



NEW MEXICO HIGHLANDS UNIVERSITY REQUEST FOR USE OF UNIVERSITY FACILITIES

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

DATE RECEIVED []

FOR OFFICE USE ONLY

Sponsoring Group/Individual
HU Employee/Student
HU Department, Club/Organization or Affiliate
Government Agency
Nonprofit
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

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EQUIPMENT
Podium
Podium w/mic
Stage (4x4 pieces)
O/H Screen
LCD Projector
Other (Specify)
(On/off campus groups/individuals may be assessed a fee for certain equipment)

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 Signature
Security Fee

ENVIRONMENT HEALTH & SAFETY SIGNATURE
ROOM APPROVAL

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 can cater your event, phone 505-426-2139 for information. (Food services are billed separately)
IT Services
Contact 505-426-2215 for IT services.
A/V Equipment
Fill out an Audio/Visual Request Form for the SUB Ballroom, submit with a copy of your set-up diagram to: itshelpdesk@nmhu.edu or deliver to the Student Center, 800 University Avenue, Purple Pub Room 216.

PLEASE READ CAREFULLY
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 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