, lockout, epidemic, pandemic, accident, fire, wind or flood or because of any law, order, proclamation, ruling, regulation or ordinance of any government or subdivision of government or because of any act of God. In the event of a Force Majeure, either party may terminate this agreement and all amounts paid shall be refunded.

The parties agree to the terms of this Short Term Rental Agreement, as evidenced by the signatures set forth below.

Homeowner:

Signature: _____
Printed Name: _____
Date: _____

Guest: Board of Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Las Vegas

Recommended by:

Signature: _____
Printed Name: _____
Title: _____
Date: _____

Approved by:

Signature: _____
Chelsea Meggerson
Executive Director of Purchasing and Contracts
Date: _____

Short-Term Rental Agreement Procedure

Last Updated: June 10, 2025

Step 1: Initiate

Requester reaches out to PCard/Buyer for guidance or refer to the Purchasing webpage for the short-term rental agreement attachment:
<https://www.unlv.edu/purchasing/forms>

Step 2: Execute

Department completes the Agreement with:

- Homeowner Name
- Property Address
- Dates/Length of stay
- # of guests staying
- Homeowner's Signature

Step 3: Circulate

Buyer circulates Agreement for signature in DocuSign

- Recommending official (Dean or above)
- Initialed by Assistant Director
- Signed by Executive Director

Step 4: Pay

PCard: A fully executed copy of the Agreement is sent to PCard email. PCard sends approval to Requester with Agreement. PCard requests reservation summary screenshots.

PO: Buyer attaches Agreement to PO in Workday.

Step 5: Save

Buyer saves Agreement to Shared Drive: 'Short-Term Rental Agreements Folder'

Note: Short-Term Rental Agreements are **not** assigned a contract number and are **not** routed to legal for review unless the homeowner requests changes.