

POLICIES FOR RESERVATION OF BUILDING FACILITIES, SCHEDULING & CONFERENCES

I. WHO CAN RESERVE:

The Science and Engineering Building (SEB) Facilities are available for reservation for meetings and events by university and registered student organizations, departments, colleges and non university organizations.

This document outlines basic room reservation policies. Additional policies for specific events

a. Non-University Organizations sponsoring events for political or religious

within **seven (7) university working days** of the scheduled event. Failure to notify SEB Administration within a minimum of seven (7) university working days of the scheduled even will result in possible loss of facility ~~usage~~ privileges for future events.

- L. Parking Passes: If parking passes are needed for an event, contact the SEB Administration office at (702) 774732. The cost of parking passes (\$4.00 ea) will be added to the room reservation cost.

IV. SECURITY DEPOSITS:

- A. A security deposit may be required for any events held in the Science & Engineering Building. SEB management reserves the right to require a security deposit. Security deposits are due 30 days prior to the even. Security deposits will typically returned if no damage or problems have occurred during the event within approximately two weeks after the event. Major events outside normal ~~hours~~ hours may require service and will be charged accordingly.

Security Deposit Schedule:

Lobby	\$750
Auditorium	\$750
Large Classroom	\$750
Small Classroom	\$200
Large Conference Room	\$180
Medium Conference Room	\$140

- B. Registered Student Organization or University Department ~~assumes~~ assumes all responsibility for fees and charges resulting from the use of the Science & Engineering Building facilities. All financial transactions will be between the Science and Engineering Department.
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V. INSURANCE:

- A. Any event open to individuals other than UNLV students, faculty, and staff requires insurance. The sponsoring organization must obtain comprehensive general liability insurance for bodily injury and property damage. The Board of Regents, Nevada System of Higher Education (NSHE) must be a named additional insured at a minimum of one million dollars (\$1,000,000) per occurrence. A certificate of insurance must be presented to the Administration Office of the Science and Engineering Building at least ~~ten~~ ten working days prior to the event, or the event will be cancelled.
- B.

Requested for exemptions to the Policy should be presented to the Director of the Science & Engineering Building in writing at least two (2) weeks prior to the event for consideration.

Authority: SEB Admin Committee
Revised 7/1/2018