



Facility Request Form

709 Mechem Dr., Ruidoso, NM 88345 • ruidosoeventscenter@enmu.edu
575-315-1120 • Fax 575-993-5092

Today's Date: _____

Download form; fill out and email, fax, or bring to ENMU-Ruidoso. **Do not submit form** until required section is completed.

Note: This form is for requesting meeting space at ENMU-Ruidoso. Reservations are not final until reviewed and approved by the College. Requests must be made a minimum of one week in advance of event; maximum is six months in advance. Requests are considered on a first-come basis. Recurring reservations are honored for six months only. If you need assistance with this form, call 575-315-1120.

(Please type or print)

REQUESTING GROUP (This information is required)

Organization/department or group: _____

- ENMU-related department / budgeted event / faculty, staff or organization
- Private: Any individual, group or business not affiliated with the College (*weddings, parties, seminars, banquets*)
- Government
- Non-profit organization in Lincoln County (*provide documents*)
- Non-profit organization outside Lincoln County (*provide documents*)

Date of event: _____ Type of event (*meeting, banquet, etc.*): _____

Time of event: ____ a.m. p.m. to ____ a.m. p.m. Client set-up: ____ a.m. p.m. to ____ a.m. p.m.

No. of people: _____ Fundraiser for student organization? Yes No

Requester's name: _____ Email: _____

Requester's address: _____ Phone: _____

Student organizations must have advisor/sponsor signature and advisor must be present for entire event.

Advisor/Sponsor name: _____ Email: _____

Advisor/Sponsor signature: _____

Are you bringing food and/or/beverages for this event? Yes No (*If yes, answer questions below.*)

Is event catered? Yes No Is event recurring? Yes No If yes, provide details: _____

FACILITIES NEEDED (See Facilities Map)

- Lecture Hall (*max 80*)
- Small Classroom (*max 20*)
- 200 Wing Lobby
- Snack Area
- Large Classroom (*max 30*)
- Seminar Room (*max 12*)
- Learning Commons
- Tiered Area

ROOM SET-UP (Availability depends on room; see Room Set Up diagrams. Fee may apply.)

- Classroom (*as is*)
- Cleared out
- Open square
- Theatre
- U-shaped, chairs inside
- U-shaped
- Closed square
- Sign-in table
- Other (*see room diagrams*)
- TBD

ADDITIONAL EQUIPMENT NEEDED (See current Rental Fees)

- Flip chart
- Easel
- Podium with mic
- Podium
- Tabletop podium
- Web Conference Package
- A La Carte Tech _____

FACILITY RENTAL CHARGE (To be calculated by the College. See current Rental Fees.)

Payment type: Cash Check Charge Purchase Order (#) _____

	Amount	Due	Paid	Received by
1st half of total fees (<i>non-refundable due at time of reservation</i>)	Due _____	Date _____	Date _____	Initial _____
2nd half of total fees (<i>non-refundable two weeks prior to event</i>)	Due _____	Date _____	Date _____	Initial _____

Security needed: On-site number of officers Close patrol requested

SIGNATURES REQUIRED FOR FINAL APPROVAL

ENMU-Ruidoso President signature _____ Date _____ Chief Business Officer signature _____ Date _____

Physical Plant Manager signature _____ Date _____