

Campus Life

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Guidelines for Scheduling University Facilities

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Section I - General Guidelines

1. Purpose of Policies

The purpose of these policies and regulations is to ensure the effective use and enjoyment of the facilities of the University of Nevada, Las Vegas campus, hereinafter referred to as the University, as an educational institution. In line with this policy, the University and its facilities are deemed to be a "non-public forum," unless otherwise expressly stated herein, for purposes of expressive conduct under the First amendment to the United States Constitution. Policies are applicable to all users and potential users of University facilities.





2. General Guidelines for Scheduling



- a. For the purpose of this document, "University" includes:
 - a. University colleges, schools, departments, staff and administrators and University system executives for events/functions which are related to or are a part of their official responsibilities.
 - b. University facilities, the campus grounds, property and appurtenances thereto under the control of the University.
- b. University properties shall be used only in accordance with federal, state and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity.
- c. University facilities are provided primarily for the support of the educational functions of the University and the activities necessary for the support of these functions. University functions take precedence over any other activities in the use of University facilities.
- d. All persons on University property are required to abide by University policies and regulations of the Board of Regents and shall identify themselves upon request to University officials or appropriate University employees acting in the performance of their duties. Violation of such policies or regulations may subject a person to possible legal penalties; if the person is a student, faculty or staff member of the University, that person may also be subject to University discipline.


- e. Public expression in the form of freedom of speech and advocacy may be exercised in University facilities at such times and places and in such a manner as to assure orderly conduct, the least possible interference with University responsibilities as an educational institution, protection of the rights of individuals in the use of University facilities, and reasonable protection of persons against practices that would make them involuntary audiences.
- f. In the spirit of open discussion and freedom of expression, the University will not discourage any group from using designated University facilities or services to render an opinion as long as the University determines the time, place, and mode of presentation of the views in question. The University will not attempt to control the viewpoint of the speaker.
- g. The name, insignia, seal, logo or other University or departmental indicia may only be used by University and non-university groups or organizations with prior approval of the appropriate University authority.
- h. Failure to comply with these policies may result in cancellation of the event.

3. Advance Scheduling


Advance scheduling for the use of University facilities must be made with the appropriate office, as indicated below:

- a. Classroom space is scheduled by the Office of the Registrar's Academic Event Scheduling for classroom space for University departmental use. Faculty and Staff reserving general purpose classroom for departmental uses (i.e. departmental meetings, seminars, or special class speaker events) can contact the Office of the Registrar at phone number ([702-895-3443](tel:702-895-3443) ) or by using the events request form. Please ensure that your proximity card is modified to include your room assignment. Changes to your proximity access can be completed via the [Electronic Key/Card Request form](#) . Please be aware that you need to be on the UNLV network (VPN, or directly connected) in order for this link to work.
- b. Educational Outreach schedules use of campus classrooms for Non-University Users, [702-895-4351](tel:702-895-4351) 
- c. The following Academic Building exceptions are scheduled as follows:
 - o Conference Rooms in Frank and Estella Beam Hall: [702-895-3363](tel:702-895-3363) 
 - o Conference Rooms in Rod Lee Bigelow Health Sciences: [702-895-3693](tel:702-895-3693) 











- Conference Rooms/Great Hall in Thomas Beam Engineering: [702-895-3699](tel:702-895-3699) 
- College of Hospitality spaces (HOS, Stan Fulton Building, Boyd Dining Hall): [702-895-3308](tel:702-895-3308) 








d. The Student Union & Event Services: may be reached at [702-895-4449](tel:702-895-4449)  and is responsible for reserving the following campus spaces:

- Student Union
- Pida Plaza
- Alumni Amphitheatre
- Academic Mall and other door spaces
- Classroom reservations for Registered Student Organizations
- Residence Hall (meeting space and green space)
- Summer Conference Housing and Dining Commons

e. Student Recreation and Wellness Center (SWRC) may be reached at [702-895-3011](tel:702-895-3011)  and is responsible for reserving Intramural Fields, SRWC Lawn, and any space in the SWRC.

f. Other Non-classroom facilities are scheduled as follows:

- Academic Computing Services Conference Rooms: [702-895-0721](tel:702-895-0721) 
- Alta Ham Fine Arts: [702-895-4210](tel:702-895-4210) 
- Paul Harris Theatre: [702-895-3261](tel:702-895-3261) 
- Acting Studios: [702-895-3261](tel:702-895-3261) 
- Music Dept. Recital Rooms: [702-895-3332](tel:702-895-3332) 
- Dance Studios: [702-895-3827](tel:702-895-3827) 
- Donna Beam Art Gallery: [702-895-3893](tel:702-895-3893) 
- Barrick Museum: [702-895-3381](tel:702-895-3381) 
- Parking Lots: [702-895-1300](tel:702-895-1300) 
- Gateway Building: [702-895-3320](tel:702-895-3320) 

- Performing Arts Center: [702-895-4712](tel:702-895-4712)  which includes the following:
 - Artemus Ham Concert Hall
 - Judy Bayley Theatre
 - Black Box Theatre
 - Ham Concert Hall Lobby and Green Room
 - Performing Arts Center Plaza and Steps
- Lied Library: [702-895-2286](tel:702-895-2286) 
- Student Service Complex: [702-895-3695](tel:702-895-3695) 
- System Computing Services Building: [702-895-4590](tel:702-895-4590) 
- Richard Tam Alumni Center: [702-895-3641](tel:702-895-3641) 
- Foundation Building: [702-895-3641](tel:702-895-3641) 
- Thomas and Mack Center: [702-895-4788](tel:702-895-4788)  (Si Redd Room, Cox Pavilion, Strip View Pavilion, TMC Parking Lots)

4. University Scheduling Procedures-Room Usage

University and Registered Student Organization sponsored activities are presented for educational, cultural, or entertainment value and are not essentially commercial in value. Any commercial activity must follow the Policy for Advertising and Marketing on UNLV Grounds and Facilities.

a. Rental of Facilities and Services to Non-university Users

It is the practice of the University to permit rental of its facilities and services to non-University users engaged in legal activities.

b. Policies Specifically Applicable to Non-university Related Users of University Facilities

1. Non-NSHE post-secondary education institutions and/or organizations may not regularly rent University facilities for instructional purposes.
2. The University will require a hold harmless/indemnification agreement, certificate of insurance, and/or the cost of University coordinated security for any facility usage or distribution of food products and alcoholic beverages.

