CHARTERED STUDENT ORGANIZATIONS
CSO'S

STUDENT UNION BUILDING BOOKING GUIDELINES:

To reserve meeting or event space in the SUB, a Chartered Student Organization (CSO) must have a current charter form on file with the Student Activities Center. This form must be updated every academic year. The charter form must list the people who are allowed to schedule space in the SUB. Only the individuals listed on the charter form and on the Student Activities and Student Organizations List can reserve rooms.

A CSO officer must approve each event, agree to the terms on the confirmation agreement, and sign it. The confirmation agreement will be emailed to you and must be returned by the due date listed. If it is not returned on time, the meeting or event will be canceled.

Please look over the Confirmation and send a signed copy back to the Event Planning Office, either by email at subevent@unm.edu or in person, by the due date they have listed. If they do not receive your signed Confirmation by that date, the space reserved for your event will be released.

If a CSO reserves space in the SUB for a UNM department or any other group so that the other group can avoid paying rental fees, the SUB may cancel the reservation and remove the CSO's reservation privileges for the rest of the academic year.

UNM departments and outside organizations can work with a CSO for events, but if they are the main group using the space, they will be charged the regular UNM Department or External Organization rates. In these situations, the CSO must submit a Space Approval Form at least 30 days before the event.

All groups must check in at the Welcome Desk on the mall level of the SUB before their meeting or event begins.

CHARTERED STUDENT ORGANIZATION MEETINGS:

A Chartered Student Organization may reserve meeting space in the SUB, located on the **THIRD FLOOR ONLY**, at **NO CHARGE** for meetings and events that are specific to the organization and support its mission.

The following is the list of free individual meeting rooms:

Lobo A	Thunderbird	Scholars
Lobo B	Alumni	Fiesta A
Acoma A	Spirit	Fiesta B
Acoma B	Trailblazer	Jemez
Santa A	Sandia	Cochiti
Santa B	Isleta	
Mirage	Luminaria	

The standard AV package includes a monitor, laptop, screen, one microphone, and a podium. If you need extra equipment, there will be additional charges, but you will get a 95% discount on AV equipment only. This discount does not apply to additional/other setup items.

CSOs can reserve only one meeting per week and can reserve up to two meeting rooms per day. Combination rooms count as two rooms. For example, Lobo A and B together count as two rooms.

You must have at least five attendees to reserve a meeting room. If your group has fewer than five people, the Event Planning Office will suggest other spaces you can use.

For CSO meetings or events on the third floor, at least 80% of the people attending must be UNM students with a valid UNM ID. If fewer than 80% are UNM students, the CSO will have to pay the Student Organization Room Rental and AV rate. This rate is a 95% discount off the external customer price.

Regularly scheduled meetings cannot be booked in the ballrooms, theater, atrium, Cherry/Silver, or other public areas without submitting a Space Approval Form. This form is required if you want approval to use these spaces and to be exempt from being charged at full price. The Space Approval Form must be submitted at least 14 days before the event. The request will be reviewed by the Event Planning Manager, and the CSO will receive a response within 2 business days. Approved groups will receive a **95%** discounted rate from the SUB's current External Customer Room Rental and Audio-Visual rates for meetings.

The Standard A/V package includes a monitor/screen, laptop, 1 microphone, and meeting room podium only. Additional equipment will have extra charges, but you will still receive the **95%** discount on audiovisual items.

Chartered Student Organization can schedule meetings and/or events based on the following schedule:

Fall Semester – Beginning in August
Spring Semester – Beginning in January
Summer Semester – Beginning in June

CHARTERED STUDENT ORGANIZATION CONFERENCES AND SPECIAL EVENTS

Chartered Student Organizations (CSOs) that want to reserve space for a big event or conference that will be using the ballrooms, theater, atrium, Cherry Silver, public areas, or all the meeting rooms in the SUB must submit a Space Approval Form to Events and Conferences. The form needs to be sent at least 90 days before the event and no more than 365 days in advance.

A **conference** usually has structured activities, like breakout sessions, keynote speakers, workshops, catering, and audiovisual needs. These events often last several hours or days and may need help from other campus departments or outside vendors. Examples include academic symposiums, leadership summits, or professional development events.

A **special event** is usually a big, celebratory, or cultural event meant for a wide audience. Examples include graduation banquets, formal dinners, student mixers, themed social nights, cultural showcases, international nights, community fairs, or large networking events. These events need planning for logistics, decorations, catering, and sometimes entertainment.

