

# **POLICIES FOR RESERVATION OF BUILDING FACILITIES, SCHEDULING & CONFERENCES**

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## **I. WHO CAN RESERVE:**

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

This document outlines basic room reservation policies. Additional policies for specific events may also apply. Please contact the SEB Administration Office at (702) 774-4732 to discuss individual program needs and event services.

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.

## **II. WHEN TO RESERVE:**

For major events that are highly detailed in nature and require substantial planning, reservation requests must be received at least three (3) weeks or 15 business days prior to the first day of the event.

## **III. 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 events held within SEB must comply with the "Guidelines for Scheduling UNLV Facilities" <https://www.unlv.edu/campuslife/scheduling-guidelines>
- C. Requests for a space must be submitted on a properly completed SEB Conference Room Reservation Form or SEB Event 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 faxed to (702) 774-4733, email SEB@unlv.edu or drop off the form to SEB Administration Room # 2102.
- D. A request for space does not guarantee that space will be assigned. SEB Administration reserves the right to reject any reservation 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.

- a. Non-University Organizations sponsoring events for political or religious activities must include the following statement in all advertising:  
“This event (or publication) does not reflect an opinion or endorsement by the University of Nevada, Las Vegas.”
  - b. 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 Pkwy, 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 organizing/ **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 locked 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 the SEB may be suspended.
- I. UNLV has contracted with the UNLV *Catering (by ARAMARK)* to provide food service, including catering, on the UNLV campus. Menus are available on-line at <https://unlv.catertrax.com/> Effective 8/1/2012, organizers of events are also allowed to bring in their own food and beverage.
- NO FOOD OR BEVERAGE (except bottled water) IS ALLOWED IN THE AUDITORIUM.**
- J. Only the Primary or Secondary Contact Person or the organization’s campus advisor may change a room reservation.
- K. Cancellation by User:
- a. Non-University Groups: Facility use cancellations will be accepted if notification is given in writing to the SEB Administration at least 30 days (postmarked) before the scheduled use dates as listed on the Agreement. Non-University Organizations will forfeit all rental and service fees for any no show.
  - b. 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 the SEB Administration office at (702) 774-4732. The cost of parking passes (\$4.00 each) will be added to the room reservation cost.

**IV. SECURITY DEPOSITS:**

- A. A security deposit may be required for any events held in the Science & Engineering Building. SEB management reserves the right to require a security deposit. Security deposits are due 30 days prior to the event. Security deposits will typically be returned if no damage or problems have occurred during the event within approximately two weeks after the event. Major events outside normal custodial hours may require service and will be charged accordingly.

Security Deposit Schedule:

Lobby	\$750
Auditorium	\$750
Large Classroom	\$750
Small Classroom	\$200
Large Conference Room	\$180
Medium Conference Room	\$140

- B. Registered Student Organization or University Department – 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 and Engineering Building’s Administrative Office and the Registered Student Organization or University Department.

**V. INSURANCE:**

- A. Any event open to individuals other than UNLV students, faculty, and staff requires insurance. The sponsoring organization must obtain comprehensive general liability insurance for bodily injury and property damage. The Board of Regents, Nevada System of Higher Education (NSHE) must be a named additional insured at a minimum of one million dollars (\$1,000,000) per occurrence. A certificate of insurance must be presented to the Administration Office of the Science and Engineering Building at least ten (10) working days prior to the event, or the event will be cancelled.
- B. Insurance Documentation is required for UNLV Departments with off-campus attendees. An Insurance Documentation that is signed and initialed needs to be presented to the Administrative Office of the Science and Engineering Building at least ten (10) working days prior to the event, or the event will be cancelled.

**Requested for exemptions to the Policy should be presented to the Director of the Science & Engineering Building in writing at least two (2) weeks prior to the event for consideration.**

Authority: SEB Admin Committee  
Revised 7/11/2018