



ROOM REQUEST FORM-Internal

257-3012 or 800-934-ENMU (3668)

Room Request Procedures:

1. Complete all sections and sign agreement where noted.
2. Return form by email or bring by the Community Education Office located in room 213 (email: sandy.stambaugh@enmu.edu)
3. Upon approval of the request, a confirmation will be given either by phone or email.
4. Reservations for use of college facilities are based on availability.
5. Cancellations of facilities require 24 hour notification by the requested party.
6. The College reserves the right to change or cancel use of facilities.
7. Call the Community Education office (*Sandy Stambaugh*) 257.3012 to confirm room scheduling or to cancel use of facilities.

Organization Name: _____ ENMU Sponsored: Yes _____ No _____

Contact Person: _____ Phone: _____
Cell: _____

E-mail: _____ Non-profit: Yes _____ No _____

Name of Event: _____

Brief description of meeting: _____

Date _____ Start Time _____ End Time _____ Number of People _____

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Campus Facilities Policies:

- A. If extra expense to the College is involved (e.g., for janitor service, security or excess labor costs), the sponsoring organization ("User") must accept responsibility for costs incurred. The organization shall specify a representative to work with designated campus personnel in making any special arrangements or accommodations.
- B. Scheduled meeting(s) will in no way obstruct, hamper, or endanger the normal functioning of the College campus.
- C. Per university policy no child shall be left unattended while the parent attends any function or classes.
- D. Food and Drinks require a \$50 fee; **The college will not supply food or beverage.**
- E. Alcoholic beverages are NOT permitted on college grounds.
- F. Per NM Statute, smoking is NOT permitted inside any College facilities, entrances, sidewalks or outside common use areas.
- G. **Users are responsible for turning off lights, picking up trash, replacing furniture to the original position and ensure all doors are secured.**

The User hereby agrees to hold harmless ENMU- Ruidoso, the ENMU Board of Regents, their officers, employees, and agents from any and all liability, loss, damages, costs, or expenses, which are sustained, incurred, or required arising out of the actions of the facility user in the course of their use of the facilities. The institution has the right to request proof of commercial liability insurance, naming ENMU- Ruidoso, as additional insured for those events or activities as deemed necessary. The user may in no way construe use of facilities as College endorsement of an organization, its program, or the viewpoint it represents.

My signature on this document indicates that I, on behalf of the organization I represent, have accurately described our event and its needs, that I have read and understand the above regulations regarding the use of campus facilities, that I accept responsibility for all College equipment used, that I will guarantee payment of all state costs and rental charges, and that I accept the liability clauses above.

Signature: _____ Date: _____

For Official Use:

Campus Approval: _____ Date: _____ Fee: \$ _____ no charge _____ Room Number: _____
President

Equipment needed: _____