You can reserve space up to 365 days in advance. The space will be held while the Space Approval Form is being reviewed.

The Event Planning Manager will review your request, and the CSO will get an answer within 14 business days.

CSOs will need to pay 50% of the UNM Department Room Rental rate and 50% of the Audio Visual rate. CSOs that have held large events for two years in a row may qualify for a 95% discount on room and AV fees

through the exemption process. Proof of past events, like flyers or photos, must be provided. The CSO will also fill out a Space Approval Form that the Student Union Director will review.

If a CSO has not been around long enough to meet the two-year requirement, they can ask the SUB Board to approve a discount for their event.

If the CSO does not have enough money to pay for a conference or special event, they have three options:

1. Partner with a UNM department or outside group to help pay.
2. Request funding from ASUNM or GPSA through the appropriations process.
3. Request funding from the Student Union Director using funds set aside by SFRB, but only after using all funds in their own account first.

SUB MEETING ROOM & SCHEDULING INFORMATION:

For information about available rooms, their size, and how many people they hold, visit ems.unm.edu or contact the UNM Event Planning Office at 505-277-5498 or subevent.unm.edu.

The Event Planning Office will reserve a room that works best for your group size (at least 5 people) and how you want the room set up. If you ask for a specific room and it is available, we will reserve it for you.

However, we cannot promise you will get the exact room you originally reserved. Your event might be moved to a different room because of business needs. You will be notified by email or phone at least 12 hours before the event.

Same-day reservations are not allowed. Reservations for the next day must be made in person at the Event Planning Office by 3:00 PM. Next-day reservations cannot be made on Fridays for events happening on Saturday or Sunday.

MALL TABLES:

The six-foot tables on the Mall Level are reserved only for Chartered Student Organizations (CSOs) and are free to use. CSOs can reserve these tables up to two times per week, depending on availability. If all Mall Level tables are booked, student organizations may be able to use tables on the Plaza Level.

CSO campaigning is not allowed on Mall Level tables. Plaza Level tables can be rented at the External Organizational Rate.

Any handouts, information, or sales must stay at the table listed in your confirmation and must be staffed at all times by a member of your organization. With approval, CSOs can sell items for fundraising, like bake sales or raffles.

Your organization must keep the area clean and safe and will be responsible for any damages caused by carelessness. You cannot hang or display items on walls, and you cannot use the surrounding areas to solicit guests. Music or videos with sound are allowed if the volume is reasonable and approved by the Event Planning Manager.

AUDIO-VISUAL EQUIPMENT:

All audio-visual equipment must be requested through the UNM Event Planning and Scheduling Office. Requests that need technical support must be made at least five business days before the event. If any audio-visual equipment is damaged or lost, the organization that reserved it will be charged for repair or replacement. Audio visual equipment cannot be taken out of the building or moved from the room or area it was assigned to.

SIGNS AND DECORATION:

Signs for events in the SUB can be placed outside meeting rooms, but only with approval from the UNM Event Planning and Scheduling Office. You may not use tape, tacks, nails, or any other items that stick to or damage walls, doors, or windows. Any signs placed on doors, glass, or walls without approval will be removed right away.

Helium balloons, glitter, confetti, smoke or fog machines, and open flames are not allowed. If any of these rules are broken, a fee will be charged by the Event Planning Office and Student Union management.

For more information about signs and advertising for student organizations on campus, refer to the Advertising Procedures.

MUSIC PROCEDURES:

Soft background music is permitted in the third-level meeting room with prior approval from the Event Planning Manager. Amplified music is not allowed in the SUB Atrium, except between 12:00 p.m. and 1:00 p.m. with approval from the UNM Event Planning/Scheduling Office. Music played in the Ballrooms must be kept at a considerate volume to ensure it does not disrupt other events taking place in the building.

SECURITY:

The Student Union Building (SUB) requires security for events such as dances, concerts, lectures, conferences, ceremonies, and social gatherings. All security costs are the responsibility of the sponsoring organization. The SUB Event Planning Office will provide Chartered Student Organizations (CSOs) with the UNMPD security request link.
Event sponsors must obtain and provide proof of insurance coverage before using campus facilities for any Major Event. For assistance with insurance requirements, refer to the Event Risk Grid or contact UNM Risk Services.

Please review UAP 2230: Major Events for additional guidance.

