

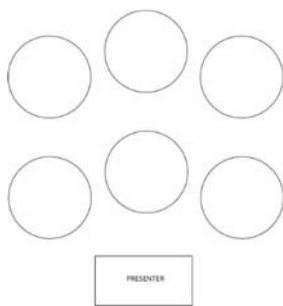
REDFIELD CAMPUS ROOM RESERVATIONS

Requests to use a Redfield Campus room may be made by contacting rcrooms@unr.edu or calling (775) 682-6400. The Redfield Campus will not allow any outside organization to utilize its facilities in any way that threatens the University's primary mission. The rental of rooms is an activity secondary to the University's mission. Reservations will not be confirmed until the appropriate forms have been returned with a deposit, if applicable.

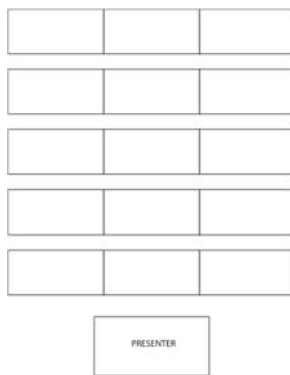
Versatile Meeting Rooms

The Nell J. Redfield Building at the Redfield Campus has 11 carpeted rooms, nine of which have large windows for natural light, and can accommodate groups of 10-30. All rooms have "smart" lecterns to provide the latest technological presentation aides. They are equipped to provide wireless Internet access with a Guest ID or UNR Net ID.

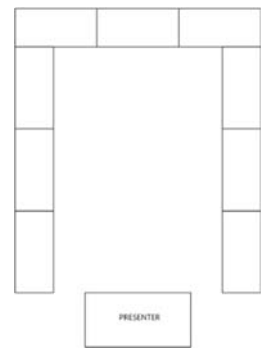
Most rooms can be configured in a variety of styles to accommodate your meeting or training needs. Diagrams of room configurations most often requested are shown below. Additional room configurations are available upon request and may result in additional charges.



Rounds



Classroom



U-Shape

Rates:

The Redfield Campus offers affordable and versatile rates with both half-day and full-day rates. Discount rates are available to state agencies and nonprofits. For nonprofit organizations, proof of tax exemption will need to be provided. All room rental fees must be received prior to the event start date. For additional pricing information, please call (775) 682-6400.

REDFIELD CAMPUS RENTAL RATES (per day)

Room Capacity	Commercial – Up to 4 Hours	State Agencies & Nonprofits – Up to 4 Hours	Commercial – 5 to 9 hours*	State Agencies & Nonprofits – 5 to 9 Hours*
10-30 Participants	\$125	\$60	\$250	\$120
30-60 Participants (Room 214 or 227)	\$135	\$70	\$270	\$140
Computer Room (Up to 24 Participants)	\$175	\$110	\$350	\$220

*More than 9 hours – add \$31.25 (25% of the 4-hour rate) for each additional hour.

PAYMENT

Room rental fees are due prior to the event start date. Payment will be refunded if the event is cancelled at least 48 hours prior to the event start date. Invoices are mailed/emailed out at the time the room reservation is approved. All checks are to be made payable to “**Board of Regents**” and mailed to:

University of Nevada, Reno
Redfield Campus - Nell J. Redfield Building A
18600 Wedge Parkway
Reno, Nevada 89511

OCCUPANCY

Maximum occupancy for the Redfield Campus rooms must be adhered to. See the “Classroom Policies” in each room. All meetings, classes, or special events may

occur only within the building's operating hours for that day. Operating hours may be extended for an additional charge.

EVENT PARKING

Program participants may park in the Redfield Campus parking lot free of charge. Please ask your participants not to park in red zones. Redfield Campus is fully accessible to the mobility impaired.

CATERING

Food and beverages are allowed in most rooms. Arrangements for catering are the reserving party's responsibility. The reserving party may hire a caterer, but please enlist their assistance to ensure that all food and other materials will be removed at the close of the event. **Food and drink are not allowed in computer areas.**

OTHER SPECIAL ARRANGEMENTS

The following equipment is included in the rental fee: podium, computer and monitor, doc cam, projection screen, whiteboards, high speed Internet access, and wireless Internet access.

Arrangements for other audio/visual equipment and other needs are the reserving party's responsibility. Additional instructional software must be provided by the reserving party and delivered to the Redfield Campus Computer Administrator at least two weeks before the scheduled meeting date. Installation requires an additional charge.

DISPLAY MATERIALS

If instructional materials need to be displayed in a room, please discuss appropriate display methods with staff prior to the event start date. **Glue and other adhesive products may not be used on classroom surfaces.**

FURNITURE

Rooms are set up for general use, primarily with fixed seating. The reserving party is responsible for restoring the room and furniture to its original setup and ensuring the space is clean. The reserving party will be held liable for any theft or damage to the facility. Additional set up or break down beyond the reserving party's reservation time will result in additional charges.

TRASH

Please place all trash and recycling in the appropriate receptacles located in the room. Additional trash bags are provided upon request.

FIRE ALARMS

If the fire alarm is accidentally activated, notify Facilities Services at (775) 784-8020. In the event of an actual emergency, dial 911.

DELIVERIES

Please notify staff if items will be delivered to the Redfield Campus. **Please note:** Access to the facility is limited to the hours of operation on the day of your rental only.

ANIMALS

Animals are not permitted in University buildings, with the exception of service animals.

SMOKING

Smoking is prohibited in all areas within the building. The Redfield Campus is in compliance with University policies and is a tobacco-free campus.

ALCOHOL

Alcohol is not permitted at the Redfield Campus without an approved Alcoholic Beverage Request Form, from the Nevada System of Higher Education (NSHE). You can find this approval form at <http://www.unr.edu/student-conduct/policies/university-policies-and-guidelines/alcohol>.

EVENT CLOSE

At the close of the event, we ask that all equipment and materials that do not belong to the Redfield Campus be removed. If a delay is needed to remove materials, please inform staff. Additional charges may apply.

OTHER POLICIES

Users of the Redfield Campus must agree to abide by University of Nevada, Reno policies relating to matters of safety, liability, non-discrimination, non-disturbance, civil disobedience, use of University grounds, and other relevant University policies.

Redfield Campus Facility Tour:

The Redfield Campus offers several facility choices ranging from: smart classroom/meeting rooms and computer classrooms. For additional information, please contact Heather Cole at (775) 682-6400 or via email at rcrooms@unr.edu.