

UNM Departments Room Reservation Procedures

ROOM RENTALS: UNM DEPARTMENTS

All UNM departments may reserve space for meetings and/or events in the SUB at a discounted room rental rate. (UNM Departmental Rate). A current fee structure is available through the [UNM Event Planning/Scheduling Office](#).

UNM Departments may partner with Chartered Student Organizations for rooms, conferences and other events, but they will be charged the standard UNM Departmental Rate. (Please refer to the “Multi- sponsorships” section of this document.)

For more information on rooms available for booking, size and capacity, contact our [UNM Event Planning/Scheduling Office](#).

PROMOTIONAL / INFORMATIONAL TABLES

Departments may reserve table space, at a charge specified by the UNM Event Planning / Scheduling Office, on the Plaza level only for the distribution of information. Departments are not allowed to sell or fundraise at their promotional table.

Distribution of information must be confined to the location designated in the contract and must be staffed at all times. The department shall keep the designated area free of trash and safety hazards and will be held responsible for any damages that are incurred as a result of negligence. No organization shall use walls to display or hang merchandise. The department cannot use any surrounding areas to solicit The New Mexico Student Union’s guests. Music and videos with audio are permitted if they are played at a reasonable volume, but must be pre-approved by the Event Planning Manager.

AUDIO - VISUAL EQUIPMENT

The New Mexico Student Union has quantity of audio-visual equipment for rent by any organization that reserves a room within the SUB. No audio-visual equipment may be taken from the building or from the assigned room or area at any time. Audio-visual equipment must be requested through the UNM Event Planning/Scheduling Office with the original Room Reservation Contract form. Audio-visual equipment requests for technical support will be handled ten (10) business days (Monday - Friday) prior to the scheduled event. If damage and/or loss of requested audio-visual equipment should occur, the sponsoring organization responsible for the reserved items will be charged accordingly. Charges will reflect the repair or replacement costs.

FOOD AND BEVERAGES

UNM Catering is the sole professional contract food provider in The New Mexico Student Union, accommodating food service needs ranging from refreshments to gourmet meals. UNM Catering is the holder of the State Health Department License, therefore, **food from outside sources cannot be brought into the Student Union meeting rooms**. Organizations may use food vendors that are in the SUB with prior approval from UNM Catering.

UNM Catering Contact: unmcatering@aramark.com (505)277-2506
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PAYMENT

Departments should refer to the SUB Event Planning confirmation agreement for information regarding cancellation guidelines and fees.

CANCELLATION POLICY

Departments should refer to the SUB Event Planning contract for information regarding cancellation guidelines and fees.

MUSIC POLICY

No amplified music will be allowed in the upper level meeting rooms. Only soft music will be allowed with permission from the Event Planning Manager. No amplified music will be allowed in the SUB Atrium, except from 12pm-1pm with the approval of the UNM Event Planning/Scheduling Office. Music in the Ballrooms must be considerate of other events in the building. Please contact the [UNM Event Planning/Scheduling Office](#) for more information.

SIGNS AND DECORATIONS

Signs for events in The New Mexico Student Union may be displayed outside meeting rooms with prior approval from the UNM Event Planning/Scheduling Office. NO tape, tacks, nails, or other fastening devices are permitted for use on walls, doors or windows. Please be assured that all signs placed on doors, glass and walls will be removed immediately. Additionally, glitter, confetti or open flames, smoke/fog machines are not allowed. A fee, determined by the UNM Event Planning/Scheduling Office and the management of The Student Union Building, will be applied if any of these regulations are broken.

SECURITY

UNM Departments Room Reservation Procedures The New Mexico Student Union requires and hires security staff for dances, concerts, weddings, and other events at the expense of the sponsoring organization. The New Mexico Student Union reserves the right to determine, in conjunction with Campus Police, the number of security staff for each event and will determine whether internal or external security will be used. The security staff is required to be on the premises 30 minutes before the event and remain until the facility is completely cleared for a minimum of 30 minutes after scheduled closing.

CONTACT INFORMATION

If you need additional information or would like to make a reservation please contact:

UNM Event Planning/Scheduling Office
(505)277-5498
sub.unm.edu
subevent@unm.edu