DEFINITION OF MAJOR EVENTS:

A Major Event includes any planned gathering, such as celebrations, lectures, performances, concerts, rallies, speaker presentations, or conferences, if one or more of the following conditions apply:

- **Attendance:** 300 or more attendees are expected.
- **Type of Event:** The event is a dance or concert with amplified sound where most attendees will not be seated.
- **Alcohol Service:** Alcohol will be served, unless:
    - The event is a University-sponsored memorial, reception, celebration, or conference with fewer than 300 attendees, **or**
    - The event is held at Hodgin Hall or another venue not available to Non-departmental Users.
- **Outdoor Sound:** Outdoor amplified sound is requested.
- **Safety and Impact:** Authorized Campus Officials, based on an assessment by UNMPD, determine the event may significantly affect campus safety, security, or services (including parking or roads).
- **Campus Interference:** Authorized Campus Officials determine the event is likely to interfere substantially with other campus functions or activities.

SECURITY REQUIREMENTS:

All assigned security staff must arrive at least 30 minutes before the event begins and remain until the facility is fully cleared, staying a minimum of 30 minutes after the scheduled closing time.

The SUB follows UNM Policy UAP 2230: Major Events. The purpose of this policy is to support free speech, protect people and property, and allow student organizations and other Non-departmental Users to host events on campus. The policy applies equally to all events, regardless of the viewpoints or content expressed.

UNMPD RESPONSIBILITIES:

The UNM Police Department (UNMPD) provides police and security services to ensure safety at events. Security staffing may include UNMPD officers, local or state police, or approved private security officers. Outside security vendors must be approved by the Chief of Police and contracted through UNMPD.

MAJOR EVENTS COMITTEE:

The Major Events Committee includes representatives from Event Services, UNMPD, Emergency Management, the Office of University Counsel, the University Controller, and Risk Services. The committee meets regularly to review upcoming events on the Albuquerque campus. It considers UNMPD's security assessment for each Major Event and recommends the appropriate level of security to the Authorized Campus Official.

Please review UAP 2230: Major Events for more information.

FOOD AND BEVERAGE:

Chartered Student Organizations (CSOs) may only use Aramark UNM Catering and/or food vendors located in the SUB. CSOs are not allowed to bring in any outside food from other sources. The only exception to this Food and Beverage procedure is for events with 25 or fewer attendees. In those cases, CSOs may bring in commercially packaged food items (refer to Aramark's approved list of pre-packaged options).

PAYMENT:

Chartered Student Organizations must turn in an internal requisition to the Student Government Accounting Office at least two weeks before their event if they will have extra fees.
Organizations that do not receive ASUNM or GPSA funding can pay by credit card or by check made out to the UNM Student Union Building for the estimated total.
Payment is due no later than seven business days before the event. Any unpaid charges must be taken care of before the group can schedule another event.

DAMAGE AND CLEANING:

If anything in the room or public area is damaged or if any equipment (including audio-visual equipment) is lost, the organization that reserved the space will be charged for it.
If the event leaves a mess that requires more than normal cleaning or if decorations were used incorrectly, the group will also be charged for extra cleanup.

CANCELLATION PROCEDURE:

We understand that sometimes events need to be moved or canceled. These are the rules:

- Cancellations for meeting rooms must be given to the UNM Event Planning/Scheduling Office at least three business days before the event. If not, the organization will be marked as a "No Show."
- If a group has three "No Shows" in one semester, the Student Union may remove their reservation privileges for the rest of the academic year.
- For Ballroom events, cancellation must be given at least 14 business days before the event. If not, reservation privileges may be removed for the current semester and the next one as well.

APPEALS PROCEDURE:

If your event is not approved, your student organization may submit an **Appeals Request** to the Director of the Student Union Building.

The Director (or someone they choose) will review the Event Planning Manager's decision and will respond within three business days.

If the student organization disagrees with that decision, they may file a second **Appeals Request**. The committee that reviews it depends on the time of year:

- **When classes are in session:** The SUB Board Appeals Committee will review it. They have up to seven business days to decide.

- **When classes are not in session:** A special committee (one person from the Student Activities Center, the GPSA President or delegate, and the ASUNM President or delegate) will review it. They have at least seven business days to decide.

The committee's decision is final.

CONTACT INFORMATION:

If you need more information or want to make a reservation, contact the UNM Event Planning/Scheduling Office or stop by the office in the SUB, Suite 1094, on the Plaza Level.

Phone: (505) 277-5498
Email: subevent@unm.edu

Please note that these procedures and guidelines may be updated by the SUB Board as needed to reflect current policies and event standards.