



# REQUEST FOR USE OF UNIVERSITY FACILITIES

Email form to: Facilities Rental Coordinator <a href="mailto:hurentals@nmhu.edu">hurentals@nmhu.edu</a> 505-454-3062 Or deliver: 803 National Ave. Rodgers Administration Building Rm 207					Today's Date		
Sponsoring Group/Individual							
Select ONE	NMHU Group		Government Agency		Community/Public		Other
Name of Event			Date(s) of Event				
Setup Time	Start Time	End Time	Expected Attendance				
Name & Address							
Email Address							
Phone Number(s)		New Mexico State anti-donation clause precludes NMHU from waiving rental fees for private use of space.					
Locations  Rates listed are for a single day's use for private groups*	Sala de Madrid (\$400)	Ballroom (\$1000)	SUB Courtyard (\$125)	SUB Atrium (\$125)	These spaces require a setup diagram ←		
	SUB 320 Governance (\$125) Pre-set Capacity 62		SUB 321 (\$125) Pre-set Capacity 36		SUB 322 (\$125) Pre-set Capacity 66		
	SUB Theatre (\$125) Pre-set Capacity 132		G-35 Lecture Hall (\$125)		Other: (Special Permission Will Apply)		
					HU Parks		
SET UP	Indicate the number of items needed for diagram required spaces, 48 hour notice required for all changes						
	6' Rectangle Tables	5' Round Tables	6' Round Tables	# Chairs	Food Tables		
Ballroom Only →	Podium <input type="radio"/> Projector/OH Screen <input type="radio"/> Stage Pieces (4, 4x4 pieces) <input type="radio"/> Other (Specify)						
ITS Services	ITS Services are required for use of technology/equipment, arrangements for assistance can be made at <a href="mailto:itshelpdesk@nmhu.edu">itshelpdesk@nmhu.edu</a>						
Food  No alcohol allowed (written permission and permits required)	Food/beverage will be served		Extra Trash Cans		Outside catering: Name of Caterer		
	Sodexo is our on campus catering service, arrangements must be made by contacting <a href="mailto:alexis.hustilo@sodexo.com">alexis.hustilo@sodexo.com</a>						
	Do you plan to use open flame for food preparation, heating, or other purposes during this event? yes no						
Proof of Insurance	Proof of insurance for commercial general liability use in a single amount *may be required for non-NMHU groups/individuals requesting the use of NMHU facilities. *public events in which the public at large is invited are subject to proof of insurance						
Campus Security	Please Call Campus Security Dispatch upon arrival for access to your rented space: 505-454-3278 your reservation may require additional security, charged to the renter, to be determined as a condition of this agreement by campus security officers. Campus security operates 24/7 for your safety.						
<b>The applicant agrees:</b> 1. To pay for any theft, vandalism, or damages occurring at said event. 2. To adhere to all NMHU rules and regulations (and any regulations specific to the reserved facility). 3. The renter will be responsible for any liability as a result of their wrongful/negligent actions, or those of their guests or invitees. 4. 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. 5. The applicant certifies that the information provided above is accurate to the best of their knowledge. 6. Renters and guests are subject to fire code enforcement and must evacuate the premises in the event of fire or drills.							
Print Applicant's Name		Applicant's Signature			Today's Date		
For official use only below							
Campus Security		Routine Patrol Only	Additional Security Required	Invoice Number/ Fee			
Environment, Health & Safety	*Invoices for use of space must be paid prior to the event per instructions on invoice						