

DRAFT

New Mexico Highlands University

POLICIES AND PROCEDURES FOR USE OF CAMPUS FACILITIES

The policy of the Regents of New Mexico Highlands University is that buildings and other facilities of the University be made available, subject to reasonable conditions, to non-university organizations for activities which foster the educational, cultural, recreational, civic, moral, religious, or social development of the community when the facilities have not otherwise been reserved for University related purposes. The Board believes that the provisions set forth represent a reasonable accommodation between those community interests and the University's interest in protecting its property, in preserving its limited financial resources for its primary mission and in preventing University facilities from being exploited for purely commercial purposes.

It is, therefore, as expressed in the Constitution of the State of New Mexico Article IX, Section 14, Article XII, Section 3, 1978 statutes (annotated 1983) and all other statutes of the State of New Mexico that may apply to usage of the University, facilities are subject to a rental fee except when used for purposes normally associated with the daily operation of the University. The Anti-Donation Clause of the New Mexico Constitution precludes the University from donating money, goods, or services including employee services to non-university organizations. Therefore a non-university organization sponsoring an event using NMHU facilities must bear all costs associated with the event, including (but not limited to) utilities, time of NMHU employee, security and custodial work plus all out of pocket expenses.

Under the laws of the State of New Mexico, the Board of Regents may establish fees to be assessed for use of facilities by members of the general public. The authority is delegated to the President or his/her designee who may waive all or a portion of the rental fees for non-university organizations.

Limitations for Use of University Facilities

A requested use which would otherwise be permissible under the standards set forth in the policy manual may be denied if the proposed activity would involve the following.

1. A reasonably foreseeable risk, above and beyond the normal risks accompanying any gathering of people in a public place that might cause undue harm to health, safety and well-being;
2. A reasonably foreseeable risk that state or federal laws or applicable local ordinance would be violated by or in the course of the activity;
3. A reasonably foreseeable risk that the University property would be damaged or that the carrying capacity of a requested facility would be exceeded by the proposed activity,

unless the applicant makes additional arrangements which is considered satisfactory under the circumstances;

4. The consumption of alcoholic beverages or the use of other intoxicants as a planned part of the activity in an area not specifically designated; or
5. Illegal drugs;
6. Fireworks;
7. Firearms or weapons of any kind.

Administrative Guidelines

Facility/conference arrangements require endless attention to detail. Whether you are a meeting planner, a faculty/staff member, or student, let the Office of Campus Life be your one-stop, **first point of contact**. Virtually all facilities on the NMHU Campus are available for reservation by contacting the Office of Campus Life (454-3590/454-3495).

Process

ALL users of university facilities are required to complete a Facilities Request Form. Please read through the Facilities Request Form in its entirety before completing and returning it. The submission of a request does not guarantee rental until all approvals, documentation, and payment has been provided.

Time Requirements

A complete application, together with payment must be submitted at least 14 days prior to an event. A late fee of \$25.00 will be assessed for all on- and off-campus groups/organizations not filing a complete form within this time frame. Additionally, reservations are not guaranteed if a request is filed less than two weeks in advance.

Should a facility be tentatively reserved, but complete paperwork has not been submitted two weeks prior to your event, the University may cancel your reservation. Also, should a complete application together with payment be submitted, the event is cancelled and this office is not notified, you may forfeit your right to a refund.

The following constitutes a complete application:

- If applicable, contact Food Services if you are considering use of our in-house vendor at 454-8799.
- If applicable, obtain a signature for the use of “specialty” facilities from the building manager(s) listed below.

Natatorium – Pool Manager- 454-3073

Wilson Complex/Tennis Courts/Racquetball Courts – Wilson Manager - 454-3124

Ilfeld Auditorium – Ilfeld Auditorium Manager - 454-3238

Perkins Stadium or Messina Field – Athletic Director- 454-3351

Golf Course Club House – Golf Pro – 425-7711

All other facilities (including classroom space) – Office of Campus Life - 454-3495/3590

**Please do not contact the Registrar's Office or a specific department to reserve a classroom, unless it is for the purpose of scheduling a class during the regular academic year.*

- Security approval is required **whether or not** security is deemed necessary.
- Proof of Liability insurance **must be provided** if you are an off-campus group/organization.
- A set-up diagram (if applicable) must be attached to the application.
- Once a complete application has been submitted, no further set-up changes will be allowed

All necessary paperwork and billing will take place out of the Office of Campus Life (with the exception of billing for Ilfeld Auditorium and/or our in-house food service provider).

