

## EXTERNAL EVENTS (NON-COLLEGE)

***These procedures do not cover rental of the North Las Vegas Horn Theatre, Horn Theatre Lobby or Back Stage Theatre. Please contact the Performing Arts Center Director at (702) 651-4649 for reservations in these areas.***

For use of any College facility or space by entities external to the Nevada System of Higher Education including Government agencies or businesses, such as DOE, CCSD, military Organizations, etc.

**EVENT SCHEDULING - Requests must be submitted a minimum of one month prior to the event. All fees and proof of insurance will be required 10 business days prior to the event or the event will be cancelled.**

- a. CSN facilities, including campus grounds, are provided primarily for the support of the regular educational function of the institution and the activities necessary for the support of these functions. The institution's functions take precedence over any other activities in the use of the facilities.
- b. During busy times of the year, the College may not have the staff available to assist with an event, and the request for use of facilities may be denied. Please refer to our Black Out dates.
- c. External events may not be held during:
  1. Two weeks prior and two weeks after the start of the Fall or Spring semester.
  2. Mid-May.
  3. Dates that the College is not in session.
- d. Events will be limited to 500 people or less for events held within the facilities, and 1500 people for events held outside the facilities.
- e. Events may be subject to cancellation at any time at the College's discretion.
- f. Board of Regents Policy states that NSHE facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of NSHE or of NSHE groups, and no efforts at coercion and solicitation by uninvited non-campus groups or individuals will be permitted on campus. NSHE functions take precedence over any other activities in the use of NSHE facilities.
- g. Event reservations and coordination will be handled through the Events Management Office.

### EVENT FEES

The Facility Usage Fee will be based upon a predetermined fee structure. The Event Requestor can find a payment schedule of the facility fee structure attached to the link on the on-line event request program. The payment should be made out to the Board of Regents, and submitted to the Cashier's office. The requestor must submit a receipt for the Facility Fee to the Events Management Office.

Support staff fees will be charged to reimburse the College for any additional security, event staff or custodial coverage needed during the event. This fee is applicable when additional security is needed to safeguard campus property and/or to protect the safety of students and employees on campus. The fee is also applicable when additional custodial/event support is needed for clean-up and maintenance of campus property. Fees will also be applied to all external groups for technical support and audio-visual equipment.

Effective July 1, 2024 all governmental/state agencies will be charged a Facility Usage fee at a reduced rate. Standard fees apply to all other external requestors.

### PARTICIPANTS/INVITED GUESTS

The Event Requestor must notify the College through the Events Management Office if there will be any special guests or media representatives on campus or if they request the attendance of the College President or Vice Presidents.

## **EVENT SIGNAGE**

If an event requires posters, signage, or other forms of printed communication, the Event Requestor must secure such items and deliver them to the College. Facilities will be happy to place those items in compliance with College policies and procedures. The College will not distribute electronic or printed marketing content for external, non-sponsored events using College resources.

If directional signage is needed for the event, the Event Requestor will be responsible for providing the signs to the Events Management Office one week prior to the event. Facilities can help set up the signs and remove them once the event is over. The CSN logo and any associated college branding may not be used by external agencies without permission. Any permitted use of the CSN logo is subject to final design approval by CSN Marketing & Communications personnel. Contact information and style guidelines can be found on the CSN website.

## **FOOD/ ALCOHOL**

Food – The College has an on campus catering company that can be utilized, if available, during normal business hours, Monday through Friday. Arrangements for on campus catering will be coordinated through the Events Management Office. The requestor also has the option of providing outside food on campus. All food served at an event, must be in accordance with all Health Department food handling regulations. The State Fire Marshall requires a permit for any open flames--this includes sterno flame used in catering events. The Events Management Office will help the Event Requestor prepare the necessary paperwork and submit to the State Fire Marshall to obtain approval.

Alcohol - If alcohol is to be served at the event, the Event Requestor must obtain approval from the College President prior to making arrangements for alcohol purchase and service. This will be coordinated through the Events Management Office.

## **SECURITY**

CSN Police/Security presence - The necessity of providing additional police and/or security presence will be determined by a variety of factors that may include but not be limited to: the number of anticipated attendees, if the topic of the event is controversial or special clientele or dignitaries that are expected to attend, etc. The CSN Police Department will evaluate the parameters of the event and assess if additional security presence is necessary in order to safeguard College property and/or to protect the safety of students and employees on campus. Fees will be assessed for support.

Reserved parking - Reserved parking may be required for certain events to accommodate for various factors such as to accommodate large numbers of attendees, provide special parking for certain clientele, or areas needed to park equipment/trucks/etc. The Event Requestor must notify the Events Management Office if this is needed. Facilities will also be responsible for securing the area off beforehand and removing the barriers after the event is over.

## **FACILITIES/ OTS EQUIPMENT**

Office of Technology Services (OTS) - OTS will not support external events. Events that are scheduled by campus users from outside of the College will need to provide their own technical or audio visual (AV) support. For outside events, OTS User Services and Academic Technology Services (ATS) will limit their support to ensuring that the outside campus users can log in with the credentials that are supplied by Office of Technology Services (OTS).

Furniture (tables, chairs, linens and/or other accessories) - Facilities currently has an array of round/ rectangular tables, chairs and linens in stock that are reserved for events. These items are available for use, however, if the items are not available, the Requestor will need to provide the necessary pieces.

Specialized set ups - The Event Requestor will need to provide any specialty items such as tents, electrical/ data needs, etc. The Events Management Office will work with the Event Requestor to determine the exact layout of the event and verify that all locations meet fire codes.

## **INSURANCE**

Insurance will be required for all events. For insurance requirements, please click the following link [General Insurance Requirements](#)