3. Meeting Space: Non-university groups may rent meeting space through the appropriate office.
4. Vending/Sales and commercial use must follow the Policy for Advertising and Marketing on UNLV Grounds and Facilities and the Campus Merchandise Sales Policy.
5. Advertising and marketing on UNLV facilities and grounds must follow the Policy for Advertising and Marketing on UNLV Grounds and Facilities and the Posting Policy with the exception of the following exempted areas / administrative units:
 - The Thomas and Mack Center, Cox Pavilion, and other intercollegiate athletic facilities, including but not limited to football, baseball, softball, soccer, tennis, and track.
 - Performing Arts Complex.
 - Areas rented by non-university entities during the hours for which the area is rented.
 - University departments and Registered Student Organizations selling non-commercial products or services for fundraising purposes.
 - Student Union marketing tables and services.
 - The UNLV Alumni Association for its contract with a credit card company.
6. Fees:
 - Individual facility offices will maintain fee schedules approved by a committee charged with that responsibility.
 - Collection and Distribution: The coordinating office will collect estimated fees in advance of the scheduled events.
 - The individual office that scheduled an event will reimburse campus departments for expenses which may be incurred such as for parking, custodial, utilities, posting or special equipment/services.
 - Revenue generated by such fees and associated with an event sponsored by a University department or other group will be redistributed by the office that scheduled the event to the department or group after all expenses have been met.

- The individual facilities will follow general University procedures established by the Controller's Office for the handling of any and all fees.

5. Facility Use Fees

The University has established fees for use of its facilities which are charged to recover actual costs incurred by the University. The individual facility offices are authorized units to quote rates to the departments or organizations reserving facilities. These fees will be reviewed on an ongoing basis.

The University retains the right to assess cost recovery fees relative to use of specified areas on the campus grounds. In an effort to improve the overall appearance, suitability and safety of these external areas/facilities, these fees will help to maintain the landscaping in optimum condition.

Five levels of fee structure are to be established:

a. Definition of Costs

1. Fixed Costs: An assessment for parking, custodial services, utilities or reimbursement for cost of property and the administrative fee when applicable.
2. Variable Costs: An assessment for security, set-up, special services, technical equipment (other than normal custodial services) and other costs directly associated with the event/meeting. These costs are based on actual expenses and billed accordingly.
3. Full Costs: The sum of 1) and 2) above. Additional charges might be assessed by facilities such as Thomas and Mack Center, Performing Arts Center, Student Union, Student Recreation and Wellness Center, McDermott Complex, etc.

b. Categories of Fees

1. university departments
2. registered student organizations
3. governmental agencies
4. non-profit organizations
5. for profit organizations

6. Safety and Liability Concerns

1. Food Service

- a. Food Trucks: All food trucks (vehicles with ability to cook and sell food) must be booked through UNLV Eats, the University-contracted food service provider. Food trucks may only park in designated locations that are pre-approved by UNLV Grounds and Police Services. Approval for a new location not already pre-approved must be completed at least two weeks prior to an event. Without exception, only UNLV Eats may contract with Food Trucks on campus.
- b. Catering: UNLV Eats has the non-exclusive right to provide catering on campus and has a campus-wide contract and insurance in place. UNLV Eats has the right of first refusal for certain catering locations like the TAM Alumni Building, so please check with your space provider. When the University utilizes UNLV Eats for catering, one only needs to finalize a Banquet Event Order (BEO). All outdoor events MUST have a designated backup location due to inclement weather. If an event is canceled less than 24 hours prior to the event, the group will be charged at 100% of the BEO.
 - a. University departments receiving approval to use catering companies other than UNLV Eats must have a signed University contract and appropriate insurance that has been processed and approved through UNLV Purchasing and the General Counsel's Office. UNLV faculty/staff cannot sign a contract (including MOUs, BEOs, letters of intent, etc., with an unaffiliated/external catering company, unless you have signature authority and the contract has been pre-approved.
 - b. Non-University entities are required to provide UNLV with a signed UNLV Eats BEO and contract or acceptable proof of a signed external catering vendor contract and insurance, provided the University space provider allows external caterers in their space. All approved caterers must be ServSafe certified and carry a liability policy of at least 2 million dollars; and meet any applicable alcohol permit and serving requirements (if serving alcohol).
- c. Food vending and retail food service: UNLV Eats, the University-contracted food service shall have the exclusive right to provide retail food service and dining services on the University campus except for:
 - Thomas & Mack Center.

- College of Hospitality Spaces (Hospitality Hall, Boyd Dining Room, Stan Fulton Building).
- UNLV Bookstore for approved snack items.
- University departments holding fundraising or other specified events that include donated food and beverages.
- Registered Student Organizations holding bake sales or fundraising events.

d. Alcoholic Beverages

The sale or distribution of alcoholic beverages on campus are subject to the [UNLV Alcohol Events Policy](#). 

e. Building Security

The Mission of the University Police Services Department (UPD) is to ensure the safety and security of all individuals on the university campus and the protection of all university and personnel property. As a result, the departmental policy as it reflects on campus building security is strict and governed by procedure.

1. University Building Security Guidelines

The University is open for business from 8 a.m. to 5 p.m., Monday through Friday. Classes are typically held for students from 7 a.m. to 10:15 p.m. Monday through Friday. During these hours, most buildings or sections of buildings will remain open and accessible for the public, staff, faculty, and student. Some hours may also be reserved for Saturday classes.

All university buildings, classrooms, offices, etc are scheduled for use to avoid overlapping or conflicting use. All information pertaining to scheduling is coordinated and published by Facilities Management in the form of a Weekly Report.

All other rooms and buildings not specifically listed as being open and available for use will be secured and locked. No access will be allowed.

During non-business hours on weekends, evenings, and holidays, only UNLV Student Security personnel and University Police Services officers may open any building doors and/or secure them as directed by UPD communications after

they have reviewed the Weekly Report for Room, Opening and Closing list from Facilities Management.

