



# ROOM REQUEST FORM

**575-257-2120 or 800-934-ENMU (3668)**

**Room Request Procedures:**

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

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Event: \_\_\_\_\_

*Brief Description: If multiple days, attach additional sheets.*

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Number of People \_\_\_\_\_

**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. Children shall not be left unattended while the parent attends any function or class.
- D. *Food or beverages to be supplied by User; Janitorial Fee applies.*
- E. **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.**
- F. **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: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Room Number: \_\_\_\_\_

*Community Education Dept.*

\_\_\_\_\_ Date: \_\_\_\_\_ ENMU Sponsored: Yes \_\_\_\_ No \_\_\_\_  
*Physical Plant*

\_\_\_\_\_ Date: \_\_\_\_\_ Refundable Deposit \$50.00 Date Rec'd \_\_\_\_\_  
*President* *Date Returned* \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FEE SCHEDULE

ENMU-Ruidoso Main Campus  
709 Mechem Drive

ROOM FEE		CAPACITY	CAPACITY	PER/HR	# of	
Circle Rooms	THEATER STYLE	TABLES/CHAIRS	FEE	Hours	TOTALS	
Needed						
103	50	45	\$ 25.00	_____	_____	_____
105	N/A	30	\$ 20.00	_____	_____	_____
112	N/A	30	\$ 20.00	_____	_____	_____
116	N/A	30	\$ 20.00	_____	_____	_____
111	N/A	18	\$ 20.00	_____	_____	_____
114	N/A	18	\$ 20.00	_____	_____	_____
119	35	25	\$ 25.00	_____	_____	_____
120	N/A	18	\$ 15.00	_____	_____	_____
107 CONFERENCE ROOM	N/A	6	\$ 15.00	_____	_____	_____
101 COMPUTER LAB	N/A	23	\$ 40.00	_____	_____	_____

EQUIPMENT FEE		Quantity	Per Day or Page	FEE	
Per Room/Day					
Easels	_____			No charge	_____
Podiums	_____			No charge	_____
Overhead Projector	_____		Per Day	\$ 15.00	_____
Data Projector	_____		Per Day	\$ 40.00	_____
Laser Pointer	_____		Per Day	\$ 5.00	_____
TV w/VCR	_____		Per Day	\$ 35.00	_____
Copies	_____		Per Page	\$ 0.25	_____
Fax	_____		Per Page	\$ 2.00	_____
Fax additional page	_____		Per Page	\$ 0.50	_____

SPECIAL FEES		# of Rooms	Per Day/Per Room	FEE	# Days
Janitorial					
Room set up Fee (for any change in current room configuration)	_____			\$ 75.00	_____
(for function w/food)	_____			\$ 50.00	_____

TOTAL FEES	
	_____