Requests to use a Redfield Campus room may be made by contacting rcrooms@unr.edu or calling (775) 784-4046. 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 MEETINGS 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.

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) 784-4046.

Commercial daily rental rates:
- 10-30 Participants, up to 4 hours $125
- 10-30 Participants, 5 to 9 hours* $250
- 30-60 Participants, up to 4 hours $135
- 30-60 Participants, 5 to 9 hours* $270
- Computer Lab (up to 24 Participants), up to 4 hours $175
- Computer Lab (up to 24 Participants), 5 to 9 hours* $350

State Agencies and Nonprofits daily rental rates:
- 10-30 Participants, up to 4 hours $60
- 10-30 Participants, 5 to 9 hours* $120
- 30-60 Participants, up to 4 hours $70
- 30-60 Participants, 5 to 9 hours* $140
- Computer Lab (up to 24 Participants), up to 4 hours $110
- Computer Lab (up to 24 Participants), 5 to 9 hours* $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 canceled 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
Extended Studies/0048
Reno, NV 89557

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 https://www.unr.edu/scheduling/forms.

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 including smart classrooms, meeting rooms and computer classrooms. For additional information, please call (775) 784-4046 or email at rcrooms@unr.edu.