UPD personnel will not allow entrance, nor open and unlock any door for any individual who is not authorized by the Weekly Report for Room, Opening, and Closing list from Facilities Management. Any UPD employee that does this takes responsibility for that individual(s) actions while inside the building or room. Exception: Fire or Life or Death emergency will exempt the above statement. Student Life Facilities (Student Union, Student Recreation and Wellness Center, McDermott Complex, and Campus Housing) will maintain their own internal process for building access.

2. Building Access Authorization

The following are the only authorized means of gaining access to any building, ground, or office after hours:

- a. Events scheduled and listed on the Weekly Report for Room, Opening and Closing from Facilities Management.
- b. Possession of properly completed, signed and approved "UNLV Request for Building Use" form at the function.
- c. Possession of an authorized key for the building and room. Remember: Possession of a key to an office assigned for use does not grant an individual permission to be in the building after hours. A key to the building must also be assigned.
- d. Any personal, rented, or leased property left in any building and/or room cannot be retrieved without proper identification showing positive ownership of that property and permission to access the area in question to retrieve said property. Otherwise, the person will have to wait until the next scheduled business day or contact on their own the person having supervisory access to the area/property in question (Dean, Chair, etc.) so they may respond and handle the situation. Individuals may contact the University Police Services at [702-895-3668](tel:702-895-3668)  or the Student Union Information Desk at [702-895-3221](tel:702-895-3221)  for lost-and-found for the campus.

3. Outside Contractors Gaining Access

Outside contractors will only be allowed access to a building or area if:

- a. it has been previously scheduled and arranged for with the department by Facilities Management, -or-
 - b. there is a Facilities Management employee accompanying the contractor to take responsibility.
4. University Police Services and Student Security will open any door that is on the list of room openings that is received from Facilities Management. In addition, if an individual has an approved copy of a "UNLV Request for Building Use" and provides University Police Services with this form, the door will be opened. Please make certain that the form is completed and signed.

University Police Services staff are sometimes called on to assist someone who has become locked out of their office or building. If the person has given permission for security personnel to enter their office or room and provided UNLV identification they are assisted as follows:

- a. Upon making contact with the individual requesting assistance the location of the individual's keys is confirmed, with a visual check of staff identification, and dispatch is notified of the ID number and name.
- b. The room is entered by University Police Services while the individual in question waits outside of the area.
- c. The keys will be retrieved ONLY from the area or areas that were approved for search. If the keys cannot be located contact is made with the individual and they are advised of the situation. They will not be permitted to enter the office.
- d. Once keys are located, the office or room will be secured. The individual requesting assistance will be escorted out of the building. Once the building has been exited and the outer door secured, the keys are relinquished to the owner.
- e. If someone wishes to work after hours or on weekends and holidays, it is their responsibility to make arrangements in advance. University Police Services has no way to ensure that an individual is authorized to be in any building if they do not have keys that open that building. Any situation that arises outside of this policy should be referred to the on-duty supervisor. If

the on-duty supervisor is unavailable, refer the situation to the dispatcher on duty. At no time will any Student Security Officer take the initiative to let any individual into a building or room unless the above procedure is followed.

f. General Security Requirements

During all special events, the following standards will apply:

1. Special Events

- a. If an event is held without alcohol being present, an average of one police officer for every 1,000 attendees will be used.
- b. If an event is held where alcohol is present, an average of one police officer for every 500 attendees will be used.
- c. Music Concerts, and Outdoor Festivals, will be staffed with one police officer for every 500 attendees.
- d. The University Department arranging and/or leasing/renting out any university location for an event will advise the party in question of the above standards and will, before any final settlements, contact the University Police Services for a final approval on security and police arrangements.
- e. The Director of University Police Services Southern Command, or their designee, shall have the final decision making capability and will decide how many police officers will be present, if any, and how many security personnel will be present, if any, after being properly advised as to the content, purpose, location and reason for the event in question.

2. Definitions

As used in this Section (General Security Requirements), the following definitions apply:

The above requirements are averages and will be considered as a basis for any Special Event being arranged. Certain events may also be governed by the Clark County (Nevada) Code. All departmental representatives arranging for the lease, rental, or use of any University property for any event or special event will contact University Police Services to inquire about security and police requirements prior to any final arrangements with any party.

- a. Attendees - Any individual at a special event, whether a paid ticket holder, invited guest, or event staff which are allowed to partake of the event or activities.
- b. Music Concert - A public rendition of music consisting of several individual compositions performed by a musician or group of musicians, and to which rendition members of the public are admitted free or by virtue of purchased tickets. This definition excludes ambient music.
- c. Outdoor Festival - Any music festival, dance festival, or similar musical activity, at which music is provided by paid or unpaid performers or by pre-recorded means, and to which members of the public are invited or admitted for a charge or free of cost.
- d. Security - Unarmed event staff and armed security staff used for the purpose of securing doorways, entrances, and other areas or for the general purposes of crowd control/ushering purposes.
- e. Police Officer - as defined by NRS 289.010(5)
- f. Special Event - Any event held on university property which is not a regularly scheduled class, classroom exercise, event, function or activity intended for university students as part of their educational experience; which is intended for entertainment purposes, fundraising, income purposes, sports, or intended for the general public.
- g. Insurance Requirements

Policies on insurance requirements for NSHE facilities are governed by Nevada Revised Statutes and the Chancellor's Office. The State of Nevada maintains self-insured liability program for NSHE sponsored events. Requesting that non-university users provide additional single limit coverage is to protect the University in the event someone connected with the event causes personal injury or property damage to someone while using the facility. These policies were formalized over a period of several years, with the current policies formalized in June, 1993.

1. Any NSHE sponsored activity/group/event is covered by the State of Nevada's self-insurance program. To be recognized as a NSHE sponsored event, any revenue generated by the event would have to be deposited into an appropriate

NSHE Business Center account, and any expenditure incurred in support of the activity would be in accordance with NSHE regulations and procedures.

2. Use of University facilities by outside users requires combined single limits of liability of at least \$1,000,000 and a certificate of insurance naming the Board of Regents, Nevada System of Higher Education, on behalf of the institution, as an additional insured by endorsement. Depending on the risks involved with the event, other insurance may be required. Registered Student Organizations may be required to demonstrate coverage as RSO's are not insured by the State's self-insurance program.
3. Only the President or their designee can reduce or waive this insurance requirement. Additionally, the University is willing to accept statements of self-insurance from other governmental agencies (refer to the State Government Organization Chart as shown in the State Administrative Manual to determine if the agency is an official governmental agency).
4. In any event, the certificate of insurance, letter of self-insurance, or waiver should be on file prior to the scheduled event.

