

Science and Engineering Building Space Reservation Policy

I. WHO CAN RESERVE

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

This document outlines basic room reservation policies. Additional policies for specific events may also apply. Please contact the

Facility use cancellations will be accepted if notification is given to SEB administration 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 event will result in possible loss of facility use privileges for future events.

- L. Parking Passes: If parking passes are needed for an event, contact Parking and Transportation Services at (702) 895500.
- M. Event organizers must complete the Campus Special Events Submission Questionnaire and it should be completed at least 15 calendar days prior to the event:
<https://www.unlv.edu/announcement/riskmanagementsafetyrequirementspecial-events>

V. SPACE RENTAL FEES

- A. Registered Student Organizations or University Department/Colleges 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 & Engineering Building's administrative office and the Registered Student Organization or University Department or College. Space rental fees are listed on the SEB Website.

Requests for exceptions to this Policy should be presented to the Executive Director of Research Infrastructure in writing at least two (2) weeks prior to the event for consideration.

Authority: SEB Admin Committee

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