

RULES & CONDITIONS OF USE FOR TAM HALL

TAM HALL IS A NO SMOKING BUILDING!

1. A minimum of one uniformed security guard is required at all functions, to be provided by the Alumni Association, at user's expense. At the discretion of the Alumni Association, additional guards may be required due to size of group, type of function, etc. Additional security also to be at the expense of the user.
2. Reserved parking is available in front of Tam Hall upon request. There will be a charge for a guard to man the booth. Any vehicles not parked in the designated parking area are subject to the rules and restrictions of the UNLV Campus Police, and must adhere to posted parking regulations or be subject to tickets, fines, towing, etc.
3. Any and all invitations or printed material must have approval of theme and content prior to their printing by the Selection Committee.
4. On the day of the function, Monday through Friday, deliveries may start at 9:00 a.m. Saturdays or Sundays, deliveries must be at prearranged times with a security guard present from the time of the first delivery through the end of the function clean-up. User will be responsible for charge for security guards (working maximum 8 hour shifts) staffing during 'delivery and set-up times. The Alumni Association is not responsible for any items delivered to Tam Hall.
5. All clean up must be completed at the end of the function, putting Tam Hall back to its original condition prior to the function.
6. There will be no throwing of rice or birdseed.
7. No pets of any kind are allowed except those used by the handicapped for assistance.
8. A professional licensed caterer who has been approved by the Selection Committee is required. If it is your intention to use a caterer who is not already approved, application must be made by said caterer, to the Committee. Caterer is responsible for kitchen clean up back to original condition prior to function, including mopping, cleaning of all kitchen equipment used, sinks, etc., removal of all trash, and replacement of any furniture which has been moved. No heavy serving or storage carts, which can damage floor tiles, will be allowed in the kitchen or entry hall. No grease or waste of any kind shall be disposed of in sink or other plumbing fixtures of the building.
9. Tam Hall features a CATERING KITCHEN only. No food may be cooked, flame-broiled, etc., in any portion of the building.
10. No catering of food or beverages allowed on second floor.
11. Caterer shall be required to post a security deposit, which is refundable the day after the function.
12. Caterer shall furnish their own dish towels, cloths, tables, chairs, flatware, dishes, crystal, trash cans, plastic refuse bags, paper towels, etc.

13. If alcoholic beverages are served, only licensed bar caterers, using licensed bartenders are permitted. Proof of caterer's liquor license is required. Placement of any portable bars is subject to review and approval by the Committee.
14. It will be at the discretion of the Alumni Association to curtail the serving of alcoholic beverages to anyone in the building.
15. You must provide Selection Committee with copies of any and all licenses and all suppliers, etc. to be used at any event.
16. Rental of the premises does not include access to any office or board room areas. If you wish to have access to the second floor Art Gallery, arrangements can be made, requiring an additional security guard. Layouts of the usable function space are available. All room set-ups, showing table layouts, risers, food service areas, etc., must be approved by the Selection Committee.
17. Any and all decorations, banners, signs, etc., and methods of affixing to the building, must be approved by the Committee. However, it is prohibited to use any materials such as tacks, nails, etc., that will in any way disfigure or harm any surface in or on Tam Hall.
18. An insurance policy of a minimum of \$1,000,000.00 liability must be purchased by "renter" of premises (and group) prior to event.
 - a. This policy must cover any damages incurred as a result of caterer or guest activity, including but not limited to, stolen items. Client is responsible for any breakage, damage, lost or stolen items.
 - b. Policy to be provided by client 30 days prior to date of event.
 - c. Further, policy requirement to indemnify UNLV, UNLV Alumni Association from any and all liability.
19. A 50% deposit is required upon signing of contract to secure the booking of your function. This is a non-refundable deposit. Payment in full must be received 30 days prior to function date.
20. A \$500 refundable damage fee must be submitted 30 days prior to the event. Any or all of said fee will be refunded at the sole discretion of the Alumni Association within 10 days after the function after a thorough damage assessment has been completed by the Alumni Association.
21. Application form must be completed and submitted to the Selection Committee for approval of any group wishing to use Tam Hall. Said approval is solely at the discretion of said Committee, and sufficient time must be allowed for the Committee to review any applications.
22. The Alumni Association reserves the right to take publicity photos at all events held in the Richard Tam Alumni Center.