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Section II - Other Related Policies

1. Partisan Political Activity

Note: UNLV Student elections, which are governed by CSUN and GPSA, are exempt from this policy.

A policy of nonpartisanship and neutrality will govern the University at all times in its relationship with elected officials or persons campaigning for public office.


a. University Non-Partisan Activities

1. UNLV will not sponsor or support political candidates, ballot initiatives or questions.
2. UNLV campus mail and email will not be used to distribute political materials in any form. This applies to both members and nonmembers of the University community.

3. If the titles of faculty and staff used in political correspondence might reasonably be construed as implying support, endorsement or opposition of the University with regard to any non-university activity or issue, the identification shall be accompanied by an explicit statement that the individual is speaking for themselves and not as a representative of the University or any of its offices or units. Titles may be utilized if the individual is sought for their expertise as a subject matter expert.
4. University departments wishing to present informational events open to the public, but not in support of particular candidate(s), ballot initiative(s) or question(s) - such as lectures or debates - must provide Certificates of Insurance for general liability coverage of at least \$1 million combined single limit per occurrence. They may be eligible for reduced or waived use fees.
5. Registered Student Organizations may reserve space in accordance with applicable reservation policies. RSO's are not agents of the University. RSO activities do not reflect an endorsement by UNLV.

b. Off-Campus Political Organizations

Public officers, candidates for public office, campaign organizations and other political organizations, regardless of their affiliation or non-affiliation with UNLV, may rent campus grounds and facilities for campaign events. They will be treated as non-University users and charged the full rental and related use fees applicable to the grounds or facilities they wish to use [[see Facility Use Fees](#)].

Off-campus political organizations who wish to reserve space on campus should first contact the Office of Government and Community Engagement at [702-895-5397](tel:702-895-5397) .

1. Those who reserve space for political activities are required to include the following statement in all publicity: "This event (or publication) does not reflect an opinion or endorsement by the University of Nevada, Las Vegas."
2. Off campus political organizations who rent UNLV grounds and facilities, regardless of their affiliation or non-affiliation with UNLV, must provide to UNLV, for each event, Certificates of Insurance which provide general liability coverage of at least \$1 million combined single limit per occurrence.
3. Off campus political organizations may film or shoot still photos on the UNLV campus subject to the Guideline for Commercial Filming, but may not express or imply an endorsement by UNLV.

4. Those reserving space must follow the campus Posting Policy including for directional signage to the event.

Posting of Campaign Materials on Campus

Political campaign signs and handbills of candidates for public office, or for ballot initiatives or questions, are subject to the campus Posting Policy and guidelines for Solicitation of Signatures and Leafletting .

Signs placed on the campus in violation of the Posting Policy will be removed by the University, and those responsible will be charged for the cost of removal by the UNLV Facilities Management Department. Removal costs are available to the public upon request.

2. Student Recruitment Events

It is the goal of the University to promote on-campus recruitment events. Programs that bring prospective students to the campus enhance recruitment efforts. Like all activities, special events have certain costs associated with them. Recruitment events may qualify for a waiver of the facility usage fee if they are endorsed by Enrollment Management as appropriate as official recruitment events. (Exceptions for this waiver shall be for the use of all of Thomas & Mack Center, Performing Arts Center, and Student Union.) However, all fees for technical or specialist assistance will be passed on to the user group.

The following guidelines are offered for determining a recruitment event:

- a. Events sponsored or co-sponsored by Enrollment Management as recruitment events.
- b. Events sponsored by on-campus academic units or departments that are coordinated through Enrollment Management and include a recruitment component in the program will be considered recruitment events.
- c. Athletic events are to be coordinated through the Athletic Department and generally will not qualify as recruitment events.

3. Sponsored Research Projects

Activities funded from sponsored projects that are awarded to the University of Nevada, Las Vegas from federal, state and/or private agencies are to be treated the same as any other on-campus activities. Therefore, the facilities-use charges applied to grants and contracts activities must be consistent with the charges for other University-related activities. OMB Circular A-21 "Cost Principles for Education Institutions" allows the expenditure for the facilities use charge as long as it "conforms to generally accepted cost accounting practices consistently followed by the institution."

4. Commencement Facility Reservation Policy

The intent of this policy is to ensure the availability of suitable facilities for UNLV's biennial Commencement ceremonies and receptions (in May and December).

- a. During the period beginning two days before any commencement ceremony and ending at the beginning of the second day after that ceremony, Facility managers will require on-campus users who wish to reserve a room to obtain signed approval of the academic dean or vice-president responsible for the facility.
- b. Campus academic or administrative units that wish to hold commencement receptions on campus may reserve a facility prior to 180 days before the ceremony, with the appropriate approval, as stated above. Prior to 180 days before commencement ceremonies, facility managers will not allow non-UNLV organizations to reserve sites at a time and/or place that might conflict with commencement activities, unless approval by the dean or vice-president most closely related to that facility is obtained by the facility manager. Within 180 days of commencement ceremonies, campus users may reserve facilities for commencement-related activities, with approval, but will face competition for facilities from off-campus users.
- c. The University will reserve the Thomas and Mack Center for its commencement ceremonies and primary reception.

5. Use of Outdoor Areas

- a. Outdoor reservable spaces, including but not limited to the Alumni Amphitheater, are designated as a limited public forum area where all persons may exercise, to the extent permitted by law and these policies, the activities of expression, speech and assembly. Such activities shall be consistent with the maintenance of University facilities and the free flow of persons and traffic and shall not interfere with other scheduled activities. Interference with entrances to buildings, classrooms, offices or study areas is strictly

prohibited. Contact Student Union and Event Services at [702-895-4449](tel:702-895-4449)  to inquire about reserving outdoor spaces.

