

# Facilities Application and Agreement Form (Internal/UNMG Clubs)

All applicants are required to fill out and return this form 15 working days prior to event.

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## Contact Information

Name of Group/Organization: \_\_\_\_\_ Sponsorship: \_\_\_\_\_

Primary Person of Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_ (Please use unm.edu address)

Phone # or Ext.: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell/Other #: \_\_\_\_\_

## Event Information

Requested Date: (Day, MM-DD-YYYY) \_\_\_\_\_

From: \_\_\_\_\_ †AM †PM To: \_\_\_\_\_ †AM †PM

If your event/meeting time ends after normal operating hours, your organization may be subject to pay overtime expenses to the UNM-G Campus Police, Physical Plant, and/or ITS departments. Requests to have the buildings/rooms open before 8am on any day will not be approved.

Name of event/meeting: \_\_\_\_\_ †6666A.6DiA(it)1PPr#PN'P#.#vSp\*

OFFICE USE ONLY

PROOF OF FOOD HANDLERS CERTIFICATE RECEIVED? † Yes † No

† SSTC 200 † GH 1124 † GH Commons † CH Auditorium \_\_A\_\_B\_\_C \_\_All Sections  
approved by: † Physical Plant on: \_\_\_\_\_ † Campus Police on: \_\_\_\_\_ † ITS on: \_\_\_\_\_ † PR \_\_\_\_\_

## Facilities Use Policies

The University of New Mexico, Gallup Campus, is a community-based college where academic scheduling is our first priority. The scheduling of outside (non-UNM) events is a courtesy to our community and we welcome everyone!

**Our normal operating hours, Monday through Friday, are from 8:00am to 9:00pm.**

Any events/meetings scheduled past our normal hours of business are considered *after-hours* and charges may be applicable.

In the event that the college needs the facilities after it has been booked or shut down due to weather or safety, we will work to accommodate your event elsewhere within the facilities, if we are unable to accommodate your event any payments made will be refunded.

### Policies:

We reserve the right to refuse the use of the college facilities to anyone.

We reserve the right to cancel events/activities due to class scheduling, safety hazards, or breach of this contract.

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If you need to cancel your event, please contact us as soon as possible so that we can clear our schedule book for any other events, classes, meetings, etc. For any questions, concerns, or further assistance with your event please call: 505-**863-7501** to speak with **Tina Griego** or send her an email at **863-7501**

You may