



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

Facilities Application and Agreement Form (Internal/departmental)

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

Today's Date: _____

Contact Information

Name of Group/Organization: _____ Sponsorship: _____

Primary Person of Contact: _____

E-Mail: _____ (Please use unm.edu address)

Phone # or Ext.: _____ Fax #: _____ Cell/Other #: _____

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: _____ Does your

event include food? Yes* No

* If so, you will need to notify our in-house eatery about your planned food sale as a courtesy to their business.

Location and Equipment

Please mark your room choices from 1st through 3rd GH 1124 _____ GH Commons _____

CH Auditorium Section: __A__B__C__all sections SSTC 200 _____

Items needed from Physical Plant: Tables: # _____ Chairs: # _____

Items needed from ITS: LCD Projector* Screen* PA System Podium No Help Needed

* These items are only available in GH 1124 and section B of the CH Auditorium

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

Department Head Signature

Date

OFFICE USE ONLY

SSTC 200 GH 1124 GH Commons CH Auditorium __A__B__C__All Sections
approved by: Physical Plant on: _____ Campus Police on: _____ ITS on: _____ PR _____

Facilities Use Policies

The University of New Mexico, Gallup Campus, is a community-based college where academic scheduling is our first priority. The scheduling of outside (non-UNM) events is a courtesy to our community and we welcome everyone!

Our normal operating hours, Monday through Friday, are from 8:00am to 9:00pm.

Any events/meetings scheduled past our normal hours of business are considered *after-hours* and charges may be applicable.

In the event that the college needs the facilities after it has been booked or shut down due to weather or safety, we will work to accommodate your event elsewhere within the facilities, if we are unable to accommodate your event any payments made will be refunded.

Policies:

- We reserve the right to refuse the use of the college facilities to anyone.
- We reserve the right to cancel events/activities due to class scheduling, safety hazards, or breach of this contract.
- We encourage use of the dining hall area in Gurley Hall Commons or the Calvin Hall Auditorium Lobby area for any food/beverages. (You/your group may need to request additional tables for serving/dining)
- No fighting or obscenities are allowed. We do not condone any disruptive behavior by ANYONE, anywhere on the UNM Gallup campus.
- Building occupancy, campus safety will be followed when on campus.
- Any property damage incurred during event will be paid by lessee.
- 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 restaurant or student organizations.

Prohibited are:

- 1) Endorsing UNM Gallup to a particular political group, religious affiliate or educational program that conflict with programs offered by this college.
- 2) Programs that interfere or disturb classes or college sponsored activities.
- 3) Alcohol, illegal drugs, and smoking only designated areas outside.
- 4) Food or drink in the Auditorium, Computer Labs, Library or Gym.

If you need to cancel your event, please contact us as soon as possible so that we can clear our schedule book for any other events, classes, meetings, etc. For any questions, concerns, or further assistance with your event please call: 505-726-6351 to speak with Linda Begayne or send her an email at lbegayne@unm.edu.

You may access facilities usage requests at www.gallup.unm.edu/facilities/