- b. Use of University facilities for overnight camping is strictly prohibited. Camping includes staying overnight in a vehicle.
- c. Any reservation of outdoor areas on campus for events must provide notice to Facilities Management and Planning. The university will not be responsible for incidents involving sprinklers or other landscaping equipment without prior notification.
- d. If there are counter protestors or multiple speech groups wishing to be heard in the same area, the groups shall remain a minimum of thirty (30) feet away from each other. Protesting an event is permissible as long as any speaker's right to free speech and the audience's right to see and hear a speaker are not violated.
- e. No person shall carry or possess the following items or articles while attending or participating in any demonstration, rally, protest, picket line or public assembly on University property, or within 25 feet of such property:
 - 1. Any length of lumber, wood, or wood lath unless that object is one-half inch or less in thickness and two inches in width, or if not general rectangular in shape, such object shall not exceed one inch in its thickest dimension. Both ends of the lumber, wood, or wood lath shall be blunt;
 - 2. Any length of metal or plastic pipe, whether hollow or solid, provided, however, that hollow plastic piping not exceeding three-quarters inch in its thickest dimension and not exceeding one-eighth inch in wall thickness, and not filled with any material, liquid, gas or solid may be used solely to support a sign, banner, flag, placard or other similar expressive display. Both ends of any plastic pipe permissible under this subsection shall be blunt;
 - 3. Baseball or softball bats, regardless of composition or size; provided, however, that such items are permissible when configured solely of cloth, cardboard, soft plastic, foam or paper;
 - 4. Any aerosol spray, mace, or pepper spray larger than one-half of an ounce, or tear gas or animal repellent;
 - 5. Any projective launcher or other device, such as a catapult or wrist rocket, which is commonly used for the purpose of launching, hurling or throwing any object, liquid,

material or other substance, whether through force of air pressure, spring action or any other mechanism, excepting T-shirt and confetti launchers.

6. Weapons such as toy or replica firearms unless such toy is florescent colored or transparent, knives except for a folding knife with a blade of 3 inches or less, swords, sabers, or other bladed devices, axes, hatchets, ice picks, razor blades, nun chucks or martial arts weapons of any kind, box cutters, pellet or BB guns, conducted electrical weapons including, but not limited to, Tasers or stun guns, metal/composite/wooden knuckles, or any chain greater than twenty inches in length or one quarter inch in diameter.
7. Balloons, bottles, or any other container filled with any flammable, biohazard or other noxious matter which is injurious or nauseous, sickening or irritating to any of the senses, with intent to throw, drop, pour, disperse, deposit, release, discharge or expose the same in, upon or about any demonstration, rally, protest, picket line or public assembly;
8. Glass bottles, whether empty or filled;
9. Flame torches, lanterns or other devices that utilize combustible materials such as gasoline, kerosene, propane or other fuel sources, not to include candles:
10. Shields made of metal, wood, hard plastic or any combinations thereof;
11. Bricks, rocks, pieces of asphalt, concrete, pellets, ball bearings, or lengths of chains greater than one-half inch in width and six inches in length.

Nothing in this section shall prohibit an individual from carrying a cane or using a walker or other device necessary for providing mobility so that the person may attend or participate in a public protest, demonstration, rally, picket line or public assembly.

6. Outdoor Noise Policy

UNLV's primary mission is to serve as an academic institution. As a result, no outdoor events should be held which disrupt the academic schedule of the university. Amplified sound may not be audible inside adjacent buildings unless approved for an event with a reservation for outdoor space. Bullhorns, drums, and musical instruments will only be approved for specified times and locations, as part of ordinary time, place, and manner

restrictions and require 25 day advance reservations for the event. The following are outdoor spaces that may be reserved for events. All of the sound guidelines, procedures and policies for the applicable space must be adhered to.

a. Outdoor space reserved through Student Union and Event Services or the Student Recreation and Wellness Center including but not limited to Pida Plaza, Alumni Amphitheater, Student Union Courtyard, Academic Mall, and Student Recreation and Wellness Center Lawn:

1. Sound levels must be set prior to the start of the event. Once set, sound must not be adjusted upward. Further reduction of the sound level or the termination of the amplified sound will be required if there are complaints about sound from occupants inside adjacent buildings.
2. On-going monitoring of the immediate environment in each facility surrounding the event will be conducted by the event sponsor to guarantee that fluctuation in type of sound and style does not lead to unanticipated interference based upon pre-set volume level.
3. Failure to maintain acceptable sound volume levels may result in the sponsor's immediate cancellation of the performance or event. If complaints are received indicating disruptions of teaching/learning functions or tasks in support of these functions, future requests to use amplified sound by the individual or organization will be denied.

b. Performing Arts Center Plaza (the area between the Artemus W. Ham Concert Hall and the Judy Bayley Theatre), i.e. "Flashlight" area and the adjoining steps down to the Academic Mall.

1. This area is not intended for use as an event space or sales area without the consent of the Director of the Performing Arts Center or designee. The Dean of Fine Arts will be consulted prior to use of these areas when a college event is to be presented in said areas.
2. The Plaza, situated at the North end of the Academic Mall, is ideally suited for political rallies and University ceremonial activities. Every effort will be made to extend the Academic Mall and to accommodate events of this nature. Due to the high volume of theater, box office, and business office traffic, the area will not normally be available for outdoor concerts, festivals or other public events.

3. Indoor scheduled events will have first priority.
4. The possibility of outdoor noise conflicts with indoor events will be a primary concern.
5. Interference with normal daily academic traffic will also be an important consideration.
6. Unauthorized users of the Plaza may be asked to vacate the area or to leave the campus.

c. Residence Hall Area: All outdoor events must be approved in advance by Housing and Residential Life. The primary areas used for outside events are the Tonopah Lawn and Warner Green.

d. McDermott Physical Education Complex exterior areas shall be under the sole control of the MPE Facilities Supervisor.

e. Thomas and Mack Center exterior shall be under the sole control of the TMC management.

7. Backlighting Advertising

Backlighting advertising is available for a fee on a space available basis from the Thomas & Mack Center.

8. Major Gifts to the University

Facilities built with financial support from a donor may be named in honor of that donor, with permission of the Office of the President. For more information, contact the [UNLV Foundation](#).

