

Maryland Administrative Building 2 (MAB2) General Reservation Guidelines

1. Who Can Reserve

Lifelong Learning (LLL)-managed facilities within **MAB2** are available for use by University of Nevada, Las Vegas (UNLV) students, departments, registered student organizations, and non-university organizations. Available reservable spaces in MAB2 include:

- RebelFlex Classrooms
- RebelFlex Modular Classrooms
- TEC Classrooms
- Conference Rooms
- Computer Lab
- Fashion Classroom
- Art Classroom
- Dining Area
- MAB2 Parking Lot

This document outlines general reservation policies for MAB2 and outdoor spaces. These policies are in addition to the applicable UNLV Guidelines for Scheduling University Facilities. Additional policies may apply per the specifics of the purpose of the reservation.

2. User Definitions & Classifications

The following is how LLL defines different types of users:

1. **University Department:** A group that is affiliated with UNLV (e.g., college, administrative unit, Academic Affairs) but is not a RSO or University Student Organization.
2. **Registered Student Organization (RSO):** A student group that has met the guidelines set forth for registration by the Student Involvement & Activities (SIA) office.
3. **University Student Organization:** A University Student Organization is a group of students who are directly affiliated with the mission of a 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).
4. **Non-University:** A group that is not affiliated with or is external to UNLV (e.g., for-profit, non-profit, and government groups).
 - a. **Non-Profit Organizations:** Proof of current 501(c)(3) status is required to receive the nonprofit discount.
 - b. **External Organizations:** Any business, organization, or individual not affiliated with UNLV that does not qualify as a non-profit organization.

3. Tiers, Discounts, and Fees

Tiers

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.

1. **Tier 1: UNLV Internal Use for Departments, Student Organizations, or University Organizations**
 - a. The event is submitted, organized and developed by either University Department, University Organization, or Registered Student Organization.
 - b. A majority of the audience is the UNLV community (faculty, staff, students).
 - c. 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.
 - d. Fundraising and/or drives (e.g., 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.
 - e. There are no partnerships at this tier except with other departments, university organizations, or student organizations; external partnerships fall under tier 2.
 - f. University Organizations and University Departments will be billed out of the UNLV department program code (IDR).
2. **Tier 2: UNLV External Use for Departments, Student Organizations, University Organizations, NSHE Umbrella (non-UNLV focused)**
 - a. University Department, Registered Student Organization, or University Organization (CSUN/GPSA) collaborates with an external partner (e.g., to host a conference on campus).
 - b. Entities operating under the Nevada System of Higher Education (NSHE) umbrella are also eligible under this tier.
 - c. A majority of the audience is not current or incoming UNLV affiliates, such as students, faculty, and/or staff.
 - d. Members of the Registered Student Organization, University Organization, or University Department shall be present and engaged in the planning and execution of the event; and assume responsibility for fees and charges.
 - e. University Organizations and University Departments will be billed out of the UNLV department program code (IDR).
 - f. NSHE entities may pay by check, credit card, ACH, or other approved payment method.
3. **Tier 3: Non-Profit Organizations**
 - a. An external organization is the primary organizer, developer, sponsor, or payer.
 - b. Proof of non-profit status must be submitted in order to be assigned to this Tier and receive related discounts. Any of the following is acceptable evidence of nonprofit status:

- i. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status;
- ii. 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;
- iii. A copy of a currently valid IRS tax exemption certificate;
- iv. 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;
- v. 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.

4. Tier 4: Retail Rate / All other external users

- a. An external organization is the primary organizer, developer, sponsor, or payer.
- b. Any users, such as external for-profits, not identified in the previous Tiers fall into Tier 4 and incur full retail rate; no discounts provided; plus current management fee.

Discounts & Fees

- 1. **Discounts:** Pricing and discounting is based upon the assigned Tier. The following discounts apply to standard room rental fees only. Administrative fees, overtime charges, equipment rentals, catering, parking, and other applicable services are not discounted unless otherwise approved.

Tier	Affiliation	Rental Discount	Deposit	Admin Fee
1	UNLV Department, RSO, University Organization - Internal Use	100%	None	None
2	UNLV Department, RSO, University Organization - External Use	50%	None	None
3	External Nonprofit Organization	25%	10% due at least 30 days prior to the event; applied to final invoice	12%
4	External Organization	None	10% due at least 30 days prior to the event; applied to final invoice	12%

- 2. **Equipment Rentals:** Full rate If an event requires equipment (e.g., 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 plus the 12% administrative fee.

