Off Campus Group Guidelines – Wedding Receptions

Off campus groups are separated into the following categories:

• Government Agencies:
  o Federal
  o State
  o County
    o School Districts
    o Individual Schools
  o City
• Non-profit Organizations
• Commercial
• Individuals
  o Wedding receptions and ceremonies

Reservation Policies – Off Campus Groups

• Per CSU Facility Use Guidelines off campus groups may not reserve space during:
  o First two weeks of the Spring Semester
  o After Spring Break through Commencement (approximately mid-March - mid-May)
  o First six weeks of the Fall Semester
  o After Thanksgiving weekend through Finals (approximately mid-December)

• Per CSU Facility Use Guidelines off campus group reservations for the academic year become available:
  o First Monday of December for the Spring Semester.
  o Third Monday of July for the Fall Semester.

• When requesting space an Event Logistic Form should be completed and submitted in order for the event to be reviewed and processed accordingly.
  Requests for space must be made minimum of:
    o Milt Glick Ballrooms - 15 business days prior to reservation date
    o Theater – 15 business days prior to reservation date
    o Gateway Plaza – 15 business days prior to reservation date
    o Great Room and 402 – 10 business days prior to reservation date
    o Multi-purpose Rooms – 2 business days prior to reservation date

• Deposit due date may be altered if request is made at minimum time prior to reservation date.

• Staffing is assigned ½ hour prior to sponsor arrival and ½ after sponsor exit.

• Number of staffing is assigned based on event space, number of rooms used, number of expected attendance, technology and A/V needs, overall complexity of event as well as any event history of the reserving group.
• Access to the facility outside of regular hours of operation will require additional approval and will be assigned additional staffing charges.
• Food and beverage service delivered to the event space must be provided by Silver and Blue Catering, only, and arrangements are made by event sponsor.
• All alcohol service must be arranged by event sponsor with Silver and Blue Catering. This includes processing of alcohol approval form.
• Parking arrangements may be made by event sponsor directly with the University’s Parking Services.
• Excessive Clean up fees may be charged according to CSU Facility Use Guidelines.
• Off campus groups or vendors may not perform any transactions or sell merchandise or services during a scheduled event or as a tabling activity.
• Off campus groups or vendors may not gather personal information from attendees, students, faculty or staff during a scheduled event or as a tabling activity.
• Off campus groups or vendors may provide information regarding products or services only.
Wedding Receptions

- Facility Usage Fees, Set-up and Tear-down Fees and staffing charges are included in the package costs, based on expected attendance.
- Individuals must provide a Certificate of Liability according to the following requirements: (Minimum Limits), Each Occurrence $1,000,000, Products/Completed Operations, Aggregate $1,000,000, Personal and Advertising Injury $1,000,000, and General Aggregate $1,000,000.
  - The certificate should show Certificate Holder as: Board of Regents, on behalf of NSHE; Attn: Event Management; Joe Crowley Student Union MS056; University of Nevada, Reno; Reno, NV 89557-0056; Phone: 775.784.6505; Fax: 775.784.1859.
  - Certificate Holder shown above must be named as an Additional Insured for all liability arising from the contract.
  - Indicate the name of organization, date(s) and event covered on the certificate. Faxed copy to the Joe Crowley Student Union Scheduling Department is acceptable.
  - Questions regarding the insurance requirements should be directed to the BCN, Risk Management
- Event insurance policies may be purchased online at http://eventinsure.hubinternational.com
- All Off Campus Group policies and procedures apply to individuals reserving for a Wedding Reception.

Payment and Cancellation:
- 25% Non-refundable deposit of total rental fee is due at time of initial booking. If a deposit is not made or payment arrangements have not been made within 10 business days, it will be assumed that the reservation process will not move forward and the reservation will be cancelled.
- Minimum of 50% payment of total rental fee is due 1 month prior to event date.
- Final payment is due 5 days prior to event.
  - If additional staffing costs are applicable, final estimate must still be paid in full 5 days prior to event.
- Payment Instructions:
  Check – make payable to the “Board of Regents” and mail to Joe Crowley Student Union, 1664 N. Virginia Street MS-0056, University of Nevada Reno, Reno, NV 89557, Attn: Office Manager
  Credit card - payments may be made in person on the 4th floor in the Student Union Administration office or by calling 784-6505 and asking for the Office Manager.

Food and Beverage Service:
- All food and beverage service, including alcohol, for wedding receptions must be arranged by the individual through the University’s catering department, Silver and Blue Catering.
• All alcohol service must be arranged by the event sponsor with Silver and Blue Catering. This includes processing of the alcohol approval form.

Parking and Outside Vendors:
• Any parking arrangements are to be made by the individual and the University’s parking Services Department.
• Outside vendors such as DJs, Photo Booths, décor rental may be contracted by the individual. However, all vendors must adhere to CSU Facility Policies and Procedures, be approved by the CSU Event Management Office, provide adequate liability coverage and logistics must be communicated in writing to the CSU Event Management Office.

Wedding Reception Rate Structure

<table>
<thead>
<tr>
<th>Package</th>
<th>Guest Range</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sierra Package</td>
<td>50-100 Guests</td>
<td>$1400</td>
</tr>
<tr>
<td>Tahoe Package</td>
<td>100-150 Guests</td>
<td>$1600</td>
</tr>
<tr>
<td>Nevada Package</td>
<td>150-250 Guests</td>
<td>$2300</td>
</tr>
</tbody>
</table>

Charges for receptions with an expected attendance over 250, will be assessed according to the Individual Rate Structure.

Charges for Wedding Ceremonies will be assessed according to the Individual Rate Set-up/Tear-down Fees and Staffing.

Package fees include:
• Access to space for up to 8 hours, including set-up, decorating and break-down.
• All furniture, including tables, chairs, light A/V equipment, staging dance floor.
• All staffing for reception.
  o Additional charges may be applicable for receptions taking place outside of regular facility hours.
• Multipurpose room for Bridal party.