

# System Facilities Use Policy

- a. System Facilities. NSHE operates the following facilities (the “System Facilities”) intended primarily for the use and support of the Board of Regents and the administrative activities of System Administration. The System Facilities are open Monday through Friday, 8:00 am to 5:00 pm (the “operating hours”) excluding holidays recognized by NSHE.
  - i. System Administration – North: 2601 Enterprise Road, Reno, Nevada 89512.
    - Main Conference Room 100 – seating for up to 60. The most common set up generally seats 11 at a main table and 16 in gallery style seating (with video conference capabilities)
    - Conference Room 134 – seating for up to 7/5 comfortably (with video conference capabilities)
  - ii. System Administration – South: 4300 S. Maryland Parkway, Las Vegas, Nevada 89119.
    - Boardroom 102 – large dais with seating for 26, gallery seating for approximately 80 (with video conference and web-streaming capabilities)
    - Pre-Function Area – a area outside the Boardroom that can accommodate around 40 people for informal business or social gatherings
    - Conference Room 101 – seating for 8 (with video conference capabilities)
    - Conference Room 105 – seating for 14 (with video conference capabilities)
    - Conference Room 130 – seating for 8 (no video conference capabilities)
- b. Use of the System Facilities.
  - i. When not being used by the Board of Regents or System Administration, the System Facilities may be used by (1) NSHE institutions, (2) committees of the Legislative Branch of the State of Nevada, and (3) agencies of the Executive Branch of the State of Nevada (such groups shall be collectively known as “secondary groups.”). The term “NSHE institutions” includes colleges, departments, programs, and administrative units of any member institution of NSHE. The System Facilities may not be used by private groups, community/civic groups, political groups, or religious groups except as part of a meeting or event sponsored in-part by the Board of Regents, System Administration, or an NSHE institution. Except as otherwise approved by the Chancellor, use of the System Facilities by secondary groups is limited to the operating hours.
  - ii. Use of the System Facilities shall be subject to the following order of precedence: (1) Board of Regent and Regent committee meetings and activities, (2) Chancellor and System Administration uses, and (3) use by secondary groups (with preference given to NSHE institutions). The reservation and use of the System Facilities shall at all times be subject to cancellation in the event a group with higher precedence desires to use the System Facilities. Meetings and activities of the Board of Regents and Regent committees will at all times receive the highest precedence for use of the System

Facilities.

c. Reservations and Facility Coordinators

- i. Secondary groups can request to reserve any of the System Facilities by filling out a System Facilities Reservation Request Form and submitting the completed form to the appropriate "facility coordinator". The Chancellor shall appoint a facility coordinator for System Administration-North and System Administration-South.
  - ii. Before accepting a reservation for Boardroom 102 (System Administration South) or Main Conference Room 100 (System Administration North) the facility coordinator to whom the request is submitted will first contact the Chief of Staff for the Board of Regents for approval to make such a reservation and to confirm that the room is not reserved or anticipated to be used by the Board of Regents. In addition, NSHE institutions wishing to reserve Boardroom 102 (System Administration South) or Main Conference Room 100 (System Administration North) must first receive the approval of the President of the institution or his or her designee and submit a signed copy of the Institutional Approval Form.
  - iii. A reservation for the System Facilities will not be accepted unless all portions of the System Facilities Reservation Request Form are filled out including a detailed description of (1) the nature and purpose of the meeting or event, (2) the number of people expected, (3) information technology and audio/visual needs, (4) plans for catering or food service, and (5) any other special requirements or accommodations for the meeting or event. NSHE reserves the right to require damage and cleanup deposits at the time a reservation is made in amounts it determines to be reasonable and necessary given the nature of the meeting or event.
- d. Group Representative. At the time a secondary group makes a reservation for any of the System Facilities, the group shall appoint an individual as the "group representative." The group representative shall be responsible for (1) coordinating with the facility coordinator, (2) overseeing the meeting or event on behalf of the group, and (3) ensuring that the facility and equipment is not damaged and is returned in clean and good order at the conclusion of the meeting or event.
- e. IT Assistance and Technical Support. System Computing Services ("SCS") provides information technology support and assistance for the System Facilities, including audio/visual and video conferencing support. No other personnel will be allowed to provide information technology or technical support for meetings or events at the System Facilities. Any audio/visual, video conference, or other technical needs must be disclosed to the facility coordinator when the System Facilities Reservation Request Form is submitted. The use of audio/visual, video conference, and other information technology is subject to the availability of SCS to provide service and support and to any conditions necessary to maintain system security, including the submission of electronic documents and materials to SCS in advance of the meeting or event for a IT security evaluation and for compliance with technical requirements. Secondary groups will be responsible for compliance with all software and hardware use restrictions including limitations on the use of intellectual property associated with information technology used for any meetings or events and will indemnify and hold harmless NSHE from any claims or liability related thereto. Unless otherwise waived by the Chancellor, NSHE shall

charge secondary groups a cost-based fee for any technical service and support provided by SCS.

- f. Catering and Food Service. At the time a System Facilities Reservation Request Form is submitted the group shall request permission to allow catering and food service for the meeting or event. The group holding the meeting or event is responsible for all catering and food service, including payment, setup and preparation, and cleanup. Except as otherwise approved by the Chancellor, secondary groups are prohibited from serving or catering alcoholic beverages as part of any meeting or event in the System Facilities. NSHE reserves the right to refuse catering and food service requests as it deems necessary to avoid damage or disruption to the System Facilities. NSHE will not provide water, coffee or any other convenience items to secondary groups using the System Facilities.
- g. Parking. Parking for the System Facilities is on a first come first serve basis and NSHE makes no representations as to the adequacy and availability of parking for any particular meeting or event. NSHE reserves the right to reserve parking for its employees and guests and impose parking rules and restrictions; and all guests and secondary groups will observe any such parking rules and restrictions.
- h. Security. NSHE will not provide security for meetings and events held in the System Facilities by secondary groups. NSHE reserves the right to require secondary groups to provide their own security for any meetings or events they hold in the System Facilities and such security is subject to the reasonable approval of NSHE.
- i. Facility Administrators. The Chancellor shall appoint "facility administrators" for System Administration-North and System Administration-South. The facility administrators are authorized to grant any approvals or impose any conditions on behalf of NSHE on the use of the System Facilities authorized by this policy.
- j. Exceptions to this Policy. The Chancellor is authorized to grant exceptions to the strict application of this System Facilities Use Policy when he or she determines that granting an exception is in the best interests of NSHE or that the application of this policy to a particular meeting or event will not serve the purposes behind this policy.