All work orders for facility set-ups must be submitted to the Office of Campus Life. Please DO NOT submit your own work order(s) or call Facilities for set-up or delivery of additional equipment.

Only faculty, staff, and groups/organizations requesting facilities for directly related academic events will be allowed to use facilities free of charge. NMHU groups/organizations/departments are not allowed to co-sponsor events which are not specifically related to their mission. This practice places the University in a precarious situation with regard to liability issues.

Waiver of Facilities Usage Fees

Should the need arise to request a “waiver of fees”, the request must be made in writing to the Office of Campus Life at least two weeks prior to an event to be considered. The request should include the name of the entity, the name, date, and time of the event, and the reason why the request is being made.

Waiver of fees will only be considered for non-university activities that can demonstrate that the purpose of their activity will foster the educational, cultural, recreational, civic, moral, religious, or social development of the community.

Should fees be waived for the use of facilities, individuals/groups are responsible for any additional costs that may be incurred (overtime pay, additional equipment, technician fees, security, etc.). ***Only one request for waiver per group per semester will be considered.***

An appeal to the decision for waiver may be made by submitting a written statement to the Vice President for Finance.

Any event sponsored by an on- or off-campus group for a duration of more than one day and/or any event requiring the use of housing and/or food services constitutes a camp/conference for the sake of billing purposes. A separate contract is in place for this type of event.

Facilities Available and Responsibilities of User

All sponsoring groups/individuals are responsible for cleanup of facilities and/or equipment after use.

PARKS – Melody, Centennial and Central – no fee unless set-up is requested and/or weekend crews are needed.

WILSON COMPLEX – 4,250 capacity (entire complex) - Mezzanine, basketball courts, racquetball courts, tennis courts also available.

- *Pick up trash from bleachers
- *Dispose of trash in dumpsters
- *Clean ticket booths, if applicable
- *Clean and remove debris from bathrooms
- *Clean concession area, if applicable
- *No alcoholic beverages allowed
- *No glass on tennis courts

PERKINS STADIUM - 3,800 capacity -Football field, track, practice fields – football field/track are to be used only for the purpose for which they were intended.

- *Pick up trash from bleachers
- *Dispose of trash in dumpsters
- *Clean ticket booths, if applicable
- *Clean and remove debris from bathrooms
- *Remove gum and sweep seeds or cigarette butts from turf
- *Fold and place all tables/chairs used against bleachers
- *Clean concession area, if applicable
- ***No vehicles** (other than emergency) will be allowed inside the stadium
- *No alcoholic beverages allowed
- *No bicycles, strollers, skateboards, skates or similar equipment is allowed
- *No pets allowed other than guide dogs

GOLF COURSE CLUBHOUSE – total capacity – 100 (60 clubhouse/40 outdoor patio) Existing seating with capability of setting up an additional limited number of tables/chairs.

CLASSROOMS – (Based on availability) Classrooms may accommodate seating at a minimum of 20 to lecture halls which accommodate up to 150 (most classroom spaces are equipped with chalk/white board and overhead screens).

Classroom settings may not be altered to accommodate an event.

STUDENT CENTER BALLROOM - (approximately 60' x 77' + 8.5' beyond pillars - 300 capacity) - Large open space, may be set up to accommodate auditorium or banquet style seating

SALA DE MADRID - (approximately 64' x 57' 5" + 24' 3" x 19' 3" stage - 250 capacity - Large open space with built in stage and small atrium area (approximately 10' x 17'), may be set up auditorium or banquet style

KENNEDY LOUNGE – (approximately 35.6' x 71' - 150 capacity - Large open space (with back room approximately 39' 6" x 17' 10")), may be set up to accommodate auditorium or banquet style seating

NATATORIUM

Must provide for and pay for own lifeguards. Cost per lifeguard is \$30.00/hr. Please contact natatorium manager for specific details.

ILFELD AUDITORIUM - 718 capacity – NMHU groups/organizations may utilize the facility for a campus-related event at no charge, but are responsible for any associated technician fees. Additionally, an Ilfeld Auditorium Contract is required for use of this venue. Please contact manager to check on availability before proceeding with university procedure.

