



NEW MEXICO HIGHLANDS UNIVERSITY REQUEST FOR USE OF UNIVERSITY FACILITIES

Community Liaison, 901 University, University Relations Room 106, Las Vegas, NM 87701 505-454-3387 hurentals@nmhu.edu

DATE RECEIVED	
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FOR OFFICE USE ONLY						
Sponsoring Group/Individual						
Select ONE	<input type="checkbox"/> HU Employee/Student	<input type="checkbox"/> HU Department, Club/Organization or Affiliate	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Community	
Specific Name of Event			Date(s) of Event			
Location(s) of Event						
Anticipated Attendance		Starting Time	Ending Time	Set-up Time	FEE	Invoice # and Date
FOR OFFICE USE ONLY						
Name & Address						
Email Address						
Phone	Day	Night	Cell			
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 request)						
	6' Rectangle Tables	5' Round Tables	6' Round Tables	# Chairs	Food Tables (Rectangle)	Work Order
FOR OFFICE USE ONLY						
EQUIPMENT						
Podium Stage (4x4 pieces) Other (Specify) _____						
(The following is only available in the Student Union Building and requires ITS/AV Support) Podium w/mic O/H Screen LCD Projector						
(On/off campus groups/individuals may be assessed a fee for certain equipment)						
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 request. (Proof of insurance must be attached for final approval of request)						
Food						
Sodexo Food Service is available to cater your event, phone 505-426-2139 for information. (Food services are billed separately)						
IT Services & A/V Equipment						
Fill out an Audio and Visual Support form for the Student Union Building rooms by clicking on this link						
Submit with a copy of your set-up diagram to: itshelpdesk@nmhu.edu or deliver to Donnelly G-03. Phone 505-426-2215 for further assistance.						
FOR OFFICE USE ONLY						
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	Security NOT Required		Security Required & Number of Officers _____			
Campus Police Signature		Security Fee				
ENVIRONMENT HEALTH & SAFETY SIGNATURE						
ROOM APPROVAL						
PLEASE READ CAREFULLY						
Groups/individuals must complete and return this form along with ALL required signatures/documentation and applicable fee(s) 14 days prior to event.						
Complete packets not received 14 days prior are subject to a \$25 late fee and may also forfeit a needed set-up.						
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.						
AGREEMENT						
ALL APPLICANTS MUST SIGN AND DATE INDICATING THEIR APPROVAL OF THE FOLLOWING:						
The applicant certifies that the information provided above is accurate to the best of their knowledge.						
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 the agreement.						

Print Applicant's Name

Applicant's Signature

Date