



705 Gurley Ave. • Gallup, NM 87301 • (505) 726-6351 • www.gallup.unm.edu • Fax: (505) 863-7548

## Facilities Application and Agreement Form (External/non-UNM)

All applicants are required to fill out and return this form 15 working days prior to event.

Today's Date: \_\_\_\_\_

### CONTACT INFORMATION

Name of Group/Organization: \_\_\_\_\_

Please indicate if you are:  Profit  Non-Profit  Government  University/College

Primary Person of Contact (Lessee): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell/Other #: \_\_\_\_\_

**All outside agencies need to provide us with proof of Liability Insurance of one million dollars**

If you do not have insurance, please call UNM Albuquerque for TULIP (insurance) at (505) 277-9790 or visit <https://srs.unm.edu/risk-services/liability.php> and click on Tenant User's Liability.

### EVENT INFORMATION

Requested Date: (Day, MM-DD-YYYY) \_\_\_\_\_

From: \_\_\_\_\_ AM PM To: \_\_\_\_\_ AM PM

Requests to have the buildings/rooms open before 8am on any day will not be approved.

Name of event/meeting: \_\_\_\_\_

How many attendees are expected: \_\_\_\_\_

Please note that you and/or your group are responsible for your guests/visitors (see attached policies)

Please describe type of event:  Class  Information only  Selling/Fundraising  Meeting

Other; please describe: \_\_\_\_\_

### TABLES, CHAIRS, AND EQUIPMENT

Items needed from Physical Plant:  Tables: # \_\_\_\_\_  Chairs: # \_\_\_\_\_

Items needed from ITS:  LCD Projector\*  Screen\*  PA System  Podium

\* These items are only available in some rooms where the equipment is installed.

### AGREEMENT

I have filled out the above application completely, read the attached polices for using UNM Gallup facilities and agree by signing below:

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UNM-G PR Representative

\_\_\_\_\_  
Date

**OFFICE USE ONLY • PROOF OF INSURANCE RECEIVED?**  Yes  No • Billing Info Sent to Cashiers on: \_\_\_\_\_

SSTC 200  GH 1124  GH Commons  CH Auditorium \_\_A\_\_B\_\_C\_\_All Sections

approved by:  Physical Plant on: \_\_\_\_\_  Campus Police on: \_\_\_\_\_  ITS on: \_\_\_\_\_  PR: \_\_\_\_\_



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## FACILITY USAGE POLICIES • Updated 8/1/2018 • Effective 8/1/2018

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The University of New Mexico-Gallup Campus is a community-based college where academic scheduling is our first priority. We are happy to schedule UNM-related and non-University affiliated events for times and spaces that do not interfere with our educational mission and that coincide with our normal operating hours which are **Monday through Friday, 8:00 a.m. – 9:00 p.m.**

### **Policies:**

- We reserve the right to refuse the use of college facilities to anyone.
- All requests must be made by submission of a Facilities Usage Form no later than two weeks prior to the event. Requests made outside of the two week requirement will not be considered. Submission of the form does not guarantee a reservation. Contract approval is dependent on space and support staff availability. Confirmation will be communicated once all internal final approvals have been obtained.
- We reserve the right to cancel events/activities due to class scheduling, safety hazards or breach of this contract.
- No fighting or obscenities are allowed. We do not condone any disruptive behavior by ANYONE, ANYWHERE on the UNM-Gallup campus.
- Building occupancy and all campus safety policies must be followed when on campus.
- Any property damage incurred during events will be paid by lessee.
- Non-UNM affiliated individuals or groups must provide a proof of insurance certificate indicating single-liability insurance in which the University of New Mexico is named as an additional insured in the amount of \$1 million covering bodily injury, including death and property damage. **UNM-Gallup will not be held responsible for any accidents or loss of property.**
- Food sales may be prohibited by outside groups if they are in direct competition with our on-site food vendor or student organizations. All food vendors must comply with local and state food handlers' requirements.
- UNM-Gallup reserves the right to move a group to another space that adequately meets their needs.

### **Prohibited are:**

- Endorsing UNM-Gallup to a particular political group, religious affiliate or educational program that conflicts with programs offered by this college.
- Programs that interfere or disturb classes or college sponsored activities.
- Alcohol, illegal drugs and smoking.
- Food and drink in the Auditorium, Computer Labs, Library or Gymnasium.

### **Cancellation policy:**

- Events may be cancelled due to weather or safety-related campus closure or other conditions beyond reasonable control of UNM-Gallup.
- Cancellation by lessee within 24 hours of the event will allow for return of rental fees less a 10% processing fee.

### **Invoice and Payment policy:**

- Payment is required in-full at least 24 hours prior to the day of the event. If payment is not received as stipulated, the event will be cancelled.

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For any questions, concerns, or further assistance with your event please call: 505-863-7501 to speak with Tina Griego or send her an email at [tgriego2003@unm.edu](mailto:tgriego2003@unm.edu). You may a facilities usage form at [www.gallup.unm.edu/facilities/](http://www.gallup.unm.edu/facilities/)