



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 1<sup>st</sup> through 3<sup>rd</sup> 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: 505-863-7501 to speak with Tina Griego or send her an email at [tgriego2003@unm.edu](mailto:tgriego2003@unm.edu).

You may access facilities usage requests at [www.gallup.unm.edu/facilities/](http://www.gallup.unm.edu/facilities/)