



Facility/Activity Request

Campus Union, ENMU Station 39, 575.562.2108

Reservation #: _____

Today's date: _____

Submit this form to the Campus Union, ENMU Station 39, 1500 S Ave K, Portales, NM 88130 or fax to 575.562.4321.

Required Information (complete all information)

(Please print or type.)

Organization/department name: _____

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

Name of event: _____ Estimated attendance: _____

Time of event: _____ a.m./p.m. to _____ a.m./p.m. Client decoration time: _____ a.m./p.m. to _____ a.m./p.m.

Fundraiser for student organization? No Yes (If yes, please complete Solicitation Request Form.)

Is Sodexo Campus Services providing food and/or beverages for this event? No Yes (If yes, answer both questions below.)

Is this event catered? No Yes Going through the cafeteria line? No Yes (If yes to either, complete a Catering Request Form.)

Requesting Group

Please see the Office of Campus Life complete your corresponding contract.

University: any University related department/budgeted event, faculty, staff or organization

Private: any individual, group or business not affiliated with the University (weddings, parties, seminars, and/or banquets)

Civic organizations, public service events: FFA, drama fest, girls/boys state, science fair etc.

Facilities Required

Second floor

- Ballroom
- Ballroom foyer
- Zia

Main floor

- Sandia (Smart classroom)
- Aztec
- Pecos (Smart classroom)
- Mesquite
- Table in lobby
- Whole lobby

Basement

- Laguna
- Navajo
- Ground Zero
- Zuni

Outside

- Dallan Sanders Patio
- South patio
- Bus lane
- Greek Park

Room Set-Up

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Banquet (8-foot tables) | <input type="checkbox"/> Round tables (circle one) ^{6 or 8} chairs | <input type="checkbox"/> Open square |
| <input type="checkbox"/> Closed square | <input type="checkbox"/> Conference | <input type="checkbox"/> U-shaped | <input type="checkbox"/> U-shaped plus chairs inside |
| <input type="checkbox"/> Cleared out | <input type="checkbox"/> As is | <input type="checkbox"/> To be determined | <input type="checkbox"/> Other (see attached diagram) |

Additional Equipment Needed

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Room dividers | <input type="checkbox"/> Flip chart | <input type="checkbox"/> Podium | <input type="checkbox"/> Piano (Ballroom or Zia only) |
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Dry erase board | <input type="checkbox"/> Podium with mic | <input type="checkbox"/> Sign-in table |
| <input type="checkbox"/> Projection screen | <input type="checkbox"/> Easel | <input type="checkbox"/> Tabletop podium | <input type="checkbox"/> Extra tables: _____ |
| <input type="checkbox"/> Smart supplies | <input type="checkbox"/> PA system | <input type="checkbox"/> COW | <input type="checkbox"/> Extra chairs: _____ |

Requester Information (please print or type)

Requester's name: _____ Phone: _____

Requester's address: _____

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

Advisor's name: _____ Phone: _____

Advisor's signature (Required for student organizations): _____

Facility Rental Charge (if non-University group)

Deposit fee, half rental fee and security fee due at time of reservation.

	Amount	Due	Paid	Received by
Deposit fee (refundable based on condition of facility and compliance with all rules and regulations.)	Due _____	Date _____	Date _____	Initial _____
Half of rental fee (non-refundable due at time of reservation)	Due _____	Date _____	Date _____	Initial _____
Half of rental fee (non-refundable two weeks prior to event)	Due _____	Date _____	Date _____	Initial _____
Security fee (refundable with minimum of 48 hours cancellation)	Due _____	Date _____	Date _____	Initial _____

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

Signatures Required for Final Approval

Campus Union secretary _____

Date _____

Campus Union director _____

Date _____