

ROOM RENTALS: CHARTERED STUDENT ORGANIZATIONS

A Chartered Student Organization may reserve space in the SUB, at no charge, for meetings and/or events specific to the Chartered Student Organization. For each student organization requesting meeting and/or event space in the SUB must have a current (updated each academic year) charter form on file with the Student Activities Center listing those individuals authorized to schedule space in the SUB. **Only** those persons listed on the Student Organization Charter form are authorized to schedule events. An officer of the Chartered Student Organization must acknowledge awareness and support of each scheduled event and must sign the rental agreement.

For any organization wishing to reserve more than three (3) rooms, the student organization must submit an Exemption Request Form otherwise; the Student Organization Room Rental Rate will apply for each room in excess of the allotment. Reasonable accommodations will be made for usual circumstances and will be determined by the Event Planning Manager.

If a student organization is requesting rooms in the SUB for the purpose of a conference-like event, the student organizations must submit an Exemption Request Form. The request will be considered by the Event Planning Manager.

REGULARLY SCHEDULED MEETINGS CANNOT BE BOOKED IN THE BALLROOM. THE BALLROOM IS INTENDED FOR SPECIAL EVENT ONLY. Some set up for audiovisual equipment and security staff charges may apply.

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

Room rental fees are waived for all Chartered Student Organizations with the following exceptions:

- When an admission or registration fee is charged, the organization will be charged the Student Organization Room Rental Rate. Exceptions will be made for organizations that order catering for their SUB event and are charged a participant fee only to cover the cost.
- Additional fees may be charged for AV technicians, stage set up, additional staff/staff overtime, additional building hours (hours needed before or after normally scheduled building hours) and other related costs necessary to accommodate the event requirements.

APPEALS PROCEDURE

If a student organization does not agree with the Event Planning Manager's decision on multi-sponsorships or an organization's exemption request, the student organization can file an "Appeals Request".

The Director of the SUB will review the decision of the Event Planning Manager when considering an appeals requests made by a student organization. The Director will have a maximum of three(3) business days to review the request and reach a decision.

If the student organization does not agree with the decision of the Director, the student organization can file an additional "Appeals Request". The second Appeals Request procedure will be governed by one of the following committees:

- All appeals requests that are submitted while classes are in session will be governed by the SUB Board Appeals Committee. The committee will have a maximum of seven (7) business days to review the request and reach a decision.
- All appeals requests that are submitted while classes are not in session will be governed by an appeals committee consisting of one (1) individual from the Student Activities Center, the GPSA President or an appointed delegate and the ASUNM President or an appointed delegate. The committee will have a maximum of seven (7) business days to review the request and reach a decision.

The decision of either committee will be final.

PROMOTIONAL/INFORMATIONAL TABLES

The six-foot tables located on the Mall Level will be reserved only for Chartered Student Organizations and can be reserved three times per week based on availability. If the Mall Level is completely booked, additional space may be available on the Plaza Level for student organizations.

Distribution of information and solicitation must be confined to the location designated in the contract and must be staffed at all times by a member of the student organization. With approval, Chartered Student Organizations may sell items for fundraising purposes at their table. (Examples: Bake sale or raffle) See the UNM Event Planning/Scheduling Office for more information and approval. The sponsoring organization 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 sponsoring organization 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 approved by the Event Planning Manager.

AUDIO-VISUAL EQUIPMENT

The New Mexico Student Union has a limited quantity of audio-visual equipment available for use by any organization that reserves a room within the SUB. However, priority will be given to Chartered Student Organizations on a first-come, first-serve basis. **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 five (5) 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

University Catering is the sole professional contract food provider in the New Mexico Student Union, accommodating food service needs ranging from refreshments to gourmet meals. University 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. The UNM Event Planning/Scheduling Office requires a notice of at least seven (7) business days prior to an event requiring food in order to service your event properly. University Catering will do its best to accommodate the needs of the event; however, it is not guaranteed that the service requested will be provided if an order is not placed with the time frame. Contact the [UNM Event Planning/Scheduling Office](#) for more information about menu's and pricing.

PAYMENT

Chartered Student Organizations are required to submit an internal requisition to Student Government Accounting Office at least a week in advance. For sponsoring organizations not receiving funding through ASUNM or GPSA, a check in the name of the student organization will be accepted for payment for the total charge estimate and is required no later than three (3) business days prior to the scheduled event. Any outstanding charges due to the Student Union must be paid in full before a sponsoring group will be allowed to schedule future events.

CANCELLATION POLICY

Due to unforeseen circumstances, we understand that events need to be moved or cancelled. The following are our procedures:

Cancellations must be given to the UNM Event Planning/Scheduling Office at least three (3) business days prior to the scheduled event for meeting rooms; otherwise the sponsoring organization will be considered a "No Show". **If an organization accumulates three (3) "No Shows" during a single semester, the New Mexico Student Union reserves the right to terminate their reservation privileges for the remaining academic year.** Additionally, reservation privileges will be revoked for the remaining academic semester and the next semester if cancellation of the Ballroom is given less than 14 business days prior to the scheduled event.

If damage occurs in a room or reserved public area or there is a loss of any requested equipment including audio-visual equipment, the organization responsible for the reserved space will be charged. Also, if the clean up process in the New Mexico Student Union Building facility following a scheduled event that requires more than normal custodial labor or improper application of decorations has occurred, the sponsoring organization will be assessed clean up charges.

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 for 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.

For more information on signage and advertisements for student organizations on campus, refer to the [Advertising Policy](#) or contact the SUB Marketing Office at 277-2331.

SECURITY

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 our UNM Event Planning/Scheduling Office or visit an Event Planning Coordinator in the SUB Administrative suite 1067 on the Atrium level of the Student Union Building.

Phone: (505)277-5498

Fax: (505)277-3258

Web site: sub.unm.edu

E-mail: subevent@unm.edu

Click [here](#) to let us know how your event was! Or visit our website; the survey is located under Event Planning on the SUB homepage.