Event Space Reservation Form

CUSTOMER/CONTACT INFORMATION

Primary Contact: ________________________________ Email: ________________________ Phone: _________________
Secondary Contact: ______________________________ Email: _______________________ Phone: _________________
UNM Department: ______________________________________________________________

REQUEST DETAILS

Event Name__________________________________________________________________________________________

Event type/purpose: _________________________________________________________________________________

Event Date: __________________________ Event Start Time: ________________ Event End Time: ________________

(All events will be billed in hour increments. Billing includes additional time needed (see below). Some very large events may be to a 4-hour minimum.)

Additional time needed prior to and following your event for preparation and clean up: (Doors to your rental space will be opened and closed based on the below stated times needed before and after your event.

Reservation Times (in 1 hour increments): Start Time: ________________ End Time: ________________

How would like your space arranged? (Not all arrangement types are available for all event spaces)

□ As is □ Banquet □ Theater □ Tabling □ Classroom □ Reception

Other: (Please Specify)_________________________________________________________________________________

Estimated number of attendees: _______________ Will you need a Sign-in Table with your set up? □ Yes □ No

Is this a recurring event? □ No □ Yes If yes, list dates of events: ____________________________________________

Other pertinent information for your event: _______________________________________________________________

What space(s) are you requesting for your event? Indicate below: * Space is only available during Summer Semester

Hokona Hall

Cellar: (Reserved M-F, 7:30am to 6:30pm) □ Ballroom □ Classroom □ Game Room

1st Floor Lounges: □ Main Lounge □ East Lounge □ West Lounge □ Attic

Student Residence Center (SRC)

□ Commons □ Meeting Room 205

Redondo Village (RVA)

□*Redondo Village Hut □*Redondo Village Courtyard

Outdoor Spaces

□ Lower Johnson Field □ Basketball Court □ North Volleyball Court □ South Volleyball Court 2 □ La Posada Plaza

□ Roma Pedway

METHOD OF PAYMENT

Non UNM- Affiliated group: □ Credit Card □ Check

UNM Department/Chartered Organization: DPR (provided by RLSH) Index: __________ Account Code: __________

(If making payment via DPR, Index and account code are required.)

Please note: Payment or DPR must be submitted with reservation paperwork at least one week prior to your event. Event space will not be reserved until payment and paperwork has been received in good order. Exceptions may be made on a case-by-case basis.
Reservation Terms and Conditions

All non-RLSH entities reserving space within the Residence Life and Student Housing area must sign agreement to abide by the following terms and conditions.

RESERVATION PROCEDURES

- All reservations and payments must be made at least one week in advance of the event.
- UNM departments, student groups, and chartered organizations must complete the UNM RLSH Departmental Purchase Requisition supplied by RLSH after submission of the request for reservation. The requisition will reference the amount authorized, the departmental index (non-restricted) from which the funds will be drawn and the account code to be used for those funds.
- Non-UNM affiliated groups must pay by credit card or check at the time of reservation. Payment is made to UNM Residence Life. UNM Catering is ordered and charged separately (see below).
- Event coordinators and attendees must adhere to all University of New Mexico policies as well as those of Residence Life and Student Housing.
- Time needed for set-up, break-down, and cleaning must be included in your reservation.
- Special instructions pertaining to your event must be received one week prior to the event date.
- Set up charges are applicable; please see Reservation Rates contained in this document.

CANCELLATIONS

- Written cancellations must be received by Rebecca Colón or Suzanne Helms, or emailed directly to rcolon@unm.edu or shelms@unm.edu. Phone cancellations will not be accepted.
- Do not consider your cancellation to be complete until you receive a confirmation of your cancellation via email.
- Events canceled three or more business days prior to the event will be subject to a 10% cancellation fee.
- Cancellations received by 5:00 pm, two business days before the event, will be charged a 30% cancellation fee.
- Cancellations received before 5:00 pm on the previous business day to the event will be charged a 50% cancellation fee. Cancellations will not be accepted the day of the event.

CATERING

- Food or beverages for your event can be provided by an outside source or ordered through UNM Catering by contacting SUB Events.
- Food and beverages can be served in the Hokona Cellar Ballroom and Cellar Classroom, the Hokona Attic, all outside areas, and the RVA Hut; Hokona 1st floor lounges, SRC Commons and Room 205 can accommodate small snacks that have been approved ahead of time.
- No alcoholic beverages are permitted within UNM Residence Life and Student Housing.
CLEANING FEES

- All customers are responsible for returning the space to its original condition which includes removal of all waste and deposit of all trash in the provided receptacles, wiping down surfaces and returning cables or microphones at the end of the event.
- Unplanned custodial services will result in a $100 cleaning fee. Un-approved furniture arrangements will result in a $100.00 re-set fee. Un-returned audiovisual equipment will result in replacement charges.

ADDITIONAL INFORMATION & REQUIREMENTS

- During the academic year, Hokona spaces are available Monday through Friday, from 7:30am to 6:30pm. There are no exceptions to this schedule.
- Computer, audiovisual, and media technical support is not available from Residence Life and Student Housing. Use of Audiovisual equipment is not included as part of the space rental. Those using RLSH spaces must supply their own support and supplies including laptops with internet broadband or Wi-Fi capability, and audio-visual cords. Public address systems may be available in the Ballroom and Classroom. Please make any arrangements at least 1 week prior to your event.
- Live music events, dances, and movies require additional security. This must be arranged ahead of time with UNMPD, 277-2241. Written verification of acquired additional security must be submitted to UNM RLSH within 3 days of making your reservation.
- No smoke or bubble machines are allowed in any building.
- Glitter or confetti, and decorations on the walls or ceilings are prohibited. Free-standing signs are allowed, but must be approved ahead of time.

RESERVATION OF OUTDOOR SPACES

- Provision of furniture, waste receptacles and waste removal are the responsibility of the customer.
- Outside events must comply with RLSH published quiet hours and cannot affect previously scheduled Residence Life events.
- To avoid costly damage to sprinkler systems, all tents and items that utilize stakes must be approved in advance with PPD/Area 3 by calling 277-0615.
- Outside events hosting more than 100 people require customer-provided portable restrooms.
- The pedestrian sidewalk (Roma) is used for loading and unloading only. It is not to be utilized as parking for an event. With advanced notice, an exception may be made if a mobile demonstration unit is included in the event.
- Existing bar-b-que grills are for resident use only; portable grills are not available.
- Access to electricity is limited and in some cases non-existent.

Please sign acknowledgement that you have read and agree to the terms and conditions as stated above:

______________________________  ______________________________
Signature                          Title

______________________________  ______________________________
Department/Institution/Company     Date