

Science & Engineering Building
4505 S. Maryland Pkwy. Las Vegas, NV 89154-454022
Phone (702) 774-4SEB (4732) Office SEB-2102 Mail Stop 4022

SEB Space Reservation Request Form

The Science & Engineering Building has several event spaces that may be used by UNLV organizations, departments, and colleges. Spaces are primarily promoted for users in the science and engineering fields, although all requests are considered. **Upon completion, email this form to seb@unlv.edu.**

Today's Date:

Client Type: Registered Student Organization UNLV Department

Name of Organization/Department:

Mailing Address/UNLV Mail Code:

Primary Contact

Name: Email: Phone:

Secondary Contact

Name: Email: Phone:

Name of Event:

Will admission/donation be collected?

Brief Description of Event:

No Yes, at the door Yes, prior to event

Location(s) Requested: (Check all that apply)

Auditorium Lobby

Start Date:

End Date:

Conference Rooms: 2251 3265 2212

Days & Times:

4212 4151

Mon Tues Wed Thur Fri

Event Start Time:

Event End Time:

Classrooms: 1240 1242 1243 1245

Access Start Time:

Access End Time:

Will there be food or beverages at your event?

Yes No *NO FOOD OR BEVERAGE IN AUDITORIUM

ARAMARK Catering Commercial Vendor

Self Supplied

Type of Event:

Lecture Program Speaker Meeting
Fundraiser Panel Session Reception
Conference Other:

Will alcohol be served?

Yes No

Number of Attendees:

**Trash removal will be the responsibility of the organization at the end of the event. Dumpsters are located at the rear of the building.*

Type of Attendees:

UNLV Faculty, staff & students

General Public Vendors

Comments: (attach additional if necessary)

Standard AV equipment in all classrooms and auditorium include a Resident PC, projector, laptop connectors, document camera, DVD, Blue Ray, VHS, whiteboard, and lectern with a microphone. The auditorium has an additional podium with a microphone.

OIT should be contacted for any additional AV services needed.

Contact Aramark for all other equipment rental needs (i.e.: tables, chairs, linens, etc.)

Contact Parking Services for all parking needs.