3. **Marketing:** All Tiers are responsible for printing/providing material to be posted/displayed (e.g., handbills for table tops, banners, TV ads).
4. **Building Overtime Fees**
 - Regular MAB2 building hours are:
 - **Monday–Friday:** 8:00 a.m. – 7:30 p.m.
 - **Saturday:** 8:00 a.m. – 4:00 p.m.
 - **Closed Sundays and University Holidays**
 - Events requiring access outside of standard building hours are subject to staffing overtime fees. Overtime charges apply to the full duration of building access, including event setup and teardown time, and are not eligible for discounts.

Overtime Period	Fee
Outside standard building hours	\$150/hour
University holidays	\$250/hour

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

4. When to Reserve

Reservation requests are processed as soon as the academic course schedule for the upcoming Fall, Spring, or Summer semester has been finalized. While this often occurs before the semester begins, requests will be processed no later than after the second week of the semester to allow academic course locations to be confirmed.

A. General Reservations

1. Internal User (RSO, University Organization, UNLV Departments) reservation requests shall be submitted a **minimum of three business days** in advance of the first date.

2. External User reservations shall be submitted a **minimum of 30 business days** in advance of the first date.
- B. Major Events**
1. 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 with event logistics.
 2. **Tiers 1 & 2:** Reservation requests for these events must be received a **minimum of 25 business days** prior to the first day of the event.
 3. **Tiers 3 & 4:** Request must be received **at least 45 business days** prior to the first day of the event.
- C. Urgent Reservations**
1. Reservation requests submitted outside the timelines listed above will be scheduled based upon space, equipment and staff availability.

5. General Policies

- A. UNLV Departments, University Organizations, and Registered Student Organizations for Tier 1 and 2 bookings are responsible for coordinating their own event services, including catering, parking, and any other required campus service providers, in consultation with the LLL team unless otherwise discussed.
- B. LLL reserves the right to change reserved/assigned event locations if necessary and will notify clients of such changes.
- C. Submitting a Reservation Request**
1. Requests for space must be submitted on a properly completed LLL form.
 - a. UNLV Affiliates (Department, University Organization, RGO):
https://unlv.co1.qualtrics.com/jfe/form/SV_73XHEcLQnJ5tAii
 - b. Non-UNLV Affiliates:
https://unlv.co1.qualtrics.com/jfe/form/SV_eqVwsTmSueThy5w
 2. No oral or tentative reservations are accepted.
 3. A request for space does not guarantee that space will be assigned.
 4. 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.
- D. All groups using MAB2 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 responsible party.
- E. Only LLL staff members are permitted to move furniture (e.g., tables, chairs) and equipment (e.g., A/V).
- F. 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.

- G. 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 (e.g., painters tape) may be used to attach items to walls, floors or carpet.

H. Last Minute Changes/Requests

1. Layout Changes
 - a. Requests for layout changes within one (1) business day of your event will be accommodated if resources (staff, equipment, etc.) are available and therefore is not guaranteed. Changes that are able to be accommodated within this timeline will incur additional charges and will be reflected on the final bill. If LLL does not have any availability to make the requested changes, you will need to proceed with the original setup.
2. A/V Technicians/Student Support Staff
 - a. Personnel requests and increases to currently booked personnel made within four (4) business days of an event are not guaranteed.
 - b. Reductions to the number of staff or the hours of staff should be made at least four (4) business days prior to the event date.
 - c. Reductions to the number of staff or the hours of staff made within four (4) business days will be charged the full quoted amount.
3. Only the primary contact (and advisor if RSO or University Organization) as identified on the LLL reservation form may make changes to the reservation.

I. Amplified Sound

1. If you are having sound in any of our outdoor spaces. Please submit an amplified sound form that can be found by visiting our website. Your form is due five (5) business days prior to your event date

J. Alcohol Approval

1. Alcohol is only permitted in certain circumstances; if you would like to have alcoholic beverages at your event, please work with your assigned Lifelong Learning Team Member to submit the appropriate paperwork for review a minimum of 15 business days in advance. Approval/denial is granted by the Vice President of Student Affairs (VPSA) office.

