

4. Non-University:

- e. Student Life reservations for department events that are not internal (Tier 1), wherein the event is open to the campus, public, etc. fall under this Tier.

3. Tier 3: External Partnership; Non-UNLV Focused

- a. Student Organization, UNLV Student, University Organization or University department collaborates with an external association (ex: to host a conference on campus)
- b. Primary audience (defined as the majority) is not current or incoming UNLV students and/or faculty & staff
- c. Members of the 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.

4. Tier 4: Non-Profit Organizations

Proof of nonprofit 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:

- document that clearly establishes nonprofit status;
- 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.

5. Tier 5: Retail Rate / All other users

Any users not identified in the previous Tiers fall into Tier 5 and incur full retail no discounts provided; plus current management fee.

B. Discounts

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

Tier

3	50%	75%	75%	75%	Full rate
4	25%	25%			

Tier 3: 50% discount

Tier 4: 25% discount

Tier 5: Full rate

* Tiers 1-3: to allow for a greater number of users, restroom & bathroom ads are only permitted to be posted for one (1) week at a time; requests for a 2nd week may be submitted 2 weeks out from the first date of the 2nd week and if the space is available, will be added to the existing reservation

* Tier 5 are eligible for up to a 15% discount on marketing if they book multiple options or extended periods; this is at the sole discretion of SUES.

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

C. Other Fees

1. All other costs associated with an event shall be charged at the full rate, including but not limited to:

- b. External Reservations shall be submitted a minimum of 30 business days in advance of the first date.

B. Major Events

- a. 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 SUES. Such events will be assigned a Conference & Event Coordinator (CEC) to assist them with their event logistics.
- b. 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.
- c. Tiers 4-5: Request must be received at least 45 business days prior to the first day of the event.

C. Classrooms for Non-Academic Use

- a. Requests outside of Priority Scheduling shall be submitted a minimum of three (3) business days in advance of the first date.
- b. Classroom requests for non-academic use will be processed after the 2nd week of each semester (Fall & Spring), which allows for academic course locations to be finalized. Requests for the summer will be processed towards the end of Spring semester or as approved by the Office of the Registrar.
- c. UNLV departments should only submit for events that are in partnership with an external organization, need room access (charges will apply), and/or have event times outside of M-F, 8am - 5pm. Requests for events outside of these times must be submitted to the Office of the Registrar.
- d. Classrooms for academic use shall be submitted 15 business days prior to the Office of the Registrar.

A. Insurance documentation is required for NSHE/UNLV departments with off-campus attendees. A