

Student Union & Event Services

General Reservation Policy

I. Who Can Reserve

SUES-managed facilities are available for use by university and registered student organizations, departments, colleges and non-university organizations. SUES-managed facilities include:

- Student Union
- Student Recreation & Wellness Center (SRWC)
- Courtyard
- Pida Plaza
- Alumni Amphitheater
- Academic Mall (A-D)
- WRI Lawn
- Pioneer Lawn
- SRWC Lawn
- Rose Garden
- Chem Lawn
- Intramural Fields
- Non-academic use of classrooms

This document outlines general reservation policies for all Student Union & Event Services (SUES) managed facilities and outdoor spaces. This policy is in addition to the applicable policies outlined in the UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specifics of the event. Please contact SUES at (702) 895-4449 to discuss individual program needs and event services.

II. User Definitions

A. The following is how SUES defines different types of users:

1. **Registered Student Organization (RSO):** Any student group that has met the guidelines set forth for registration by the Student Involvement & Activities (SIA) office.
2. **University Student Organization:** Recognized university organizations are a group of students who are directly affiliated with the mission of a University of Nevada, Las Vegas (UNLV) department or functional area. These groups have dedicated staff and student members who are documented volunteers or employees of the University (e.g. CSUN student government).
3. **University Department:** A group that is affiliated with UNLV (ex: college, administrative unit) but is not a RSO or University Organization.

4. **Non-University:** A group that is not affiliated with or is external to UNLV; for-profit, nonprofit and government groups are examples of non-university organizations.
5. **UNLV Student** (not affiliated with an RSO): Any UNLV student reserving space for a UNLV Academic-related Event (ex: study hours, presentation).

III. Tiers, Discounts & Fees

A. SUES utilizes “Tiers” to identify the appropriate fees and discounts to be applied to all Reservations; tiers and associated fees/discounts are prioritized by who we serve and where our funding comes from (ex: student fees, student organizations, University goals/initiatives). Any events that change in nature during the planning process will be adjusted accordingly to the corresponding Tier (whether to a lower or higher Tier) and any group that misrepresents itself will be assigned the appropriate Tier.

1. **Tier 1:** Student Organizations; UNLV Student; Internal Student Life Events
 - a. Event is submitted, organized and developed by a UNLV student, student organization, or is internal to Student Life (ex: internal staff training/celebration, not an open event/meeting).
 - b. UNLV student and student organization events require the student(s) to be present and engaged in the planning and execution of the event and funding/payment made by regular student or student organization methods.
 - c. UNLV students reserving space for a UNLV academic-related activity that is not included in the established curriculum of semesterly classes (e.g., Capstones, panel discussion) must supply a valid NSHE ID number to confirm their reservation.
 - d. Primary audience (defined as the majority) is the UNLV community.
 - e. Fundraising and/or drives (ex: blood drive, Relay for Life) for the benefit of the Student Organization or identified cause/philanthropy are considered a normal function of RSOs and therefore are eligible for this Tier.
 - f. There are no partnerships at this tier except with other student organizations; partnerships fall under other tiers.
2. **Tier 2:** University Organizations; University Departments; Student Union Building Partners; NSHE Umbrella
 - a. Event is submitted, organized and developed by a University Organization, University Department, Student Union Building Partner, or entity under the NSHE Umbrella.
 - b. University Organizations and University Departments will be billed out of the UNLV department program code (IDR); Building Partners and NSHE entities may pay via Check, Credit, or ACH.
 - c. Primary audience (defined as the majority) is the UNLV community.
 - d. Student Organizations partnering with University Organizations or University Departments fall under this Tier.

- e. Student Life reservations for department events that are not internal (Tier 1), wherein the event is open to the campus, public, etc. fall under this Tier.
3. **Tier 3: External Partnership; Non-UNLV Focused**
 - a. Student Organization, UNLV Student, University Organization or University department collaborates with an external association (ex: to host a conference on campus)
 - b. Primary audience (defined as the majority) is not current or incoming UNLV students and/or faculty & staff
 - c. Members of the Student Organization, University Organization or University department shall be present and engaged in the planning and execution of the event; and assume responsibility for fees and charges.
 4. **Tier 4: Non-Profit Organizations**

Proof of non-profit status must be submitted in order to be assigned this Tier and receive related discounts. Any of the following is acceptable evidence of nonprofit status:

- a certified copy of the organization’s certificate of incorporation or similar document that clearly establishes nonprofit status;
- a reference to the organization’s listing in the Internal Revenue Service’s (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code;
- a copy of a currently valid IRS tax exemption certificate;
- a statement from a State taxing body, State Attorney General, or other appropriate State Official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals;
- any of the above proof for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

5. **Tier 5: Retail Rate / All other users**

Any users not identified in the previous Tiers fall into Tier 5 and incur full retail rate; no discounts provided; plus current management fee.

