



ROOM REQUEST FORM

575-257-2120 or 800-934-3668

Room Request Procedures:

- Complete all sections and sign agreement where noted.
- Return form by mail to the Information Desk, 709 Mechem Drive, Ruidoso, NM 88345 or email to Halen.Anderson@enmu.edu or Destini.Taylor@enmu.edu
- Approval of the request will be given by either phone or email
- Reservations of college facilities are based on availability
- Cancellations require 24-hour notification by the requesting party. Call 575-257-2120 to cancel use of facilities.
- The College reserves the right to change or cancel use of facilities for unforeseen circumstances

Organization Name: _____

Contact Person: _____ Phone: _____

Address: _____ Cell: _____

Email: _____

Name of Event: _____

Brief Description: *(If multiple days, attach additional sheets)*

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

Campus Facilities Policies:

- 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.
- Scheduled meeting(s) will in no way obstruct, hamper, or endanger the normal functioning of the College campus.
- Children shall not be left unattended while the parent attends any function or class.
- Food or beverages to be supplied by User; Janitorial Fee applies.
- Per NM Statute alcoholic beverages, weapons, and smoking are NOT permitted inside any College facilities, at or near the entrances and sidewalks or on the outside common-use areas.
- 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 stated costs and rental charges, and that I accept the liability clauses above.

Signature: _____

Date: _____

For Official Use:

Campus Approvals:

Community Education

_____ Date: _____ Fee: \$ _____ Room Number: _____

Physical Plant

_____ Date: _____

ENMU-Sponsored: Yes No

President

_____ Date: _____

Refundable Deposit \$50

Date Received: _____

Date Returned: _____

Notes: _____

FEE SCHEDULE

Room Fee

Select Rooms Needed	Capacity Theater Style	Capacity Tables/Chairs	Per/Hr Fee	# of Hours	Totals
102	50	46	\$25	_____	_____
106	N/A	31	\$25	_____	_____
108	N/A	31	\$25	_____	_____
109	N/A	19	\$25	_____	_____
115	N/A	26	\$25	_____	_____
105	N/A	35	\$25	_____	_____
107	35	35	\$25	_____	_____
120	N/A	28	\$25	_____	_____
Conference Rm	N/A	18	\$25	_____	_____
101 Computer Lab	N/A	24	\$50	_____	_____

Equipment Fee

Per Room	Quantity	Per Page	Fee	
Copies	_____	per page	\$0.25	_____
Fax	_____	per page	\$2.00	_____
Fax Add'l Pg	_____	per page	\$0.50	_____

Special Fees

Janitorial	# of Rooms	Per Day/Per Room	Fee	# Days
Room Set Up Fee (for any change in room configuration)	_____		\$75	_____
(for function w/food)	_____		\$50	_____

TOTAL FEES _____