

## **Student Union & Event Services COMMUNITY WALK POLICY**

The following policy outlines the procedures for which an organization may hold a Community Walk on the UNLV campus. This policy is in addition to the applicable policies outlined in the Student Union & Event Services (SUES) Full-Service Contract, General Reservation Policy, and UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specifics of the Event.

### **Guidelines:**

1. Community Walks are solely contracted with registered non-profit organizations. UNLV is unable to host competitive race events and/or those featuring USA Track & Field (USATF) certified courses. Proof of non-profit status must be provided.
2. Expected attendance for Community Walks is between 200 and 6,000 participants; for events with over 6,000 participants, please see our “Large Events Guidelines.”
3. Clients will have the opportunity to choose between three (3) predetermined walk routes:
  - a. 1-mile route (loop may be completed up to three (3) times;
  - b. 1.5-mile route (loop may be completed up to two (2) times; or
  - c. 3.1-mile (5k) route (loop may only be completed one (1) time.
4. Walk start time, distance, route, and event could be impacted due to construction and other events on campus; your event manager will communicate with you if this is the case and work with you to identify new times/routes.
5. All groups will be charged a Community Walk package based on the pricing tiers found below. Additional services are available by request. Any fees associated with additional services will be billed to the client. Walks over 6,000 participants shall be considered a “Large Event” and fall under related policies and pricing.
6. Walks are permitted on weekends only. They will not be permitted to occur during campus closures nor on annual campus event dates (e.g., Premier, Homecoming Week, Festival of Communities, etc.). Each spring, walk dates will be available for the forthcoming Fall and Spring semesters.
7. A pre-event meeting with the assigned event manager will be held to discuss event details including the route, water station locations, and other specifics.
8. Walks must start and stop in the same location, which may be one of the outdoor locations included in the walk package.
9. All Walk participants, staff, and volunteers must follow University Parking Policies. Proximity parking to the Walk route and/or gathering area is not guaranteed.
10. 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.
11. The client must provide volunteers to staff the registration area, as well as to manage the water stations and walk route. SUES staff will not manage the program component of Walks.
12. Banners/signs may not be attached to any building, light post, physical structure and/or any landscaping on the UNLV campus without prior approval.

13. Signage along the route should be placed in pre-approved areas, if placed in grass areas it must be at least eighteen inches (18") from the sidewalk and is the responsibility of the sponsoring organization both to place and remove. Signage is only permitted on the day of the scheduled walk.
14. All walk clients will leave the UNLV campus in the same condition as was provided for the event. Excessive trash, damage of property, remaining items, etc. may be subject to an excessive cleaning charge added to the final event invoice.
15. The sponsoring organization must sign a rental agreement a minimum of ninety (90) days prior to the event start date, pay a 25% deposit, and is responsible for providing the SUES office with a copy of insurance, per the contract terms. An additional 70% deposit is due thirty (30) days prior to the event date.
16. Vendors not included in the sponsoring organization's insurance coverage will be required to provide the SUES office with a copy of their general liability insurance policy naming the Nevada System of Higher Education (NSHE) Board of Regents as an additional certificate holder. This includes vendors with animals and/or service animals. If vendors are selling merchandise, a business license is required to be on file with the SUES office. For required insurance amounts, please refer to the UNLV Risk Management website: <https://www.unlv.edu/rms/insurance>.
17. All groups wishing to have food with their event need to arrange this through the assigned event manager. Additional food permits may be required.
18. All Walk set-ups and gathering areas must be approved by UNLV Risk Management and the State Fire Marshal. Student Union & Event Services will coordinate this application process but cannot guarantee approval.
19. On Community Walk days, the Student Union and green spaces will open at 7:00 am; if an earlier open or late close is requested and available, the client will incur current hourly overtime fees to cover staffing and utilities.
20. Emergency Medical Services are required by UNLV Risk Management & Safety for events over 1,000 participants; SUES can assist with the coordination of these services. Applicable charges will be added to the final bill.
21. Typically, academic buildings along the walk route will not be open; portable restroom rental is recommended, but not required. SUES can assist with the coordination of these services. Applicable charges will be added to the final bill.
22. Last minute changes, if approved, are subject to a change fee.
23. The use of Unmanned Aerial Systems (UAS), also known as drones, are not permitted.
24. In the instance of inclement weather, refer to the terms & conditions in the Full-Service Contract.
25. The number of police officers, grounds staff, and SUES staff will be provided at the discretion of UNLV, and is based on the size and scope of the Event.
26. Clients are not permitted to drive UNLV golf carts, however SUES will provide a lead golf cart and driver.
27. Requests for exceptions to this policy shall be submitted in writing to the Associate Director for Conference & Event Services a minimum of three (3) months in advance of the event date.

## **COSTS & SERVICES PROVIDED**

### **Tier 1 –Anticipated attendance of up to 1,000 people, \$4,000.00\* includes:**

- 1) Rental cost of gathering/registration area (Pida Plaza), selection of route from three (3) predetermined routes, WRI lawn, Alumni Amphitheater, Academic Mall (A-D), Pioneer Lawn, and the Rose Garden during day of scheduled event;
- 2) Four (4) tables, eight (8) chairs, five (5) trash cans, and five (5) recycle bins for gathering/registration area;
- 3) Up to three (3) water stations along walk route; each station includes: three (3) tables, six (6) chairs, and three (3) recycle bins;
- 4) One (1) general use small-medium meeting room in the student union for operations and storage;
- 5) Two (2) police officers and one (1) Grounds staff for up to four (4) hours each;
- 6) One (1) lead golf cart and driver; and
- 7) Access to the student union and outdoor spaces beginning at 7 a.m.

\* Any equipment, space, service, or personnel needed beyond what is provided in the package will incur additional charges at cost and are subject to the current management fee

### **Tier 2 –Anticipated attendance of 1,001 up to 3,000 people, \$5,500.00\* includes:**

- 1) All services, spaces, and equipment included in the Tier 1 Community Walk package;
- 2) One (1) dumpster; and
- 3) Up to two (2) additional police staff (4 total) and one (1) additional Grounds staff (2 total) for up to four (4) hours each.

\* Any equipment, space, service, or personnel needed beyond what is provided in the package will incur additional charges at cost and are subject to the current management fee

### **Tier 3 –Anticipated attendance of 3,001 up to 6,000 people, \$7,500.00\* includes:**

- 1) All services, spaces, and equipment included in the Tier 1 and Tier 2 Community Walk packages;
- 2) One (1) set-up day immediately prior to actual event date in outdoor spaces and assigned meeting room;
- 3) One additional dumpster, for two (2) total; and
- 4) Up to two (2) additional police staff (6 total) and one (1) additional Grounds staff (3 total) for up to four (4) hours each.

\* Any equipment, space, service, or personnel needed beyond what is provided in the package will incur additional charges at cost and are subject to the current management fee

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