- * NMHU chartered clubs/organizations

- *NMHU departments - \$50/performance

- *Non-profit organizations - \$300/performance,

- \$200/rehearsal, (\$150 deposit required upon contract execution)

- *Profit organization - \$500/performance,
\$400/rehearsal, plus 15% of box office, (\$150 deposit required upon contract execution)

- *Off-campus conference/lecture - \$250 (\$150 deposit required upon execution of contract)

Contract must be reviewed and signed by manager/technical director/sponsor two weeks prior to an event to be considered valid.

Most facilities may be set up with either 6' rectangular tables or 5' round tables to accommodate capacity. It is the responsibility of the sponsoring organization to ensure that tables and/or chairs are wiped down and cleaned and that tables/chairs are returned in good

condition. It is the responsibility of the sponsoring entity to ensure that additional equipment is returned to this office. Failure to abide by any of these stipulations may result in additional damage/repair costs being assessed.

Additional Equipment

Various types of equipment are available for use at an additional cost, based on availability.

Labor Services

Security – If it is deemed that your event requires security, a minimum of two officers will be assigned at the expense of the sponsoring group at a rate of \$20/officer/hour (minimum 2 hours).

Facilities Services – Should Facilities crews be needed for after-hour and/or weekend events, it is the responsibility of the sponsoring entity to pay for additional services at a rate of \$15/employee/hour (minimum of two hours).

Food Services

Catering for an event may be obtained by contacting our in-house food service provider or you may elect to have your event catered by a licensed, off-campus vendor. Food service arrangements are to be made independent of this office. Menus and rates are available by contacting our in house food service vendor. (The Office of Campus Life does not provide linen service. This service is usually provided by the contracted caterer.)

Insurance Requirements

Proof of insurance for commercial general liability use in a single amount of \$500,000 is required for all off-campus entities utilizing an NMHU facility. Proof of insurance must be submitted with the application before final approval of the request is granted.

For safety reasons, children must be supervised and be accompanied at all times by an adult.

Facilities Price List

- *An additional fee may be assessed if after-hour/weekend set-up is requested*
- *Must provide and pay for own lifeguards*
- *For any other facilities not listed above, or to schedule a camp/conference, please call the Office of Campus Life & Conferences (454-3495/454-3590) for a quote.*

<u>FACILITY</u>	<u>REGULAR RATES</u>	<u>COMMERCIAL RATES</u>
	<i>(HU employees, government agencies, non-profits)</i>	
Ballroom	\$300 minimum per day	\$400 minimum per day

Sala de Madrid	\$300 minimum per day	\$400 minimum per day
Senate Chambers	\$ 25 minimum per day	\$ 50 minimum per day
Classrooms	\$ 25 minimum per day	\$ 50 minimum per day
Kennedy Lounge	\$200 minimum per day	\$300 minimum per day
Wilson Complex	\$1,000 minimum per day	\$3,000 minimum per day
Perkins Stadium	\$1,000 minimum per day	\$2,000 minimum per day

*This rate applies only when lights are required.

Golf Course Clubhouse	\$300 minimum per day	\$400 minimum per day
Tennis/Racquetball Courts	\$ 100 minimum per day	\$200 minimum per day
Natatorium	\$ 100 minimum per day	\$ 200 per minimum per day
Parking Lots/Parks	Free	Free

RESIDENCE HALL ROOM RATES

Single Occupancy (per person)	\$25.00
Double Occupancy (per person/per night)	\$20.00
Lost Key Charge	\$70.00
Lost Key Card Charge	\$10.00

**No linens provided*

EQUIPMENT FEES (Equipment must be returned in the condition in which it was borrowed)

TV/VCR OR DVD	\$50/day		
Overhead Projector	\$25/day		
Easels (no paper)	\$10/day		
PA System (portable)	\$30/day		
Risers (4.5 x 10.5 sections)	\$10/day/section		
Microphones	\$25/day (Podium mic, lavalier or cordless)		
Podium	\$15/day		
O/H screen	\$20/day		
Coffee Pot	Large \$15/day	Small	\$10/day
Popcorn or Sno Cone Machine	\$25/day	<i>*For use in Student Center only</i>	
Extension Cords (orange)	\$10/day		

NMHU Employees/students – no charge is assessed for personal use of a facility if set up/clean up is not needed. If either of these are needed, then the “regular rates” as stated above apply.

The University is not responsible any lost, stolen, or damaged property belonging to the rental group utilizing the facility.

**all stipulations/prices are subject to change*

12/11/08