STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PUBLIC WORKS
515 East Musser Street, Suite 102
Carson City, Nevada 89701
Phone: (775) 684-1815 Fax: (775) 684-1817
Email: LeasingServices@admin.nv.gov

Application for Special Use Permit

Please supply the information requested below. You must allow sufficient time for processing of your request, you will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require proof of liability insurance naming the State of Nevada as additional insured.

Applicant Name _____

Phone _____ **Fax** _____

Email _____

Requesting Organization _____

Description of Proposed Activity _____

_____

_____

_____

_____

Carson City Area _____ Venue (location requesting) _____

Las Vegas Area _____ Venue (location requesting) _____

Date(s) Requested _____

Time Requested Start _____ End _____

Day(s) of the week Requested: Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun. ☐

Individual in charge of activity, on-site and authorized to make decisions (include cell phone number)

_____

Please allow a minimum of ten (10) business days for processing of Permit

NRS 331.190 – 220
Revised 02/09/17

In order to prepare for various types of events please complete the following

- Maximum Number Expected to Attend _____
- Is this an exercise of First Amendment Rights? ☐Y ☐N
- Have you visited the requested area? ☐Y ☐N
- My event is a demonstration/protest/rally ☐Y ☐N
  If yes, what is the topic of your event? _____
- My event will be a press conference ☐Y ☐N
  If yes, what is the topic of your conference? _____
- My event needs electrical power outlet ☐Y ☐N
- My event has exhibits/signs (Not to be affixed) ☐Y ☐N
- My event will require extra parking ☐Y ☐N

*****NOTE – THE FOLLOWING ARE <u>NOT</u> STATE PROVIDED***

- My event will have amplified sound ** ☐Y ☐N
- My event will need a stage and/or platform ** ☐Y ☐N
  (Exception of Amphitheater area)
- My event will require waste cans/portable facilities ** ☐Y ☐N
- My event will require tables and/or chairs ** ☐Y ☐N
- My event will have free food and/or beverages ** ☐Y ☐N

**** Note – All vehicles will require an escort from Capitol Police or State Designee***

- My event will require vehicle access * ☐Y ☐N

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information has been given.

Signature _____ Date _____

Printed Name _____ Title _____

Please allow a minimum of ten (10) business days for processing of Permit

Note: This is an application only, and does not serve as permission to conduct any special activity on State Property. The information provided will be used to determine whether a permit will be issued. Send the completed application to **Leasing Services** at the address found on the first page of this application.

When your request is approved, proof of insurance will be requested. Upon receipt of proof of insurance a permit containing applicable terms and conditions will need to be signed and notarized by the responsible person and returned to **Leasing Services** for final approval by the Department of Public Works Administrator before permitted activity may begin.

1. User understands the Special Use Permit will contain the following requirements:

   a) Provide proof of a contract of insurance against risk of loss resulting from liability for bodily injury and damage to property. An **Acord 25 Certificate of Insurance** or similar policy AND **an Additional Insured Endorsement,** signed by an authorized insurance company representative, shall be a minimum amount of **$2,000,000 General Liability/General Aggregate and $1,000,000 each occurrence** and shall name the State of Nevada (as noted above), its officers, employees and agents as additional insured's for all liability arising from the use of the property. Buildings and Grounds is not liable for the payment of any premiums, deductibles, or assessments on any insurance policies required to be obtained hereunder.

   b) Provide adequate portable toilets and containers for trash for persons attending the event and place them where instructed by a State designated representative.

   c) Use the grounds only for the purpose and hours specified in this agreement. No functions are allowed after 11:00 p.m.

2. Reservations of the grounds are subject to cancellation in the event of an emergency.

3. Any equipment unless insured by the user, which is brought onto the grounds, is not covered by insurance against loss, damage, theft or destruction.

4. I have received a copy of Nevada Revised Statutes defining Prohibited Acts and Penalties applicable to the Special Use Permit (Page 4 herein).

NOTICES

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the Administrator to make a value judgment on use of State property.

Paperwork Reduction Act: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the Administrator the information needed to decide on the requested use. All applicable parts on the form must be completed in order for your request to be considered.

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PROHIBITED ACTS AND PENALTIES

NRS 331.190 Sale, gift or disposal of liquor in capitol unlawful. Any person who sells, barters, gives, or in any way disposes of any spirituous or malt liquors, wines or cider, of any description whatever, within the Capitol Building of this state, shall be guilty of a misdemeanor.
[1911 C&P § 240; RL § 6505; NCL § 10187]—(NRS A 1967, 552)

NRS 331.200 Damage to or destruction of capitol grounds or other state property unlawful.
1. It shall be unlawful for any person to commit any of the following acts upon the grounds of the State Capitol or of any other state building or property:
(a) Willfully deface, break down or destroy any fence upon or surrounding such grounds;
(b) Except as otherwise provided in NRS 481.0513, erect any bulletin board or other advertising device in or upon such grounds;
(c) Deposit any garbage, debris or other obstruction in or upon such grounds;
(d) Injure, break down or destroy any tree, shrub or other thing upon such grounds; or
(e) Injure the grass upon such grounds by walking upon it.
2. Any person violating any of the provisions of this section shall be guilty of a public offense, as prescribed in NRS 193.155, proportionate to the value of the property damaged or destroyed, and in no event less than a misdemeanor.
[1911 C&P § 509, RL § 6774; NCL § 10456]—(NRS A 1967, 552; 1973, 60; 2011, 2683)

NRS 331.210 Capitol decorations, minerals and curios not to be removed; exception.
1. Except as provided in subsection 2, all state boards and state officers having jurisdiction and control over any state property are specially forbidden to allow the State Capitol decorations and bunting, the state mineral cabinets, mineral specimens, curios and all state property of such character, from being borrowed or taken out by any person or society, or removed from the premises of the state buildings at Carson City, Nevada.
2. In case of national, international and foreign expositions of the world's arts and productions, and upon a satisfactory bond being furnished, the mineral specimens and curios may be borrowed.
3. The state boards and state officers are specially instructed to use all means to preserve and keep intact all of the property named in subsection 1.
[1:54:1899; C § 2080; RL § 4422; NCL § 6896] + [2:54:1899; C § 2081; RL § 4423; NCL § 6897]

NRS 331.220 Surreptitious electronic surveillance prohibited; exceptions.
1. Except as otherwise provided in subsection 2, it is unlawful for a person to engage in any kind of surreptitious electronic surveillance on the grounds of any facility owned or leased by the State of Nevada without the knowledge of the person being observed.
2. Subsection 1 does not apply to any electronic surveillance:
(a) Authorized by a court order issued to a public officer, based upon a showing of probable cause to believe that criminal activity is occurring on the property under surveillance;
(b) By a law enforcement agency pursuant to a criminal investigation; or
(c) Which is necessary as part of a system of security used to protect and ensure the safety of persons on the grounds of the facility.(Added to NRS by 1993, 2139)

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