



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)

Requester's name: _____ Email: _____

Requester's address: _____ Phone: _____

Select preferred method of contact: Email Phone

Type of event (meeting, banquet, etc.): _____ No. of people: _____

Date of event: _____ Time of event (include a.m. or p.m.): _____ start; _____ end

Multiple Dates? Provide Information including dates and times: _____

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

Are you bringing food and/or/beverages for this event? Yes No

Is event catered? If yes, provide details: _____

FACILITIES NEEDED Small Classroom (max 20) Large Classroom (max 30)

Other (describe: _____

NOTE: The college will provide any technical equipment required. Outside equipment will not be allowed on campus due to potential security issues.

Additional details/requests _____

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

Payment required up front: Cash Check Charge Purchase Order (#) _____

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 _____