



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
STATE PUBLIC WORKS DIVISION
BUILDINGS AND GROUNDS SECTION

Application for Special Use Permit

Application and required paperwork including insurance documents must be received no later than 14 days prior to the event date

Please return the completed application to:
LeasingServices@admin.nv.gov

Applicant Name _____

Phone _____ Email _____

Requesting Organization _____

Description of Proposed Activity _____

Carson City Area ___ Venue (Requested location) _____

Las Vegas Area ___ Venue (Requested location) _____

Requested Date(s) _____

Requested Start Time _____ Requested End Time _____

Requested start and end time must include set up and breakdown of the event

Requested Day of the Week: Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun ___

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

Please provide: Name, Title, Organization, Email and Cell phone number

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 will be a press conference. Y N

If yes, what is the topic of your conference _____

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- My event needs an electrical power outlet Y N
 - My event will require extra parking Y N
 - My event will have free food and/or beverages Y N

If yes, please explain _____

- My event will require vehicle access Y N

****Note – Vehicles entering property in connection with an event require a Capitol Police or authorized State employee escort***

THE STATE OF NEVADA WILL NOT LEND OR PROVIDE ANY ITEMS NECESSARY FOR YOUR EVENT

Please initial the guidelines below:

_____ Permittee agrees that they shall indemnify, defend and hold harmless the State of Nevada, its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, costs and expenses including attorney's fees, arising from or in any way connected with the use of STATE property by permittee(s), permittee's guests, invitees, agents, contractors, sub-contractors, the general public, and all other parties except the State, its officers, employees, agents and invitees. Claims, damages and losses include, but are not limited to, bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom and caused in whole or in part by any act, negligence, or omission of the permittee(s), permittee's guests, invitees, agents, contractors, sub-contractors, the general public and all other parties except the State, its officers, employees, agents or invitees.

If an Applicant is Nevada State agency, certificate of insurance is not required. Please indicate by checking box below:

State of NV Agency

_____ ***The permittee understands the Special Use Permit requires the following:***

- a) Proof of insurance against risk of loss resulting from liability for bodily injury and damage to property during the event. An Acord 25 Certificate of Insurance or similar policy AND an Additional Insured Endorsement, signed by an authorized insurance company representative, in the minimum amount of \$2,000,000 General Liability/General Aggregate and \$1,000,000 each occurrence, naming the State of Nevada (as noted above) as additional insureds for all liability arising from the use of the property. Buildings and Grounds are not responsible for the payment of any premiums, deductibles, or assessments on any required insurance policies.***
- b) Provide adequate portable toilets and containers for trash for persons attending the event and place them as instructed by a State designated representative.***
- c) Use the grounds only for the purpose and hours specified in this Application. No functions are allowed after 11:00 p.m.***

_____ ***All costs and arrangements for food, drinks, decorations, entertainment, supplies, portable facilities will be borne by the organization. No decorations or marketing materials can be adhered to the walls or ceilings.***

_____ ***All event set-up and clean-up is the responsibility of the event organizers. Setup time must be included in the start and end time of the event as set forth in this application. ~~page 1~~ Organizers may NOT arrive before the approved scheduled setup time.***

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

_____ ***The permittee agrees to occupy and vacate the room and/or grounds at the scheduled times as specified on the application form.***

_____ *All cancellations must be submitted in writing.*

_____ *Permittee understands reservations of the grounds are subject to cancellation in the event of an emergency or as otherwise necessary in the State's best interest.*

_____ *The permittee will ensure that ingress and egress is available to all areas on state grounds.*

_____ *I have received a copy of Nevada Revised Statutes defining Prohibited Acts and Penalties applicable to the Special Use Permit.*

_____ *I have read and understand the above stated guidelines for use of state grounds for my event.*

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 _____ *Date* _____

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 this issuance of a permit is appropriate.

Upon receipt of a complete application, if the use is consistent with allowable uses, Leasing Services will request proof of insurance and an additional insured endorsement. Upon receipt, Leasing Services will circulate a Special Use Permit. The permit must be signed and notarized by the applicant responsible for the event and returned to **Leasing Services** for execution by the Public Works Division Administrator. Applicant must have a fully executed Special Use Permit, before engaging in their event.

PROHIBITED ACTS AND PENALTIES

NRS 331.190 Sale, gift or disposal of liquor in capitol unlawful. Any person who sells, barter, 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.

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.

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 towed 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.

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.