

## ***SAFETY REQUIREMENTS***

### ***FLAME RETARDANT TREATMENTS***

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All decorations, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, christmas trees, and similar decorative materials must be flame retardant to the satisfaction of the Fire Department by either a State Fire Marshall's certification of flame retardant or the ability to pass a field flame test.

### ***SPECIAL FINISH MATERIALS***

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Any material having a brushed or nap finish, such as but not necessarily limited to, carpeting materials, must have a flame-spread rating of not more than 23 regardless of location or occupancy.

### ***CARPETING ON WALLS OR CEILINGS***

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When used as an interior wall or ceiling finish, carpeting and similar materials having a snapped, tufted looped or similar surface must have a Class 1 Flame-spread classification.

### ***OBSTRUCTIONS***

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Aisles and exits must be kept clean, clear and free of obstructions. Booth/display construction in the Lobby must be substantial and fixed in position in specific approved booth/display areas for the duration of the event. Easels, signs, etc. must not be placed beyond the booth/display areas into the aisles. Directional exit signs may not be blocked. Electrical wiring, ropes, and mechanical rods, when at all possible, should be overhead. When necessary to lay on floor in aisles and exit ways, they shall be covered and/or taped down. Fire extinguishers are located behind the bar service area in the center of the Lobby, immediately inside the main auditorium doors, backstage left and right, the loading dock, and the Green Room.

1. Literature on display must be limited to reasonable quantities. Reserve supplies shall be kept in a neat and compliant manner.
2. No flammable liquids are allowed in the building.
3. Painting or spraying of toxic or flammable materials is prohibited.
4. Smoking is prohibited in all areas.
5. All compressed gas bottles must be secured to prevent them from falling or being knocked over.

### ***FIRE DEPARTMENT SPECIAL PERMITS***

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A permit for the following activities must be made no less than five (5) business days in advance of the event if you are:

1. Displaying and operating any heat product or open flame device.
2. Displaying or operating any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Department.
3. Using or storing flammable liquids, compressed gas or dangerous chemicals.
4. Displaying an operating internal combustion engine.
5. Cooking with grease.
6. Pyrotechnics.
7. Erecting tents.
8. Other outdoor carnivals, fairs and productions.

### ***ELECTRICAL WIRING***

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All temporary wiring must meet local and state requirements. Noncompliance with this requirement will cause the revocation of the fire permit and/or in the case of exhibits, elimination of the booth from the lobby. Users of the P.A.C.'s facilities must request, and be granted, permission from P.A.C. staff members prior to making any electrical connections.

## ***SAFETY REQUIREMENTS***

### ***MOTOR VEHICLE DISPLAY***

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Motor vehicles cannot be displayed in any facilities. The outdoor plaza between the North Parking Garage and Ham Concert Hall / Judy Bayley Theatre is approved and more suitable for this purpose. Any display of vehicles on stages must be approved by the facility directors.

The following are the Clark County Fire Department's minimum fire safety requirements for public display of motor vehicles in assemblage occupancies.

- A) **Fuel Tanks:** Must contain no more than ¼ tank of fuel. Caps for the fuel tank must be of the locking type and maintained locked. If a locking cap is not practical to attach, an alternate method may be employed with permission of the Clark County Fire Department.
- B) **Electrical System:** The electrical system will be de-energized by one of the following methods:
  - 1. Removal of the battery.
  - 2. Removal of the battery cable.
  - 3. Disconnection of one battery cable and covering it with electrical tape or similar insulator.
  - 4. Location: Display must be located so as not to obstruct any required aisles or exits.
  - 5. A 40 B/C fire extinguisher will be required.

### ***USE OF CANDLES AND OPEN FLAMES***

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Contact the Las Vegas Fire Department for code requirements prior to use. All flames used for cooking require a 40 B/C fire extinguisher.