9. Solicitation of Signatures, Voter Registration and Leafletting

Solicitation of signatures for petitions or other statements of support for public issues is permitted free of charge in the area designated for signature gathering, voter registration, and leafletting activities. Designated areas include the Academic Mall from the sidewalk immediately north of the Alumni Amphitheater to the foot of the steps at the Performing Arts Center plaza; the East-West Mall from the east sidewalk of the Academic Mall to the eastern edge of the McDermott Physical Education Building plaza; the Alumni Walk (also known as the Carol Harter Building Walkway) from the Lied Library to the south end of the

walk where it empties into the Thomas and Mack Center parking lot. Not included are the Dickinson Plaza at the Lied Library and the interior courtyard (above the steps connecting the courtyard to the Alumni Walk) of the Classroom Building Complex.

10. Attendance at Meetings and Events in University Facilities

Attendance at meetings and events may be limited to members of the University community or to members and invited guests of the sponsoring organizations. When meetings or events are open to the public, attendance by all persons must be permitted to the extent allowed by the size of the facilities. Disruptive individuals or uninvited attendees will be requested to leave or, when appropriate, ejected.

11. Fundraiser Activity Policy

Fundraisers are defined as events that charge admission, sell items, or solicit donations for the purpose of generating income for the sponsoring organization or to off-set the cost of holding the event. University departments may schedule appropriate facilities with the appropriate office for fund-raising events. However, full operating costs will be assessed the department. All expenses incurred by University units in conjunction with fundraising events must be covered by the revenues received.

- a. If a University department co-sponsors a fundraising event, the following provisions shall apply:
 1. Full operating costs will be assessed by the Facility Manager.
 2. 10-15% of gross revenues will be charged with 50% distributed to the co-sponsoring department and 50% to the office that schedules the event.
 3. If a non-university organization rents facilities on campus for any fundraising events, the following provisions shall apply:
 4. Full operating costs will be assessed by the Facility Manager.
 5. 15% of gross revenues will be charged.
- b. Non-university non-profit organizations may distribute information about their organization, including fund-raising information, and may solicit pledges in non-rented areas designated for signature gathering and leafletting activities, but may not solicit on-the-spot donations in the form of cash, checks, credit card numbers, or any non-

monetary items in any non-rented interior or exterior area of the campus. Solicitations of any kind are forbidden in non-rented areas outside the designated area.

- c. Registered Student Organizations (RSOs) may sponsor fundraising activities and drives (such as food drives or blood drives) for the benefit of the Student Organization or for an identified cause/philanthropy as these are considered normal functions of RSOs and will not incur charges beyond the RSO rate for use of facilities unless the RSO partners with an external organization. RSO activities may not be primarily commercial.

12. Policy for Advertising and Marketing on UNLV Grounds and Facilities

- a. This policy applies to indoor and outdoor areas of the campus, unless otherwise exempted. Exempted areas/administrative units include the following:
 - o The Thomas and Mack Center, Cox Pavilion, and other intercollegiate athletic facilities, including but not limited to football, baseball, softball, soccer, tennis, and track.
 - o Performing Arts Complex.
 - o Areas rented by non-university entities during the hours for which the area is rented.
 - o University departments or registered student organizations selling non-commercial products or services for non-profit fundraising purposes.
 - o Student Union and Event Services has options to reserve counter space and other advertising avenues that can be reserved.
- b. University and Registered Student Organization sponsored activities are presented for educational, cultural, or entertainment value: for instance, concerts or lectures, and may not be essentially commercial in nature. University departments and registered student organizations that wish to present educational, cultural, or entertaining activities may obtain sponsorship and receive support in the form of money or donated products or services from off-campus entities. Such events are organized solely for presentation at UNLV and are not part of a commercial tour or presented by a commercial interest for the purpose of marketing, advertising, or selling products.
- c. Sponsors may be recognized through the use of banners or signs during the scheduled hours of the sponsored event. Such banners or signs may be displayed at the event site only. Sponsors may distribute free product samples during the scheduled hours of the event in the space reserved for the event. Sponsors may be acknowledged in ads,

posters, fliers, and similar materials in advance of events, but such acknowledgement must be in the context of promotion for the event. Appropriate approvals must be obtained in advance for the distribution of products and may not violate existing University contractual obligations such as with University contracted food service/UNLV Eats. Any food products or services must comply with the Southern Nevada Health Department requirements for food safety, food transportation, and food storage.

- d. CSUN will be the sponsoring organization for all commercial tours. CSUN may sponsor one tour per semester for which it negotiates the fee. CSUN will be required to take complete responsibility for hosting the tour. Any additional tours will be charged a fee of \$10,000. CSUN will return 50 percent of the net proceeds from the tour for which it negotiates the fee and 75 percent of the net proceeds of all other tours it sponsors to the Student Recreation and Wellness Center to enhance the Intramural Field grounds. Commercial tours are permitted on the Intramural Field only, and must comply with all UNLV policies.
- e. Unless otherwise exempted, commercial activity (sales, marketing, advertising) by non-university entities is forbidden on the UNLV campus.

13. UNLV Campus Merchandise Sales Policy

- a. Any sales of merchandise for profit by a non-University organization or individual must be sanctioned. Such sales will be restricted to the following locations:
 - o Thomas and Mack Center
 - o Barrick Museum
 - o Performing Arts Center
 - o McDermott Complex
 - o Student Recreation and Wellness Center
 - o Student Union
 - o Barrick Museum
 - o Valerie Pida Plaza
 - o Alumni Amphitheater
 - o Tam Alumni Center

- Stan Fulton Building

- b. This policy will defer to departmental policies in those areas, such as the Student Union, Thomas and Mack Center, and the Performing Arts Center.
- c. No door to door solicitations (commercial or non-commercial) are allowed on the UNLV Campus.
- d. Organizations wishing to sell merchandise on campus must possess a proper business license from Clark County, or other city/county/state government agency in the United States. This does not exclude charitable organizations, which must also be licensed by the County. Additionally, all non-profit and not-for-profit organizations must possess proof of their Federal Tax-Exempt status in order to receive reduced commissions rates.
- e. Registered Student Organizations (RSO's) are allowed to sell merchandise for fundraising purposes, provided they do so of their own accord, not on behalf of a commercial sales vendor. RSO's may raise funds for the RSO or for philanthropic purposes. RSO's raising philanthropic funds for outside non-profit entities must gift the entirety of funds to the named philanthropy.
- f. RSO bake sales or fundraisers that sell food prepared off-site must meet Southern Nevada Health District requirements, to include food be prepared in an approved facility and handled on-site according to food safety regulations.
- g. All non-University organizations selling merchandise on the Campus must donate either a percentage of their sales or a predetermined flat fee to a University department.
 1. With respect to percentage sales, the user shall pay a minimum to the University of 30% for Commercial organizations and 15% for not-for-profit organizations.
 2. The coordinating office shall then transfer half of its commission to the Dean/Director whose area is used to sell the merchandise.
 3. The selling organization must fill out an Application for Merchandise Sales form. This application must be approved by the Dean/Director of the area to be used for the sales. A copy of this application, whether accepted or denied, will be forwarded to the applicant.