B. Discounts

1. **Meetings/Events:** pricing and discounting is based upon the assigned Tier:

Tier	Room Discount	AV Discount	Set-Up Discount	Specialty Discount	All other items
1	100%	100%	100%	75%	Full rate
2	90%	75%	75%	75%	Full rate

3	50%	75%	75%	75%	Full rate
4	25%	25%	25%	25%	Full rate
5	Full rate	Full rate	Full rate	Full rate	Full rate

2. Classrooms

- Tier 1: 100% discount
- Tier 2: 90% discount + \$40 unlocking/locking fee
- Tier 3: 50% discount
- Tier 4: 25% discount
- Tier 5: Full rate

3. Equipment Rentals

If an event requires equipment (ex: tables of a certain size, special chairs, linens, port-a-potties) that is not in our inventory, we can work with local vendors to rent the equipment. All equipment rentals will be charged at actual rate + current management fee.

4. Equipment Loans & Checkouts

SUES has certain equipment that is available for check-out or loan. An equipment checkout entails the client picking up and returning the equipment to SUES. An equipment loan entails SUES delivering and picking up the equipment. Equipment loans do not include set-up or takedown; this service is available for an additional charge.

Equipment loans and checkouts incur a charge for the equipment at the following discount rate:

- Tier 1: 50% discount
- Tier 2: 50% discount
- Tier 3: 50% discount
- Tier 4: 25% discount
- Tier 5: Full rate

* Tiers 1-2: based on the size and scope, may incur a management fee at the current rate

* Tiers 3-5: will incur a management fee at the current rate.

5. Marketing

- Tier 1: 100% discount
- Tier 2: 75% discount

Tier 3: 50% discount
Tier 4: 25% discount
Tier 5: Full rate

* Tiers 1-3: to allow for a greater number of users, restroom & bathroom ads are only permitted to be posted for one (1) week at a time; requests for a 2nd week may be submitted 2 weeks out from the first date of the 2nd week and if the space is available, will be added to the existing reservation

* Tier 5 are eligible for up to a 15% discount on marketing if they book multiple options or extended periods; this is at the sole discretion of SUES.

* All Tiers are responsible for printing/providing material to be posted/displayed (ex: handbills for table tops, banners, TV ads)

C. Other Fees

1. All other costs associated with an event shall be charged at the full rate, including but not limited to:
 - a. Building and/or green space overtime
 - b. Police/security services
 - c. Grounds/custodial staff
 - d. Support staff
 - e. Direct student labor
 - f. Catering
2. Affinity Grads, as identified by SUES, occurring annually in May during the week leading up to Commencement, receive a 100% discount on room, 75% discount on AV, set-up, and specialty items, with all other items at actual cost.
3. All events with an assigned event coordinator (EC) are subject to the management fee at the current rate.
4. All Tier 3-5 reservations will incur a management fee at the current rate.

IV. When to Reserve

SUES books for one academic year, roughly mid-August to mid-August, at a time. Reservations are on a first-come, first-served basis, except during the Priority Scheduling period, which occurs annually around Spring Break.

A. General Reservations

- a. Internal Reservations: Requests outside of Priority Scheduling shall be submitted a minimum of three (3) business days in advance of the first date.

- b. External Reservations shall be submitted a minimum of 30 business days in advance of the first date.
- B. Major Events
- a. A major event is any event that is greater in size/scope and coordination effort than a standard meeting; the classification of a reservation as a major event is at the sole discretion of SUES. Such events will be assigned a Conference & Event Coordinator (EC) to assist them with their event logistics.
 - b. Tiers 1-3: Reservation requests for these events must be received a minimum of 25 business days prior to the first day of the event; this applies to both indoor and outdoor events.
 - c. Tiers 4-5: Request must be received at least 45 business days prior to the first day of the event.
- C. Classrooms for Non-Academic Use
- a. Requests outside of Priority Scheduling shall be submitted a minimum of three (3) business days in advance of the first date.
 - b. Classroom requests for non-academic use will be processed after the 2nd week of each semester (Fall & Spring), which allows for academic course locations to be finalized. Requests for the summer will be processed towards the end of Spring semester or as approved by the Office of the Registrar.
 - c. UNLV departments should only submit for events that are in partnership with an external organization, need room access (charges will apply), and/or have event times outside of M-F, 8am-5pm. All other requests shall be submitted through the Registrar's office.
 - d. Classrooms for academic use shall be submitted directly to the Office of the Registrar.
- D. Equipment Checkouts, Loans & Rental Reservations
- a. Equipment loan and rental requests may be considered a major event depending on the amount of equipment being loaned and subject to the current management fee.
 - b. Equipment rentals may not be requested/scheduled more than 120 days in advance of the date needed.
 - c. Equipment loan and checkout requests must be received a minimum of 10 business days prior to the requested day; additionally, this applies if there is a date change.
 - d. Equipment rentals must be received a minimum of 15 business days prior to the date requested.
 - e. Rentals coordinated by SUES that are canceled within seven (7) business days are subject to a \$50 fee.
- E. Urgent Reservations
- a. Reservation requests submitted outside the timelines listed will be scheduled based upon space, equipment and staff availability.
- F. Priority Scheduling

During Priority Scheduling, reservations are accepted for the upcoming year based on the following priority:

1. Student Union and Outdoor (Green) Spaces, in the following order:
 - a. Annual university programs and events (ex: New Student Orientation)
 - b. RSOs and University Organizations
 - c. University Departments
 - d. Non-University Organizations
2. Student Recreation & Wellness Center, in the following order:
 - a. Campus Recreational Services (CRS) programs and events; PEX academic classes; and open recreation (for student use)
 - b. Annual university programs and events (ex: New Student Orientation)
 - c. RSOs and University Organizations
 - d. University Departments
 - e. Non-University Organizations

V. General Policies

- A. Requests for space must be submitted on a properly completed SUES form. No oral or tentative reservations will be accepted. A request for space does not guarantee that space will be assigned. You will receive an email confirming your reservation; if the date and/or spaces requested are not available, we will work with you to find alternatives if possible; in the event nothing is available, you will be notified. No advertising of an event should take place prior to receipt of a reservation summary from SUES.
- B. Reservations of first floor space are only permitted during semester breaks (ex: Spring break) and over the summer.
- C. All groups using SUES-managed spaces are responsible for the proper use of the facility/venue, 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 above and beyond the usual and customary usage, the damage and repairs will be charged to the responsible party.
- D. Only SUES staff is permitted to move equipment (ex: tables, chairs, staging) and AV (audio-visual) equipment.
- E. Last Minute Changes/Requests
 1. Layout Changes
 - a) Layout changes requested within 24 hours of your event will incur charges based on number of staff and time it takes to make the changes. These charges will be applied to your final quote. Please understand if SUES does not have any staff available to make the requested changes you will need to proceed with the original setup.
 2. AV Technicians/Student Support Staff
 - a) Personnel requests and increases to currently booked personnel made within four (4) business days of your event are not guaranteed.

- b) Reductions to the number of staff or the hours of staff should be made at least four (4) business days prior to the event date.
- c) Reductions to the number of staff or the hours of staff made within four (4) business days will be charged the full quoted amount.
- F. At no times may doors, fire exits, elevators, hallways or foot traffic be blocked by an event or set-up; all set-ups must observe local fire code and ADA accessibility.
- G. For indoor venues: no glitter or confetti, no fog or haze machines; no standing on chairs; no pushpins, staples, nails, screws or similar materials may be used on the wall, floors or carpet; approved tape (ex: painters tape) may be used to attach items to walls, floors or carpet.
- H. Only the primary or secondary contacts (and advisor if RSO or University Organization) as identified on the SUES reservation form may make changes to the reservation.
- I. SUES reserves the right to change locations if necessary and will notify clients of such changes.

VI. Late/No-Shows and Cancellations

Tiers 1-3 – No Event Coordinator: Facility use cancellations without an assigned event coordinator (EC) will be accepted if notification is given in writing via the online change form prior to seven (7) university business days. Failure to use (no-show) or cancel scheduled space within this timeline will result in:

- 1st offense: letter of warning
- 2nd offense: letter of warning + \$100 fee
- 3rd offense: letter of warning + \$200 fee + suspension of reservation privileges for the remainder of the semester and following semester
- Late arrivals (arriving 30 or more minutes after reservation start time) will incur a \$40 fee per occurrence.

Tiers 1-3 – Assigned Event Coordinator: Reservations with an assigned event coordinator (EC) who do not respond to communications from the EC and/or fail to meet and provide sufficient information in order for SUES to carry out its role (ex: staffing, campus partner notifications) prior to 16 business days of the event start shall, (i) have their event cancelled and (ii) be responsible for a cancellation fee of \$100. Late arrivals shall adhere to steps outline above the “No Event Coordinator” section.

Tiers 4-5: As outlined in the signed facilities use agreement.

VII. Insurance Requirements

Any event open to individuals other than UNLV students, faculty and staff requires insurance. The sponsoring organization must obtain comprehensive general liability insurance that includes coverage for products/completed operations and personal injury, and property damage.

- A. Insurance documentation is required for NSHE/UNLV departments with off-campus attendees. A signed and initialed Insurance Documentation Form must be presented to SUES at least fifteen (15) business days prior to the event, or the event will be canceled.
- B. With the exception of print/passive marketing, insurance as outlined below is required for all non-University reservations. Print/passive marketing is defined as: posters, table tents, TV ads, and banners; tabling/being on-site will require insurance.
- C. The “Board of Regents, Nevada System of Higher Education” (not UNLV) must be named additional insured with an additional insured endorsement attached to the COI at a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate. Insurance is required at least fifteen (15) business days prior to the event for external entities.
- D. Additional insurance coverage including automobile liability and workers compensation coverage may be required based on the operations and activities of the event.
- E. RSOs may be covered under the SIA policy; contact SUES to determine if additional insurance is needed. Examples of activities or other event aspects that may trigger the need for event insurance include but are not limited to: inflatables and the majority audience consisting of youth/minors.

VIII. Exceptions

Requests for exceptions to this policy should be presented to the Associate Director for Conference & Event Services in writing (email) at least 20 business days prior to the event for consideration.

Revised 4/2023