



# 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.

**As of April 2022, due to construction projects, summer events will be limited and Sundays will be unavailable.**

(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 \_\_\_\_\_