K. Commercial Marketing and Sponsorships

1. Any vendor on campus as part of a LLL-managed reservation for the purpose of commercial marketing shall provide insurance, a business license, and pay applicable fees. Registered Student Organizations and UNLV departments may not sponsor commercial vendors on campus by reserving space under their name for the purpose of circumventing the policy.
2. If the external group is a sponsor for the event (in kind or money donations) the RSO or Department must complete the sponsorship form for approval and will not be charged the commercial marketing fee.

L. Diagrams

1. To ensure the proper set-up of your event LLL may work with you to create a visual diagram of the space(s). Diagrams should be finalized fifteen (15) calendar

days before the event date in order to be shared with corresponding campus partners.

M. Equipment Rentals

1. If your event needs include rental equipment, additional audiovisual needs, and/or additional power needs please submit those requests no later than 15 business days prior to the event date. Failure to do so may result in limited availability of equipment.

N. Extended Hours of Operation

1. Events requiring access to spaces outside of regularly scheduled business hours are subject to overtime charges; this applies to both indoor and outdoor spaces.

O. Film Viewing Rights

1. In order for your organization to show a film at your event, a copy of the "rights" granted to your organization by the film distributor must be provided to LLL five (5) business days prior to your event date. Two common resources for obtaining film rights are CriterionPictures: <https://www.criterionpicusa.com> and Swank Motion Pictures: <https://www.swank.com/college-campus>

P. Food & Beverage

1. If you wish to have food and beverage at your meeting/event, please work with LLL to ensure all required documentation and/or set-up is accommodated for. In certain cases, Southern Nevada Health District permits may be required, related fees will be the responsibility of the client.
2. External clients may utilize UNLV's exclusive catering provider, Aramark, or bring pre-prepared food from a licensed commercial vendor. Food provided by a non-Aramark vendor must be approved by the LLL team and must be self-served by attendees. Third-party food service staff are not permitted to serve food onsite.
 - a. For external clients utilizing Aramark, the LLL team will coordinate the catering order.
 - b. For internal clients utilizing Aramark, the LLL team will need to be looped into the logistics once the order is placed in order to coordinate the appropriate building and room access needed for set up/tear down.

Q. Linen Rental

1. If your event requires linens, they will need to be rented, as LLL does not have any in inventory. If you are working with the on-campus dining service provider (Aramark) you are able to coordinate directly with them (to include quantity, size, colors, and placement). Additionally, LLL can assist you with renting linens, which will be charged at the full rental rate, plus our current management fee. LLL can also place linens for an additional charge.

R. Minors/Youth on Campus

1. In an effort to be proactive and protect youth and minors who are on campus, LLL requires groups who utilize our spaces to abide by the following guidelines: <https://www.unlv.edu/student-union-event-services/forms-policies>.
2. Minors and youth are considered anyone under the age of 18. Exceptions are few and include:

- a. Events sponsored by Admissions for visitation, recruitment, or pre-enrollment activities for prospective students; youth are in the care and custody of Admissions staff.
- b. Events open to the public where children may attend and are under the supervision and care of a parent or guardian.

S. Parking

1. Vehicles with a valid UNLV parking permit may park in the MAB2 parking lot in accordance with UNLV Parking & Transportation Services guidelines.
2. For those without a UNLV parking permit, parking is available in the MAB2 lot for a fee. External groups requesting parking should include the anticipated number of vehicles and dates parking is needed.
3. Requests for parking passes must be made a minimum of 10 business days prior to your event date with LLL. The cost of requested parking passes will be added to your final bill.

T. Risk Management

1. LLL works collaboratively with Risk Management to ensure events meet safety requirements; various aspects of your event may trigger additional requirements, notifications and adherence to certain timelines. You may view these triggers on the RMS website:
<https://www.unlv.edu/announcement/risk-management-safety-requirements-special-events>. Your assigned event coordinator will work with you and submit such notifications on your behalf.
2. Additionally, per Risk Management, events requiring a theater style set-up of 200 or more moveable chairs, requires staff and materials to connect the chairs together; a small fee will be included in your bill to cover the related staff and material costs

U. Speakers, Presenters, and Media

1. If you will have any speakers or presenters at your event, please supply their names to our office. If media will be present, please indicate which outlets will be present and their connection/power needs. If our office is not supplied with this information 15 business days prior to your event date your event may be canceled or additional charge may occur.

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.
 1. Insurance documentation is required for external entities and for NSHE/UNLV departments with off-campus attendees.
 2. 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.

3. 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.
4. Additional insurance coverage including automobile liability and workers compensation coverage may be required based on the operations and activities of the event.
5. 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.