



www.enmu.edu

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: _____ University Non-University

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.)

Acknowledgements

- No outside food or beverages allowed.
- Smoking and use of alcoholic beverages are prohibited.
- A copy will be mailed to you when finalized. Changes in facility may be necessary at the discretion of the Campus Union staff, due to event volume.

Requestor's initials: _____

Facilities Required

Second floor

- Ballroom
- Ballroom foyer
- Zia

Main floor

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

Basement

- Laguna
- Navajo
- Ground Zero

Outside

- Dallan Sanders Patio
- South Patio
- Bus Lane
- Other: _____

Room set-up

- Theatre
- Closed square
- Cleared out
- Banquet (8-foot tables)
- Conference
- As is
- Round tables
- 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
- 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 sponsored event)

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: <input type="checkbox"/> On-site number of officers _____ <input type="checkbox"/> Close patrol requested				

Signatures required for final approval

Campus Union secretary

Date Campus Union director

Date