



Steps for requesting usage of facilities

The following steps should be undertaken when requesting usage of a UNM-Gallup facility:

1. At least two weeks prior to your event, visit <https://www.gallup.unm.edu/facilities/> to review the policies and request procedures, view spaces available for use as well as capacity and rental fees.
2. Download and complete the appropriate facilities usage form including departmental approval signatures (for internal events). Be sure to fully complete the form including the number of people expected as well as any Physical Plant and/or IT/AV needs.
3. Upon submission of the form, availability of space will be researched and necessary approvals requested. You will be contacted to let you know if your request has been approved.
4. All work orders for physical plant and IT department will be submitted by UNM-Gallup as a service to assist with your request.
5. We kindly ask that requestors not include or publish the location of the event/meeting/training until a final approval is received via email and/or phone call.

Due to the large number of requests made, as well as our commitment to not inconvenience instructors and students, it could take up to two weeks to service your request and make an assignment. Many times it will not take that long, but in an effort to make sure we are not double-booking and that all supporting units have a chance to review and approve each request, it is strongly recommended that you allow 10 working days to process your request. It may be the case that your first choice of space is not available, but we can usually make a recommendation as to another suitable space. Please note that we do not schedule individual conference rooms as those should be managed by the specific departments in which they are housed.

In order to stay true to our mission as an institution of higher education, we are only able to approve space requests of an educational or business

purpose. Requests for personal events (i.e., baby or wedding showers, birthday parties, etc.) will not be approved.

We are very happy to facilitate these requests and believe they enrich the services available to our internal and external community. Thank you for allowing us to accommodate your request in a way that maximizes the use of our campus spaces. We look forward to working with you!