4. All sales transactions must be performed or monitored by bonded University cashiers approved by the UNLV Controller's Office. The cashier will be paid from the sales proceeds by the department receiving the revenue. A University cashier is not required for handling of cash in flat fee agreements. For percentage sales agreements a thorough inventory listing by both parties will be taken of all items to be sold prior to the commencing of the sales. After the sales period has concluded, both parties will re-inventory the items and arrive at a final sales count. The gross proceeds from all sales will then be divided by the agreed upon percentage and then distributed to the parties. All deducted sales tax must be reported to local governments by the User. All University revenues must be deposited into a UNLV business account immediately. A cashier drop must be made available for this purpose.

h. Any use of the University campus for marketing purposes, even if the merchandise is given away for no charge, must comply with the Advertising and Marketing Policy .

14. UNLV Posting Policy

Posting of signs, flyers, placards, stickers, or any similar printed material is prohibited on the UNLV Campus, except in the following locations:

a. Sites Available to Members of the Campus Community and the General Public

1. Student Union Bulletin Boards (with the permission of the Student Union and Event Services Office and in accord with the Student Union posting policy).
2. Lied Library bulletin boards (with the permission of the Library administration and in accord with the Library's posting policy).
3. Marjorie Barrick Museum (with permission of Barrick staff. Leave materials with main office, Room 135).
4. Thomas and Mack Center (with the permission of the TMC Director's Office and in accord with the TMC posting policy).
5. Fliers of a political or non-profit (not commercial) nature may be passed out by hand in the Academic Mall, Carol Harter Classroom Building Complex Walkway, and East/West Mall areas only.

6. **Banners, Chalking, Sidewalk Stickers, Yardsigns**

- i. Banners may be hung at designated locations, in accordance with the applicable policies, including the Policy for Advertising and Marketing on UNLV Grounds and Facilities. Locations include the Student Union with a reservation; and the interiors and exteriors of other campus buildings with the permission of the Facilities Management Department.
- ii. Chalking is not permitted. Exceptions may be requested for outdoor special events with a reservation. The chalk will only be approved for the duration of the event. Fees for cleaning the sidewalk may apply.
- iii. Sidewalk stickers and yard signs must be reserved through Student Union and Event Services and approved for specific locations in advance. Sidewalk stickers and yard signs may only be used for directional signage to events held on campus and to promote events held on campus.

b. Sites Available to Members of the Campus Community Only

1. Departmental bulletin boards located in office and classroom areas (with the permission of the appropriate department or administrative unit).
2. Residence Halls (posters are to be left with the Housing and Residential Life Office, which will post them).

c. All posting must clearly identify the sponsoring organization or individual.

d. Absolutely no posting allowed in the following areas:

1. On trees or other plants or objects in the landscape, lamp posts, exterior or interior walls, sidewalks, benches, windows, or other surfaces not specifically designed for posting printed material.
2. Automobiles in university parking lots.
3. Freestanding signs on university property

15. Juveniles on Campus Policy

No juvenile will be allowed to stay on University of Nevada, Las Vegas property unless accompanied by an adult capable of taking responsibility for the actions of the juvenile. In addition, certain actions will be generally prohibited by juveniles while supervised on campus unless the actions are in a prearranged location approved by the university for a

special event or production. These actions are skateboarding, rollerblading, rollerskating, bicycle riding, operation of any motorized mechanical device (motor vehicles, scooters, mopeds; gas/electric powered skateboards, bicycles).

Events with children in attendance must adhere to NSHE Title 4, Chapter 22 Child Protection Policies.

a. Definitions

1. Juvenile - For the purposes of this policy, juvenile will be described as those persons under the age of 18 years.
2. Adult - A person capable of supervising a juvenile on campus will be considered an adult if that person is over the age of 21 years, not wanted as a fugitive by any law enforcement agency or court of law, is the juvenile's legal guardian or parent if the person is under the age of 21 years, and is not incapacitated and unable to care for the juvenile.
3. Minor - A minor, for the purposes of this policy, is any person 18 years to 20 years of age. A minor will not be considered as a capable supervisor of a juvenile unless that individual is the parent or guardian of the juvenile.

b. Procedure

1. When a juvenile is observed on university grounds and the observer(s) feels the juvenile is not part of a special event, properly supervised or may be committing some act harmful to either the juvenile in question or another, that person, if an employee of the university, shall approach the juvenile and attempt to ascertain the location of the person responsible for the juvenile's actions.
2. If no responsible person can be located or identified to take charge of the juvenile, then the employee shall contact University Police Services and request the services of an Officer to whom the employee may turn over custody of the juvenile.
3. University Police Officers will then attempt to locate and identify the parent or guardian of the juvenile.
4. If that is not possible, the juvenile will then be transported to the proper county agency where the juvenile can be legally detained until the parent or guardian can or will be located.

5. If a criminal offense has been committed by the juvenile, University Police officers will be requested immediately and the appropriate charges will be filed by police officers with the proper agencies.

16. Expressive Activity

Revised Sept. 2016

See the Policy on Speech and Advocacy in Public Areas [on the policies page](#) .

