

NEW MEXICO HIGHLANDS UNIVERSITY APPLICATION FOR USE OF UNIVERSITY FACILITIES
NMHU Office of Campus Life & Conferences, 301 Student Center, Las Vegas, NM 87701, (505) 454-3590/3495/3201

PLEASE READ CAREFULLY (TYPE OR PRINT)

REQUIRED APPLICATION PACKET AND DEADLINE. Groups/individuals interested in using NMHU facilities must complete and return this form along with ALL required signatures/ documentation and applicable fee(s) 14 days prior to an event. Complete packets not received 14 days prior are subject to a \$25 late fee and may also forfeit a needed set-up. Additionally, notice of cancellation must be made one week prior to an event. Departments/clubs not cancelling within one week prior are also subject to a \$25 cancellation fee. Off-campus groups/individuals not cancelling within one week will forfeit any rental fee(s) paid. There are to be no changes to set ups two weeks prior to an event.

1. REQUIRED INFORMATION FOR SPONSORING GROUPS/INDIVIDUALS (There is to be no co-sponsoring of events.)

Sponsoring Group/Individual: _____

Contact Person's Name, Complete Mailing Address and email address: _____

Contact's Day Phone: _____ Contact's Evening Phone: _____

2. REQUIRED EVENT INFORMATION

Specific Name of Event _____ Date(s) of Event _____

Location of Event _____

Anticipated Attendance _____ Starting Time (am/pm) _____ Ending Time (am/pm) _____ Set-up Time (am/pm) _____

3. SET UP - Indicate the number of items needed for those facilities not having an existing set-up. (If applicable, please attach set up diagram to this application.)

____ 6' Rectangular Tables ____ 5' Round Tables ____ 6' Round Tables ____ No. of Chairs ____ Food Tables (rectangular)

4. EQUIPMENT - (On/off campus groups/individuals may be assessed a fee for certain equipment.)

____ Podium ____ Podium w/mic ____ Stage (4 x 4 pieces)
 ____ O/H Screen ____ LCD Projector ____ Other (Specify): _____

5. **ITV SERVICES** – If ITV services are needed, please contact EOS at (505)426-2058.

6. **A/V EQUIPMENT** – If A/V equipment is needed in the ballroom, please fill out an Audio/Visual Request Form and submit it along with a copy of your set up diagram to itshelpdesk@nmhu.edu

7. FOOD SERVICE - Sodexo Food Service can cater your event, call (505)426-2153 for additional information. (Food services are billed separately.)

Will food be served at your event? ____ Yes ____ No _____ Name of Licensed Food Service Vendor (if other than Sodexo)

8. SECURITY - Campus Police will determine whether or not security is required at your event. Applicable security fees are in addition to facilities rental fees and are the responsibility of the sponsoring group/individual.

____ Security not Required ____ Security Required & Number of Officers _____ Campus Police

9. PRELIMINARY ROOM APPROVALS - If an applicant is requesting use of any of the following facilities, approval must first be obtained by the office designated below.

Ilfeld Auditorium	____ Approved	_____ Ilfeld Manager
Perkins Stadium	____ Approved	_____ Director of Athletics
Messina Field	____ Approved	_____ Director of Athletics
Wilson Complex	____ Approved	_____ Wilson Complex Manager
Natorium	____ Approved	_____ Pool Manager
Golf Course	____ Approved	_____ Golf Pro
Classrooms (Rm. # _____)	____ Approved	_____ Office of Campus Life (Registrar's/EOS)
Kennedy Lounge	____ Approved	_____ Office of Campus Life & Conferences
Student Center Ballroom	____ Approved	_____ Office of Campus Life & Conferences
Student Center Governance Rm	____ Approved	_____ Office of Campus Life & Conferences
Student Center Theater	____ Approved	_____ Office of Campus Life & Conferences
Park(s) _____	____ Approved	_____ Office of Campus Life & Conferences
Sala de Madrid	____ Approved	_____ Office of Campus Life & Conferences
Other _____	____ Approved	_____ Office of Campus Life & Conferences

10. PROOF OF INSURANCE - Proof of insurance for commercial general liability use in a single amount of \$500,000 (or less as appropriate to the risk of the event) is required of all non-NMHU groups/individuals requesting the use of NMHU facilities. Proof of insurance must be attached for final approval of application.

11. AGREEMENT - All applicants must sign and date indicating their approval of the following:

- A. The applicant certifies that the information provided above is accurate to the best of their knowledge.
- B. The applicant agrees:
 - 1. to pay for any theft, vandalism or damages occurring at said event.
 - 2. to adhere to all NMHU rules and regulations (and any regulations specific to the reserved facility).
 - 3. that they will be responsible for any liability as a result of their wrongful/negligent actions, or those of their officers/agents/guests or invitees.
 - 4. that to the extent authorized by law, to indemnify, save and hold harmless the University, its employees, agents and governing board, against any and all claims, damages, liability and court awards, including costs, expenses and attorney fees, incurred as a result of any act of omission by the User, or its employees, agents, subcontractors or assignees pursuant to the terms of this Agreement.

____ Applicant's Signature Date _____ Print Applicant's Full Name