

Facility Rental Request

Business Name: _____

Program Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

e-mail address: _____

How did you hear about us? _____

Person in charge: _____ Phone: _____

Reservation Time: _____ Event Starting Time: _____

Estimated Number of Participants: _____

Room: _____ Date: _____ Hours: _____

Room: _____ Date: _____ Hours: _____

Room: _____ Date: _____ Hours: _____

Room: _____ Date: _____ Hours: _____

Room: _____ Date: _____ Hours: _____

Room: _____ Date: _____ Hours: _____

Room: _____ Date: _____ Hours: _____

Rooms available:

Auditorium,
B,C, or D
G, H, or I
Lobby

Classrooms in
south building

Room Arrangement:

- Theatre Style: Chairs in rows facing podium
- U-Shaped: Chairs and tables forming U-shape
- Hollowsquare: Chairs and tables square shaped
- Classroom: Chairs and tables in rows
- Other: _____

Equipment:

- 35 mm Slide Projector \$15.00
- Video Projector (VHS tape) \$75.00
- Overhead Projector \$15.00
- Easel/Pad \$12.50
- Microphone \$7.00
- Cordless microphone \$35.00
- VCR/Monitor \$25.00
- LCD Projector & Lap Top \$150.00
- Other: _____

Mailing address:
UNM Conference Center
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001

