



Lifelong Learning General Reservation Guidelines

1. Who Can Reserve

Lifelong Learning (LLL) -managed facilities are available for use by students, departments, university student organizations, registered student organizations, and non-university organizations. LLL-managed facilities include:

- RebelFlex Classrooms
- RebelFlex Modular Classrooms
- Computer Lab
- Fashion Classroom
- Conference Rooms
- Art Classroom
- TEC Classrooms
- Dining Area
- MAB-2 parking lot

This document outlines general reservation policies for all LLL 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 purpose of the reservation.

2. User Definitions

a. The following is how LLL defines different types of users:

- i. **Registered Student Organization (RSO):** A student group that has met the guidelines set forth for registration by the Student Involvement & Activities (SIA) office.
- ii. **Academic Affairs Units:** A department that is under the Senior Vice Provost of Academic Affairs
- iii. **University Student Organization:** A University Student Organization is 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).
- iv. **University Department:** A group that is affiliated with UNLV (ex: college, administrative unit) but is not a RSO or University Student Organization.
- v. **Non-University:** A group that is not affiliated with or is external to UNLV (e.g. for-profit, nonprofit and government groups).
- vi. **MAB-2 Occupants:** Departments or organizations that are housed in MAB-2.

- vii. Non-Profit Organizations:
- viii. External Partners:

3. Tiers, Discounts & Fees

- a. LLL utilizes “Tiers” to identify the appropriate fees and discounts to be applied to reservations. 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.
 - i. **Tier 1:** Student Organizations; Academic Affairs Units
 - 1. The event is submitted, organized and developed by either a student, student organization, or an Academic Affairs Unit (ex: internal staff training/celebration, not an open event/meeting).
 - 2. Student organization events require the students to be present and engaged in the planning and execution of the event and funding/payment made by the student organization.
 - 3. A majority of the audience is the UNLV community (faculty, staff, students).
 - 4. Fundraising and/or drives (ex: blood drive, Relay for Life) for the benefit of the RSO or identified cause/philanthropy are considered a normal function of RSOs and therefore are eligible for this Tier.
 - 5. There are no partnerships at this tier except with other student organizations; partnerships fall under other tiers.
 - ii. **Tier 2:** University Organizations (CSUN/GPSA); University Departments; MAB-2 Building Occupants
 - 1. The event is submitted, organized and developed by a University Organization, University Department, MAB-2 Building Partner, or entity under the NSHE Umbrella.
 - 2. 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.
 - 3. A majority of the audience is the UNLV faculty, staff and students..
 - iii. **Tier 3:** External Partnership; Non-UNLV Focused
 - 1. Registered Student Organization, student, University Organization (CSUN/GPSA) or University department collaborates with an external partner (ex: to host a conference on campus)
 - 2. A majority of the audience is not current or incoming UNLV students, faculty and/or staff
 - 3. Members of the Registered Student Organization, University Organization (CSUN/GPSA) or University Department shall be present and engaged in the planning and execution of the event; and assume responsibility for fees and charges.
 - iv. **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.

v. 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

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

Tier	Room Discount	AV Discount	Set-Up Discount	Specialty Discount	Marketing	All other items
1	100%	100%	100%	75%	100%	Full Rate
2	90%	75%	75%	75%	75%	Full Rate
3	50%	75%	75%	75%	50%	Full Rate
4	25%	25%	25%	25%	25%	Full Rate
5	Full Rate	Full Rate	Full Rate	Full Rate	Full Rate	Full Rate

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

iii. Marketing

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

- c. Other Fees
 - i. All other costs associated with an event shall be charged at the full rate, including but not limited to:
 - 1. Building overtime
 - 2. Police/security services
 - 3. Grounds/custodial staff
 - 4. Support staff
 - 5. Direct student labor
 - 6. Catering
 - ii. All events with an assigned LLL Team Member are subject to the 12% management fee at the current rate.
 - iii. All Tier 3-5 reservations will incur a 12% management fee.

4. When to Reserve

Requests will be processed after the second week of each semester (Fall, Spring & Summer), which allows for academic course locations to be finalized.

- a. General Reservations
 - i. Internal User (RSO, University Organization, UNLV Departments) reservation requests shall be submitted a minimum of three business days in advance of the first date.
 - ii. External User reservations shall be submitted a minimum of 30 business days in advance of the first date.
- b. Major Events
 - i. 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 LLL. Such events will be assigned a LLL Team Member to assist them with their event logistics.
 - ii. 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.
 - iii. Tiers 4-5: Request must be received at least 45 business days prior to the first day of the event.
- c. Urgent Reservations
 - i. Reservation requests submitted outside the timelines listed above will be scheduled based upon space, equipment and staff availability.

5. General Policies

- a. Requests for space must be submitted on a properly completed LLL form. No oral or tentative reservations are accepted. A request for space does not guarantee that space will be assigned. The user 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.
- b. All groups using LLL-managed spaces are responsible for the proper use of the facility/venue, furnishings, and equipment. Any missing equipment will be billed to the primary user. Excessive clean-up after events may also incur additional charges for custodial or staff time. Should damage occur above and beyond ordinary wear and tear, the damage and repairs will be charged to the Primary user..
- c. Only LLL staff is permitted to move equipment (ex: tables, chairs) and AV (audiovisual) equipment.
- d. Last Minute Changes/Requests
 - i. AV Technicians/Student Support Staff
 - 1. Personnel requests and increases to currently booked personnel made within four business days of an event are not guaranteed.
 - 2. Reductions to the number of staff or the hours of staff should be made at least four business days prior to the event date.
 - 3. Reductions to the number of staff or the hours of staff made within four business days will be charged the full quoted amount.
 - ii. At no time 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.
 - iii. 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.
 - iv. Only the primary or secondary contacts (and advisor if RSO or University Organization) as identified on the LLL reservation form may make changes to the reservation.
 - v. LLL reserves the right to change locations if necessary and will notify user of such changes.

6. Insurance Requirements

- a. 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.
 - i. A. Insurance documentation is required for NSHE/UNLV departments with off-campus attendees. A signed and initial Insurance Documentation Form must be presented to LLL at least fifteen (15) business days prior to the event, or the event will be canceled.

- ii. 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.
- iii. Additional insurance coverage including automobile liability and workers compensation coverage may be required based on the operations and activities of the event.
- iv. RSOs may be covered under the SIA policy; contact LLL 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.