



NEW MEXICO HIGHLANDS UNIVERSITY REQUEST FOR USE OF UNIVERSITY FACILITIES
 Facilities Rental Coordinator 505-454-3062 hurentals@nmhu.edu

READ ALL AREAS	FILL IN ALL BLANKS	Date	
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PLEASE READ CAREFULLY
SCHEDULE EVENTS AT LEAST TWO WEEKS-- 14 days -- IN ADVANCE
 Requests not received 14 days prior are subject to a \$25 late fee and may forfeit a needed set-up. **DO NOT CHANGE ROOMS OR MOVE INTO OTHER ROOMS. NOTIFY hurentals@nmhu.edu IMMEDIATELY OF CANCELLATION OF THE EVENT. FACILITIES RENTAL FEES ARE TO BE PREPAID.**

Sponsoring Group/Individual					
Select ONE	<input type="checkbox"/> HU Employee, Student, Department, Club, Organization or Affiliate	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Community: Individual, Group, Organization, Commercial Entity	
Specific Name of Event				Date(s) of Event	
Anticipated Attendance	Set-up Time (indicate am/pm)	Start Time (am/pm)	End Time (am/pm)	Cancellation must be made one week prior to an event. <small>Departments/clubs not canceling within one week prior are subject to a \$25 cancellation fee. Off-campus groups/individuals not cancelling within one week will forfeit any rental fee(s) paid.</small>	

Name & Address					
Email Address					

Phone	Day	Night	Cell	ILFELD AUDITORIUM <small>Please phone Charles Weber 505-454-3238 or email cweber@nmhu.edu</small>	After Hours Set-Up/Tear-Down <small>Fees may apply. \$23.40 per hour, per person; 2 hour minimum</small>
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Locations	Sala de Madrid (\$400) Capacity 250	SUB Atrium (\$125)	SUB Atrium 2nd floor (\$125)	SUB Courtyard (\$125)	REQUIRED--ATTACH SET-UP DIAGRAM: SALA DE MADRID, SUB ATRIUMS, COURTYARD, BALLROOM, PARKS, PARKING LOTS NO CHANGES TO SET-UPS ONE WEEK PRIOR TO AN EVENT
<small>Rates listed are for off campus individuals, groups/organizations. Please inquire as to rates for for-profit commercial groups and organizations.</small>	SUB Ballroom (\$1000) Capacity 280/321	SUB 320 Governance (\$125) Pre-set Capacity 62	SUB 321 (\$125) Pre-set Capacity 36	SUB 322 (\$125) Pre-set Capacity 66	NEW MEXICO STATE ANTI-DONATION CLAUSE PRECLUDES NMHU FROM WAIVING OR REDUCING RENTAL FEES.
	SUB Theatre (\$125) Pre-set Capacity 132	Parks (N/C)	Parking Lots (N/C)	Other: (Special Permissions Will Apply)	

SET UP	Indicate the number of items needed for those facilities not having a pre-set arrangement.				
	6' Rectangle Tables	5' Round Tables	6' Round Tables	# Chairs	Food Tables (Rectangle)

EQUIPMENT	Podium Stage Pieces (4, 4x4 pieces) Other (Specify) (The following are only available in the Student Union Building and require ITS/AV Support) Podium w/mic O/H Screen LCD Projector (On/off campus groups/individuals may be assessed a fee for certain equipment and/or services)				
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IT Services & A/V Equipment	CONTACT AND WORK WITH ITS SERVICES DIRECTLY Fill out a Support form for the Student Union Building rooms by clicking on this Audio and Visual Support for Student Union Building link: Submit with a copy of your set-up diagram to: itshelpdesk@nmhu.edu or deliver to Donnelly G-03. Phone 505-426-2215 for further assistance.				
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Proof of Insurance	Proof of insurance for commercial general liability use in a single amount of \$500,000 (or less as appropriate to the risk of the event) may be required of all non-NMHU groups/individuals requesting the use of NMHU facilities. (Requested proof of insurance must be attached for final approval of request)				
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Food	Food/beverage will be served Sodexo Food Service is available to cater your event, phone 505-426-2139 for information. (Food services are billed separately)				
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SECURITY	Campus Police will determine whether or not security is required at your event. Applicable security fees are in addition to facilities rental fees and are the responsibility of the sponsoring group/individual. Security fees are \$30. per hour, per officer with a 2 hour minimum. Upon arrival, if the space has not been unlocked phone 505-454-3278.				
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AGREEMENT

ALL APPLICANTS MUST SIGN AND DATE INDICATING THEIR APPROVAL OF THE FOLLOWING:

The applicant agrees: **The applicant certifies that the information provided above is accurate to the best of their knowledge.**

- to pay for any theft, vandalism or damages occurring at said event.
- to adhere to all NMHU rules and regulations (and any regulations specific to the reserved facility).
- that they will be responsible for any liability as a result of their wrongful/negligent actions, or those of their officers/agents/guests or invitees.
- that to the extent authorized by law, to indemnify, save and hold harmless the University, its employees, agents and governing board, against any and all claims, damages, liability and court awards, including costs, expenses and attorney fees, incurred as a result of any act of omission by the User, or its employees, agents, subcontractors or assignees pursuant to the terms of the agreement.

Print Applicant's Name	Applicant's Signature	Date
Did you read all the information presented ?	Below For Security and Health & Safety Use ONLY	Did you fill in all the blanks?

Campus Police Signature	Security NOT Required	Security Required Number of Officers	Fee
Environment Health & Safety Signature			