

INTERNAL EVENTS

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 for events that support the College's mission by entities internal to the Nevada System of Higher Education.

EVENT SCHEDULING – Requests should be submitted a minimum of two weeks prior to the event for smaller events, and one month for large events involving more than 25 prospective participants.

- a. These events must be approved by College Deans. If the internal event includes collaboration with external entities such as government agencies, nonprofits or businesses, this event and partnership must be approved by the appropriate Vice President.
- b. All events must be in compliance with all CSN and NSHE policies and regulations. 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.

BUDGET

- a. Miscellaneous costs - It is the responsibility of the Event Requestor to secure funding for all aspects of the event (such as personnel overtime, printing costs, etc.).
- b. Overtime for Classified Staff - Overtime compensation for classified employees is covered under the regulations of the Nevada Administrative Code. Generally speaking, overtime compensation is required for work time of more than 8 hours in a given day and/or more than 40 hours in a given workweek. Advance approval for overtime is required from the employee's supervisor. It is the responsibility of the Event Requestor to coordinate with the employee(s)' supervisor(s) to ensure these regulations are followed. Any questions concerning overtime or the types of work duties an employee will be performing during any overtime hours should be referred to the Department of Human Resources in advance of the overtime being worked.

PARTICIPANTS/INVITED GUESTS

- a. Dignitaries and/or other special guests - The Event Requestor will be responsible for the coordination of any invitations/notifications that need to occur with staff from the Office of Public Affairs and the Events Manager. (For example, invited dignitaries might include, but not be limited to: Board of Regents, Chancellor/Vice Chancellors; elected or other governmental representatives; community representatives, other NSHE institutions, etc.)
- b. President or Vice Presidents' attendance - The Event Requestor should work along with Facilities to coordinate the date, time and presence of College executive staff of appropriate.
- c. Media representatives - The Event Requestor should work with the Office of Public Affairs to coordinate any media representatives that will attend the event.

INTERNAL PROMOTION

- a. Publicity - The Event Requestor must use the College Event Publicity Form located on the CSN website to request promotion and publicity of their event. Approved tactics will be relayed to the requestor via email. Contact information can be found on the form.

- b. Invitations, posters or other graphic design services -The Event Requestor will be responsible for securing all materials. Facilities can help the Event Requestor hang any posters, etc. before the event.
- c. Promotional materials submitted through the College Event Publicity Form must adhere to CSN logo and style guidelines located on the CSN website.

FOOD/ ALCOHOL

- a. Food - When food is served at an event, it is important that the College follow all of the required health and safety regulations. The State Fire Marshall requires a permit for any open flames. This includes sterno flame used in catering events. Facilities will help the Event Requestor prepare the necessary paperwork, and submit it to the State Fire Marshall to help obtain approval. In addition, strict adherence to Health Department food handling regulations must be maintained. Facilities can help guide you through the process and ensure that you are complying with the required regulations.
- b. Alcohol - If alcohol is to be served at the event, the Event Requestor must obtain approval from the President's Office prior to making arrangements for alcohol purchase and service. The Commodity Approval Policy (which includes alcohol) can be found at:
<https://www.csn.edu/documents/commodity-approval-policy>

PURCHASING

- a. Vendors/supplies - The CSN Purchasing Department provides guidelines and procedures for registering all vendors who intend to do business with the College. All vendors must be registered before they can be paid for services that they provide. The Event Requestor is responsible for ensuring that all vendors with whom they work have completed and submitted a Vendor Application form which can be found at: http://www.csn.edu/PDFFiles/Purchasing/VendorApplication_rev1jul08.pdf .

Purchasing related documents and information can be found on the Purchasing Department webpage: <http://www.csn.edu/pages/363.asp> They include Purchase Request Forms (RX); Limited Purchase Order Form (LPO); Vendor Application; Independent Contractor Agreement (ICA) Form/Checklist/Sample as well as the ICA Addendum, and more.