### ***PYROTECHNICS***

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Listed are the requirements for any inside fireworks display held in **Clark County**:

- 1. No fireworks displays will be allowed during an indoor event or an open floor dance concert.
- 2. In a concert where seating is provided, fireworks are allowed when:
  - A **pyrotechnist licensed by the Nevada State Fire Marshall** has obtained a permit through the Las Vegas Fire Department office. This technician must be present for the fireworks display.
  - If the fire inspector present feels unsure about the proposed display, he or she may require the pyrotechnist to demonstrate the firework in question outside in a clear area.
  - A fire standby person will be required anytime fireworks are planned.
  - Applications for permits must be made in writing ten (10) days prior to the date of the display.
  - Only those fireworks that were approved prior to issuing the permit will be allowed during the display. Any additional unauthorized fireworks displayed during the show will result in the void of the permit and/or the rejection of any future permits for events by the involved company. It may also result in the revocation of the license.
- 3. Nevada Pyrotechnists License (kept current)
- 4. Insurance to include:
  - UNLV/Board of Regents
  - UNLV/Performing Arts Center
  - Clark County Fire Department
- 5. Certificate of Registration from the State Fire Marshall.
- 6. Shot-Sheet and List of Effects.
- 7. Demonstration Time for Fire Marshall
- 8. Issued performance for specific event.

For further information, contact the Clark County Fire Marshal at (702) 455-7316.

## ***SAFETY REQUIREMENTS***

### ***CLARK COUNTY FIRE DEPARTMENT TENT SET-UP REQUIREMENTS***

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1. Tent must be a minimum of 20 feet from any property line/building.
2. A minimum of 2 exits with a minimum width of 72 inches\* each are required spaced approximately equal intervals around the perimeter of the tent and no more than 100 ft. from an exit.
3. A minimum of 20 feet is required for Fire Department access.
4. Vehicles must not be parked closer to the tent (including the support ropes/guywires) than 30 feet (for a tent up to 5,000 square feet).
5. There must be at least 1 fire extinguisher\* rated 2A:10-B:C.
6. Aisles of at least 56 inches must be maintained.
7. Exits must be illuminated while the tent is occupied.
8. Exit signs showing the direction of egress must be posted.
9. No flammable gas is allowed in the tent.
10. NO SMOKING signs shall be posted.
11. No guywires/ropes shall cross exit at a height of less than 8 feet.
12. Provide buckets of sand or sand-filled ashtrays for disposal of smoking materials outside tent.
13. Tents must have a flame-retardant certificate and the number is to be noted by the Inspector.

*\*Depending on size of tent.*

### ***STANDBY INSPECTOR***

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Sec. 25.117 states that whenever, in the opinion of the Fire Marshall, it is essential for public safety in any place of public assembly or any place where people congregate, due to the number of persons, or the nature of performance, exhibit display, contest or activity, the owner, agent, or Licensee shall employ one or more qualified persons, as required and approved by the Fire Chief, to be on duty at such place. Such individuals shall be subject to the Chief's orders at all times when so employed and shall be in uniform and remain on duty during the times such places are open to the public, or when such activity is being conducted. Before each performance, or at the start of such activity, such individuals shall inspect the required fire appliances provided to see that they are in the proper place and in good working order, and shall keep diligent watch for fires during the time such activity is being conducted and take prompt measures for extinguishment of fires that may occur. Such individuals shall not be required or permitted, while on duty, to perform any other duties than those herein specified.

### ***EMPLOYER RIGHTS AND RESPONSIBILITIES***

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The Division of Preventative Safety was created to help employers comply with Nevada laws which govern occupational safety and health. As an employer and Licensee, you are responsible for complying with all Nevada safety and health standards and regulations found in:

1. The Nevada Occupational Safety and Health Act
2. Occupational Safety and Health Standards and Regulations
  - a) Safe use of equipment and machinery
  - b) Personal protective gear
  - c) Hazard Recognition
  - d) Emergency procedures

You must also inform all employers, contractors, subcontractors and agents of the safety rules, regulations and standards which to apply to their respective duties.

