

Student Union & Event Services  
**SUES-MANAGED OUTDOOR SPACE POLICY**

Outdoor Spaces are university properties designed for academic, entertainment, and recreational activities. This policy covers outdoor reservable spaces through Student Union & Event Services (SUES). This policy is in addition to the applicable policies outlined in the SUES General Reservation Policy and UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specifics of the event.

**All Outdoor Reservable Spaces**

1. Due to coordination required with Risk Management & Safety, Facilities Management, and the Nevada State Fire Marshall for all outdoor events, a minimum of 25 business days advance scheduling from event start date is required for Tiers 1-3 events and a minimum of 45 business days for Tier 4 and 5 events.
2. Events may not interfere with normal operations of the UNLV Campus, including times when green space is offline for Grounds maintenance.
3. Special arrangements must be made with the SUES office to drive or park vehicles on the UNLV campus. Fire lanes must be accessible at all times. At no time may vehicles drive or park on Pida Plaza or grass. Vendors and vehicles will need to meet UNLV insurance requirements including general, automobile and worker's compensation. All vehicles will need to obtain a vendor permit to drive or park on campus. The SUES office will help coordinate insurance requirements and permits.
4. All event set-ups are to be coordinated via SUES and UNLV Risk Management & Safety. Set-ups for stages, tents, fences, etc. should be an appropriate distance from sprinkler heads and trees to avoid damage. Staking of tents or any other equipment is prohibited. No signage or ropes of any kind may be attached to trees, unless SUES has obtained approval from Grounds. Absolutely no posting allowed on trees, plants, or objects in the landscape, lamp posts, exterior or interior walls, sidewalks, benches, windows, or other surfaces not specifically designed for posting printed materials. Event set-ups, load-ins and load-outs are to be supervised by a member of the SUES staff. Changes or late additions to set-ups may not be approved if deviating from the State Fire Marshall approved plan.
5. The sponsoring organization is responsible for all equipment and trash by the end of the reservation time and is responsible for returning reserved area to the same condition it was prior to its use. Trash should be picked up and put in trash cans. If your event requires additional trash or recycling receptacles, please notify SUES and they will be coordinated. SUES can help coordinate a Grounds representative to assist with trash clean-up for an additional charge if needed. Additional "wear and tear" or excess refuse left in the location will incur an additional excessive cleaning charge.
6. When facilities are closed and/or not near the event location, the sponsoring organization must plan through the SUES office for access to restrooms or provide portable restroom facilities.
7. SUES reserves the right to require the content of amplified sound is appropriate given time, space, and manner. Events receiving complaints may be asked to change their content offerings. View Amplified Sound Policy for further guidelines that will apply.

## **Specific to Academic Mall**

Due to the large amount of space on the Academic Mall, space has been broken up into the following sections: A North, A South, B, C and D; a map will be provided upon request. Groups may reserve all sections if available. There will be no adjoining events between different groups having amplified sound as a minimum of one (1) section must serve as separation.

**Exceptions to this policy should be presented to the Associate Director for Conference & Event Services in writing at least 10 business days prior to the event for consideration.**

Updated 10/2023