

## Steps for requesting usage of facilities

The following steps should be undertaken when requesting usage of a UNM Gallup facility:

1. At least two weeks prior to your event, visit <https://www.gallup.unm.edu/facilities/> to review the policies and request procedures, view spaces available for use as well as capacity and rental fees.
2. Download and complete the appropriate facilities usage form including departmental approval signatures (for internal events). Be sure to fully complete the form including the number of people expected as well as any Physical Plant and/or IT/AV needs.
3. Upon submission of the form, availability of space will be researched

purpose. Requests for personal events (i.e., baby or wedding showers, birthday parties, etc.) will not be approved.

We are very happy to facilitate these requests and believe they enrich the services available to our internal and external community. Thank you for allowing us to accommodate your request in a way that maximizes the use of our campus spaces. We look forward to working with you!