**CONTACT:** *State of Nevada*  
**Department of Industrial Relations**  
Division of Preventative Safety  
2500 W. Washington  
Las Vegas, NV 89158  
(702) 486-5016

*State of Nevada*  
**Department of Industrial Relations**  
Division of Enforcement for Industrial Safety and Health  
2500 W. Washington  
Las Vegas, NV 89158  
(702) 486-5016

**NOTE:** VIOLATIONS OF THE UNIFORM FIRE CODE, WHICH INCLUDES THREE REQUIREMENTS, IS A MISDEMEANOR SUBJECT TO PROSECUTION.

Please be aware that compliance with the requirements of the Fire Department does not preclude the necessity of complying with the regulation of the other authorities and/or licensing agents. For additional information, contact the Clark County Fire Department at (702) 455-7136.

***SAFETY REQUIREMENTS / SECURITY PROCEDURES***

***EMERGENCY EVACUATION PLAN (Ham Concert Hall)*** \_\_\_\_\_

***From Main Floor***

Rows A through M seats 1-Center row  
 Rows A through M seats Center row-end  
 Rows N through X seats 1-Center row  
 Rows N through X seats Center row-end  
 Rows Y through ZZ seats 1-Center row  
 Rows Y through ZZ seats Center row-end

***Exit***

First two Left side exits to side exit doors  
 First two Right side exits to side exit doors  
 Rear three Left side exits to side exit doors  
 Rear three Right side exits to side exit doors  
 Left rear Lobby exit  
 Right rear Lobby exit

***Balcony***

Rows A through E seats 1-Center row  
 Rows A through E seats Center row-end  
 Rows F through I seats 1-Center row  
 Rows F through I seats Center row-end

***Exit***

Balcony Front Left to side Lobby exits  
 Balcony Front Left down inside stairwell to main Lobby  
 Balcony Rear Right to side Lobby exits  
 Balcony Rear Right down inside stairwell to main Lobby

***SECURITY STAFFING AND SEARCHES*** \_\_\_\_\_

The promoter of the event shall be required to pay for the additional staff required for security and/or searches. This requirement shall be the sole determination of UNLV personnel, who will also decide the number of additional staff required. The exact number of staff that will be used for either a visual search or a search using metal detection will be determined by UNLV Police Services and communicated by the Directors of the Performing Arts Center. Security requirements for the event may dictate the availability of alcoholic beverage service.

***SEARCH POLICY*** \_\_\_\_\_

For purposes of public safety and effective crowd management, the UNLV Performing Arts Center, at its discretion, will conduct a search of guests attending an event. The magnitude and intensity of the search will depend on the type of event and the nature of the crowd attending.

Please be aware of the following:

- Patrons entering the facility may be subject to security check by metal detecting hand wands.
- Briefcases and pocketbooks will be allowed in the facility, but will be inspected upon entry.
- Large bags, coolers and backpacks will not be allowed into the facility.
- Once you have exited the facility, patrons will not be allowed to re-enter for any reason.
- There will be an increased security presence both inside and outside the facility.

This type of search is designed to be done as quickly and effectively as possible so as not to slow down the ingress of the crowd. Inappropriate items include, but are not limited to, coolers, video cameras, food and beverages, laser pens and noise makers.

*PATRON CODE OF CONDUCT*

*The UNLV Performing Arts Center and the University of Nevada, Las Vegas* are committed to providing a safe, comfortable and enjoyable event experience. The Patron Code of Conduct is designed to set clear expectations and encourage an environment that is enjoyable for all.