- b. Gifts/Raffles – The Event Requestor is responsible for strict adherence to completing the Supplemental Compensation Form. Questions regarding this form should be made directly to the Manager for Accounts Payable & Tax Reporting, Financial Services Department. The Employee Supplemental Compensation Form should be used for all prizes awarded whether it be cash, gift cards, tickets, or merchandise, and for all winner categories: students, student/employees, and employees.

Use either employee's ID number or the student NSHE ID number as appropriate. The recipients are required to sign and date on the "employee signature" line. REMINDER: Do not provide the individual's social security number.

The department representative should verify that the information provided is legible, and then sign and date the form as the *Reporting Dept. Representative*, and send the original form to the attention of the Manager for Accounts Payable & Tax Reporting at Mail Sort J1C.

Please use the "other" line at the bottom to report what prize the recipient was awarded and its value – gift card, movie tickets, iPad, Sport Center memberships, etc.

Forms must be completed for all prizes awarded. Every item may not be taxable, but an employee (or student) may win several items during the tax year and the total value of the items won could be reportable and taxable.

In addition, there are special requirements for international students and, based on the information provided on the Employee Supplemental Compensation form, the Manager for Accounts Payable & Tax Reporting will contact the student for the additional information needed.

SECURITY

- a. CSN Police/Security presence - Facilities can help coordinate any requirements with the CSN Police Department. Please note that the Police will require two-week notice prior to the event to discuss security requirements. 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.
- b. 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. Facilities will help the Event Requestor develop a site plan to show the number and location of the parking spaces needed. They will also coordinate with the Police Department, Campus Administration, the President's Office and other offices as may be necessary so that everyone is aware of the plan. Facilities will also be responsible for securing the area off beforehand and removing the barriers after the event is over. Parking for individuals with disabilities will be designated within any reserved parking area.

FACILITIES/ OTS EQUIPMENT

- a. Office of Technology Services (OTS) - Some events will require additional support from OTS to provide support for projectors, screens, speakers, computers/monitors, microphones or OTS technical services. Facilities will work with the Event Requestor and OTS to determine the exact needs and location of the equipment. This allows Facilities to verify that all infrastructure needs (electrical/data) can be met based upon the floor plans developed. Any requests for OTS support need to be made a minimum of two weeks (four weeks is preferable) prior to the event.
- b. Furniture (tables, chairs, linens and/or other accessories) - Facilities will set up an appointment with the Event Requestor to discuss what the event will need. Facilities currently has an array of round/ rectangular tables, chairs and linens in stock that are reserved for events. Facilities will help determine what will be needed, how many, the configuration of these items, and also confirm that they will be available for the event. If the items are not available, Facilities may be able to rent the necessary pieces. Facilities will also help set up a floor plan or room layout. The layout will be checked for proper fire exit clearance as well as ADA accessibility. This floor plan will be provided to Facilities staff to assemble before the event. Facilities will also disassemble these items after the event is over.
- c. Signage - If directional signage is needed for the event, Facilities will help develop a site/floor plan with the necessary signage to direct the participants. This plan will indicate the number of signs, the location of the signs and the necessary text. Printing Services can create laminated posters that can be used for outdoor/ indoor directional signs. Facilities can help set up the signs prior to the event. The Event Requestor is responsible for providing the materials to Facilities.

The Printing Services Guide, Print Services Request form and the Print Services Approval Request form on the Auxiliary Services web page: <https://www.csn.edu/pages/2462.asp>. Reprographic Services also has an online billing system called Print Shop Pro. The procedures are included in the Printing Services Guide.

Important Note: Once the directional signs have been created, the Event Requestor must deliver them to Facilities a minimum of one week prior to the event. Facilities will mount the posters on saw horses, and distribute them according to the plan. Facilities will also be responsible for removing the signs once the event is over.

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.

- d. Specialized set ups such as tents, electrical/ data needs - Facilities will sit down with the Event Requestor to review all needs for tents, electrical/ data needs, etc. Facilities will determine if these items are available and the required location. If tents are required, the Event Requestor will be responsible for the rental, however, Facilities can assist with the set up. In addition, Facilities will work with the Event Requestor to determine the exact layout of the event and verify that all locations meet fire codes. Facilities can also determine if there are additional power/data needs required.