



SCIENCE AND ENGINEERING BUILDING SPACE RESERVATION POLICY

I. WHO CAN RESERVE

The Science and Engineering Building (SEB) Facilities are available for reservation for meetings and programmatic needs by university and registered student organizations, departments, colleges.

This document outlines basic room reservation policies. Additional policies for specific events may also apply. Please contact the SEB Space Coordinator, Cara Loomis, at seb@unlv.edu to discuss individual program needs.

Activities centering on Science, Engineering, and interdisciplinary research will take precedence over other campus activities. Use by building occupants will also take precedence over non-occupant groups.

SEB does not provide event services or resources. Any event service or resources required will be the responsibility of the event organizer.

II. WHEN IS A SPACE RESERVATION FORM REQUIRED

- A. Any meeting that requires over 4 hours of use within a conference room.
- B. Meetings that require more space than our largest conference room (Max 24) may be considered a potential event and sent to the SEB Space Coordinator for review.
- C. Conference room requests that require repetitive use for meetings that do not fall in line with SEB Standard Operations and actively take away space from our standard users. Examples include: classes, seminars, workshops etc. particularly those that do not center around research.
- D. Requests that require use of SEB Lobby, classrooms, auditorium, and/or SEB resources (poster walls).
- E. The SEB Administration faculty reserves the right to determine what falls within standard use of SEB Facilities and when a space reservation request is required.

III. WHEN TO RESERVE

Reservation requests should be received at least three (3) weeks or 15 business days prior to the first day of the activity.

IV. GENERAL POLICIES

- A. SEB Administration reserves the right to determine a space request’s priority. Reservations submitted are accepted on a first come, first serve basis.
 - B. All meetings and activities held within SEB must comply with the “Guidelines for Scheduling UNLV Facilities.”
 - C. Requests for space must be submitted on a properly completed SEB Conference Room Reservation Form or SEB Space Reservation Form. No oral or tentative reservations will be accepted. This form will be signed by the chair, Dean or higher, from the department responsible for this event. Completed forms may be emailed to seb@unlv.edu.
 - D. A request for space does not guarantee that space will be assigned. SEB Administration reserves the right to reject any reservation that it determines does not fit the mission of the building. You will receive an email confirming your reservation request.
 - E. No advertising of an event should take place prior to receipt of a confirmed status Reservation Summary from the SEB Administration.
 - 1. In advertisements, the user will identify the facility as the Science & Engineering Building, and that the facility is located on the campus of the “University of Nevada, Las Vegas” which may be abbreviated as UNLV at 4505 S Maryland Parkway, Box 4022, Las Vegas, NV 89154-4022.
 - F. All groups using the Science and Engineering Building are responsible for the proper use of the facility, furnishings, and equipment. Any missing equipment will be billed to the sponsoring organization. **Excessive clean-up after events may also incur additional charges for custodial or staff time.** Should damage occur to the building above and beyond the usual and customary usage, the damage repairs will be charged to the responsible party.
 - G. At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by event or set-up. All set-ups must observe local fire code and ADA accessibility.
 - H. **Rearranging of furniture or equipment in the rooms is not allowed without approval from the SEB Administration Office.** If a change in the furniture set up is approved, the person sponsoring the event is responsible for returning the furniture to its original set-up style. If the room is found out of order more than three times, use of SEB may be suspended.
 - I. UNLV has contracted with UNLV *Catering (by ARAMARK)* to provide food service, including catering, on the UNLV campus. Menus are available on-line. Organizers of events are also allowed to bring in their own food and beverage.
- NO FOOD OR BEVERAGE (except water) IS ALLOWED IN THE AUDITORIUM. PRIOR APPROVAL WILL BE REQUIRED FOR FOOD OR BEVERAGE (except water) IN THE CLASSROOMS. CLEAN UP WILL BE THE RESPONSIBILITY OF THE REQUESTOR.**
- J. Only the Primary or Secondary Contact Person or the organization’s campus advisor may change a room reservation.
 - K. Cancellation by User:

1. Registered Student Organizations and University Departments:
Facility use cancellations will be accepted if notification is given to SEB administration within **seven (7) university working days** of the scheduled event. Failure to notify SEB administration within a minimum of seven (7) university working days of the scheduled event will result in possible loss of facility use privileges for future events.

- L. Parking Passes: If parking passes are needed for an event, contact Parking and Transportation Services at (702) 895-1300.

V. SPACE RENTAL FEES

- A. Registered Student Organizations or University Departments or Colleges assumes all responsibility for fees and charges resulting from the use of the Science & Engineering Building facilities. All financial transactions will be between the Science & Engineering Building's administrative office and the Registered Student Organization or University Department or College. Space rental fees are listed on the SEB Website.

Requests for exceptions to this Policy should be presented to the Executive Director of the Research Infrastructure in writing at least two (2) weeks prior to the event for consideration.

Authority: SEB Admin Committee

Revised 08/25/2022