



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 questions below.)

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

Will alcohol be served? No Yes (If alcohol is going to be served, service fee may apply.)

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
- Greyhound Lounge
- Zuni

Outside

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

Room Set-Up

- Theatre
- Closed square
- Cleared out

- Banquet (8-foot tables)
- Conference
- As is

- Round tables (circle one) 6 or 8 chairs
- U-shaped
- To be determined

- Open square
- U-shaped plus chairs inside
- Other (see attached diagram)

Additional Equipment Needed

- Room dividers
- TV/VCR/DVD
- Projection screen
- Smart supplies

- Flip chart
- Dry erase board
- Easel
- PA system

- Podium
- Podium with mic
- Tabletop podium
- COW

- Piano (Ballroom or Zia only)
- Sign-in table
- Extra tables: _____
- 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)

1st Half rental fee and alcohol services fee due at time of reservation.

	Amount	Due	Paid	Received by
1st Half of rental fee (non-refundable due at time of reservation)	Due _____	Date _____	Date _____	Initial _____
2nd Half of rental fee (non-refundable two weeks prior to event)	Due _____	Date _____	Date _____	Initial _____
Alcohol services fee \$200 (refundable if alcohol services are cancelled)	Due _____	Date _____	Date _____	Initial _____

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

Signatures Required for Final Approval

Campus Life Office

Date

Campus Union Director/Coordinator

Date