17. Air Space Usage Policy

- a. All approvals must be obtained through Integrated Marketing and Branding and University Police Services and must be requested through a recognized UNLV organization.
- b. In accordance with UNLV's primary mission as an academic institution the following policy is set forth.
 1. With the close proximity of Harry Reid International Airport ("Airport"), any air space activity must first fall under the Airport's guidelines.
 2. UNLV airspace is regulated by the Airport from the surface to 9000 feet. This means that any aircraft that would enter this area would need clearance from the Airport to do so. This would include anything that would pose a hazard to aircraft.
 3. Airport administration can be reached at [702-261-5100](tel:702-261-5100) if there is a question as to what would pose a hazard.
 4. Included in this policy (but not limited to the items listed here) are helicopters, hot air balloons, parachutes, and model airplanes.
 5. Landings must occur away from buildings and landscape. Landscape and Grounds should be consulted to ensure that the landing area is not in a maintenance situation and that the area is clear of vehicles and pedestrians.
 6. Any use must not interfere with classes or other previously scheduled University activities. Requested activities must comply with the University Outdoor Noise Policy.
 7. Helicopters being used for maintenance purposes need to be coordinated with Facilities Management and University Police Services.

8. Liability insurance is the responsibility of the requesting party, and must be coordinated with the Office of the Controller and Integrated Marketing and Branding

18. Newspaper Racks and Distribution of Materials Therefrom

In the interest of facilitating the dissemination of news on the campus of the University of Nevada, Las Vegas, the following is UNLV's policy concerning placement of newspaper racks, and distribution of materials therefrom, on the UNLV campus.

To provide a reasonable time, place and manner for distribution of newspapers:

- a. Newspaper racks for each publication wishing to distribute on the UNLV campus will be authorized at the following locations:
 - o Student Union: One (1) rack at east entrance facing Maryland Parkway.
 - o Residential Life Buildings: One (1) rack outside the east entrance of the Warner Residential Life Building.
 - o Juanita Greer White Life Sciences: One (1) rack on northeast side of building. Access Cottage Grove Avenue off Maryland Parkway and enter Performing Arts Center parking lots. Buildings adjacent to the site are the Rod Lee Bigelow Health Science Building and the Thomas Beam Engineering Complex.
- b. Placement of newspaper racks **shall not** damage or deface campus property. Because the UNLV campus has a dynamic Physical Plant, UNLV reserves the right to modify and consolidate the location of newspaper racks as configuration of the campus changes, upon reasonable notice to all vendors.
- c. Servicing of the racks **shall not** entail vehicular travel on sidewalks. All racks are located within 100 feet of parking lots and/or paved road access. Racks must not block doors, exits or access to facilities.
- d. For reasons of campus maintenance and security, newspaper racks placed at locations other than those specified will be impounded; the owner of such racks must reimburse UNLV for actual expenses incurred.
- e. The newspaper racks and contents therein are the sole property of the rack owners. By facilitating distribution of newspapers, UNLV does not endorse, approve, nor disapprove the content of any materials circulated.

- f. Those vendors placing racks on campus must take reasonable care to assure that racks are maintained in a safe condition. Racks shall be of design and anchored to the earth, or one another. Areas under and around anchors must be kept clean of debris and trash.
- g. Rack owners must indemnify and hold harmless the University of Nevada System, the Board of Regents, the University of Nevada, Las Vegas and their employees and students, from any and all claims, losses, damages, injuries or other liabilities which may arise from the placement and use of newspaper racks and distribution of materials therefrom.
- h. The name, trademarks, and symbols of the University of Nevada, Las Vegas shall not be used on newspaper racks, other than racks placed by university departments or organizations.

19. UNLV Skateboard and Rollerblade Policy

The use of skateboards, rollerblades and roller skates by the general public on the property of the University of Nevada Las Vegas is prohibited. The following exceptions and guidelines will apply:

20. Guidelines for Commercial Filming and Photography






For information about commercial filming and photography on campus including the fee schedule visit the [Division of Integrated Marketing & Branding Website](#)

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Section III - Appendices

1. Common Reference Telephone Numbers at UNLV

- UNLV Facilities Maintenance Management Services: [702-895-3358](tel:702-895-3358) [↗](#)
- UNLV Landscape and Grounds: [702-895-3392](tel:702-895-3392) [↗](#)
- UNLV Eats / Aramark Food Service: [702-895-3980](tel:702-895-3980) [↗](#)
- UNLV Continuing Education: [702-895-3394](tel:702-895-3394) [↗](#)

- UNLV Integrated Graphic Services: [702-895-3213](tel:702-895-3213) 
- UNLV Public Affairs: [702-895-3012](tel:702-895-3012) 
- UNLV Student Health Center: [702-895-3370](tel:702-895-3370) 
- UNLV University Police Services: [702-895-3668](tel:702-895-3668) 
- UNLV Classroom Technology Services: [702-895-0711](tel:702-895-0711) 

2. Insurance Providers List

Assurance, Ltd.

5740 Arville St. Ste 204

Las Vegas, NV 89103

Phone# [702-798-3707](tel:702-798-3707)

Atkin & Prater, Inc.

4455 S Pecos Rd.

Las Vegas, NV 89121

Phone# [702-450-5200](tel:702-450-5200)

Aztec Insurance Agency

4855 W Desert Inn Rd. unit 102

Las Vegas, NV 89102

Phone# [702-650-0234](tel:702-650-0234)

Brandise & Martinet Insurance Agency

2110 E. Flamingo Rd. #300

Las Vegas, NV 89119

Phone# [702-253-1933](tel:702-253-1933)

Cragin & Pike, Inc.

10000 W. Charleston Blvd. #200

Las Vegas, NV. 89102

Phone# [702-877-1111](tel:702-877-1111)

Harley E. Harmon Insurance

4455 S. Pecos Rd., Ste. A

Las Vegas, Nevada 89121

Phone# 702-382-6011

Kaercher Insurance Agency

9555 Hillwood DR STE 140

Las Vegas, NV 89134

Phone# 702.304.7800

Leavitt Insurance Agency Inc.

7881 W Charleston Blvd Ste 140

Las Vegas, NV. 89117

Phone# 702-382-4010

Rebel Insurance, Inc.

2561 Wigwam Parkway

Henderson, NV 89074

Phone# 702-344-2400

Valley West Insurance Agency

8010 W. Sahara Ave, Suite 140

Las Vegas, NV. 89117

Phone# 702-262-9900

Wegner-Leavitt Insurance Agency, Inc.

7881 W. Charleston Blvd. #140

Las Vegas, NV. 89117

Phone# 702-382-4010

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