- Patrons shall refrain from using foul/offensive language, fighting, obscene gestures, throwing objects and engaging in other behavior that creates an unsafe environment, or interferes with other patrons' enjoyment of the performance.
- Patrons are not allowed to enter the facility with signs or banners of any kind.
- Patrons may not possess bottles, cans, squirt bottles or other containers not permitted in the facility.
- Patrons may not possess weapons including firearms or knives (with or without sheath), horns, air horns, whistles, other irregular sound devices, bars, sticks, clubs, poles of 20" length, sling shots, fish nets or other net material, beach balls, Frisbees, skateboards, roller skates, live pets (except for assistance animals), or any object with may obstruct vision or adjacent guests.
- Patrons must wear a shirt and shoes, thongs, sandals, or other protective foot covering.
- Patrons must follow the directions of law enforcement, security, ushers, ticket takers or any other facility personnel.
- Patrons may not possess or use any illegal drugs.
- Patrons will consume alcoholic beverages in a responsible manner. Intervention with an impaired, intoxicated or underage patron will be handled in a prompt and safe manner. Those appearing intoxicated will be denied entry or will be subject to ejection from the facility.
- Patrons must not damage, destroy, vandalize, or steal any University property.
- Patrons may not sit in a seat other than one's ticketed seat location or refuse to produce one's ticket upon request. Unauthorized use of any seating designed for disable persons is strictly prohibited.
- Patrons may not possess stolen tickets.

Patrons must adhere to the Code of Conduct provisions or they will be subject to ejection without refund.

***ADA COMPLIANCE, BEVERAGE, AND CATERING SERVICES***

***ADA COMPLIANCE SERVICES***

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The Performing Arts Center continually strives to be in full compliance with the Americans with Disabilities Act, which includes disabled parking, access to the building, disabled seating areas, wheelchair lifts, access to restrooms and concession stands, assistive listening devices, building signage, and wheelchair elevator and ramp for backstage access.

**For more information about all of our Patron Services, please contact the Director of Finance and Guest Relations at (702) 895-4711**

***ALCOHOLIC BEVERAGES***

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- The Performing Arts Center offers a variety of beverages at the lobby bar. A full bar with specialty drinks is available for most events. We can also provide beverage service for your dressing room. Ask for prices.
- Liquor licenses for the UNLV Campus are obtainable exclusively through the request by the Performing Arts Center with permission of the President or his or her designee. Alcoholic beverages cannot be served without a certified bartender or bar manager on site.

***CATERING***

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***Please note:* Distribution of any kind of food or drink in the green room or lobby areas of any theatre is prohibited without the prior approval of the UNLV Performing Arts Center.**

**A Word from UNLV Catering:**

UNLV Catering welcomes the opportunity to serve you. Whether planning a simple breakfast or an upscale executive luncheon, you will find all of our most popular menu selections online. We are also able to custom design a menu for any special occasion. We pride ourselves on our ability to meet any need with style and creativity, assuring the success of your event.

Please visit [unlv.catertrax.com](http://unlv.catertrax.com), our online catering management system, designed to make ordering your food and beverage needs as easy as possible. We will be happy to assist you at any time with placing your food and beverage orders. Simply call the catering sales office and an event planner will walk you through the online process.

UNLV Catering can be reached by phone at (702) 8952650

***MEETING/PARTY RENTALS AND SUPPLIERS***

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There are many local vendors who rent tablecloths, skirting, pipe and drape, chairs and tables, party tents and other materials needed for events. Here are just a few:

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| 1. REBEL PARTY RENTALS:     | 4215 Bertsons Dr., Las Vegas, NV 89103       | (702) 252-0152 |
| 2. ENCORE PRODUCTIONS:      | 5150 S. Decatur Blvd., Las Vegas, NV 89118   | (702) 739-8803 |
| 3. GES EXPOSITION SERVICES: | 7000 Lindell Rd., Las Vegas, NV 89118        | (702) 457-5075 |
| 4. AHERN PARTY RENTALS:     | 4241 Arville St., Las Vegas, NV 89103        | (702) 641-3400 |
| 7. RALPH JONES DISPLAY:     | 2576 E. Charleston Blvd., Las Vegas NV 89104 | (702) 382-4398 |