

CHARTERED STUDENT ORGANIZATIONS CSO'S

STUDENT UNION BUILDING BOOKING GUIDELINES:

Chartered Student Organizations (CSO) requesting meeting and/or event space in the SUB, the CSO must have a current (updated each academic year) charter form on file with the Student Activities Center.

Listing must include those individuals authorized to schedule space in the SUB. Only those persons listed on the Student Organization Charter form and on the Student Activities/Student Orgs List are authorized to schedule events.

An officer of the Chartered Student Organization must acknowledge awareness and support each scheduled event and must agree to the terms on the confirmation agreement and sign the confirmation agreement. The signed confirmation agreement will be emailed and must be returned within the requested date. If the confirmation agreement is not returned within the requested date the meeting and/or event will be canceled. Below is an example of the dialog in the email you will receive.

Please review and return a signed copy of the Confirmation to the Event Planning Office via email (to subevent@unm.edu) or in person, by the requested date of _____. If a signed copy of the confirmation is not received by the due date, the space held for the event will be released.

In the event a Chartered Student Organization reserves meeting rooms and/or event space in the SUB for a UNM Department (or other chargeable entity) in order to receive the meeting room rental complimentary, the SUB reserves the right to terminate their reservation and their privileges for the remaining academic year.

UNM Departments and External Organizations may partner with Chartered Student Organizations for rooms, conferences and other events, but they will be charged the standard UNM Departmental Rate and External Organizational Rates accordingly. The CSO must submit an Exemption Request Form a minimum of 30 days prior to the start of the event.

Check-in at the Welcome Desk located on the mall level of the SUB is required prior to the start of your meeting.

CHARTERED STUDENT ORGANIZATION MEETINGS:

A Chartered Student Organization may reserve space in the SUB meeting space LOCATED ON THE 3RD FLOOR ONLY at **no charge**, for meetings and/or events specific to the Chartered Student Organization and their 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	

*Standard A/V package is included – monitor, laptop, screen, 1 microphone, and meeting room podium only.

CSO's can reserve a maximum of two (2) meetings per week and a maximum of three individual (3) meeting rooms per day. Combination rooms count as 2 meetings rooms; for example, Lobo A&B counts as 2 meeting rooms.

A minimum of five (5) attendees are required to reserve a meeting. For groups smaller than five (5) attendees, the Event Planning Department will offer suggestions of space locations.

Chartered Student Organization meetings and/or events held in the 3rd floor meeting space, the attendance must be comprised of at least 80% UNM Students with a valid UNM ID. If student attendance is below 80% the CSO agrees to pay the Student Organization Room Rental and Audio-Visual Rate. Student Organization rate is a 95% discount off the External customer rate.

Regularly scheduled meetings cannot be booked in the ballrooms, theater, atrium, cherry/silver and public areas without submitting an exemption request form. The exemption request form must be submitted a minimum of 14 days prior to the start of the event. The request will be considered by the Event Planning Manager and the CSO will receive a response within 2 business days of receiving the request. The CSO will receive a 95% discounted rate from the SUB's current External Customer Room Rental and Audio-Visual rate for meetings.

*Standard A/V package is included – monitor, laptop, screen, 1 microphone, and podium only.

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

Chartered Student Organizations requesting to reserve space for the purpose of a conference that requires the use of the ballrooms, theater, atrium, cherry/silver and public areas, or the entire meeting room space in the Student Union Building must submit an Exemption Request Form to Events and Conferences. Forms must be submitted a minimum of 90 days in advance to a maximum of 365 days in advance of the start of the conference.

Space can be reserved 1 year in advance (365 days), no sooner. Space will be held while the evaluation of the Exception form is being considered.

The request will be considered by the Event Planning Manager and the CSO will receive a response within 14 business days of receiving the request.

The CSO's agrees to pay the UNM Department Room Rental and Audio-Visual Rates.

If the CSO does not have funds, they have two options:

Attempt to partner with a UNM department or external client for sponsorship.

OR
Submit a funding request to the Student Union Director to utilize funds set aside by SFRB for these purposes.

APPEALS PROCEDURE:

If a student organization does not agree with the Event Planning Managers decision, the student organization can file an "Appeals Request", with the Director of the Student Union Building.

The Director of the SUB or their designee will review the decision of the Event Planning Manager when considering an appeals request 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 for the Student Activities Center, the GPSA President or an appointed delegate and ASUNM President or an appointed delegate. The committee will have a minimum of seven (7) business days to review the request and reach a decision.

The decision of either committee will be final.

SUB MEETING ROOM & SCHEDULING INFORMATION:

For more information on rooms available for booking, size and capacity, visit ems.unm.edu or contact our the UNM Event Planning office at 505 277-5498 or subevent.unm.edu.

The SUB Event Planning office will reserve a meeting room that is the best fit for your number of attendees (minimum of 5) and set up of the room. When you request a specific room and it is available at the time you make your reservation, we will reserve it.

*HOWEVER, the Event Planning office cannot **guarantee** the exact meeting room as originally reserved. Your event may be moved to another meeting room based on business operations, you will be given notice via email and/or phone, at least 12 hours in advance.*

When the Event Planning staff emails you a Confirmation of the reservations. The following information will apply:

Please review and return a signed copy of the Confirmation to the Event Planning Office via email (to subevent@unm.edu) or in person, by the requested date_____. If a signed copy of the confirmation is not received by the due date, the space held for the event will be released.

Same day reservations will not be scheduled. Next day reservations will need to be made in person in the SUB Event Planning Office and no later than 3:00 PM. Next day reservations will not be made on Friday for Saturday or Sunday.

MALL TABLES:

The six-foot tables located on the Mall Level will be reserved only for Chartered Student Organizations at no charge 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.

Campaigning is not allowed on mall tables; Plaza tables can be rented at the External Organizational Rate.

Distribution of information and solicitation must be confined to the location designated in the confirmation agreement 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). 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 Student Unions 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:

Audio-visual equipment must be requested through the UNM Event Planning/Scheduling Office with the original Room Reservation Agreement 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.

No audio-visual equipment may be taken from the building or from the assigned room or area at any time.

SIGNS AND DECORATION:

Signs for events in the SUB 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, HELIUM BALLOONS, GLITTER, CONFETTI, SMOKE/FOG MACHINES and OPEN FLAMES 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](#).

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.

SECURITY:

The Student Union Building requires the hiring of security staff for dances, concerts, weddings, and other events at the expense of the sponsoring organization. Event planning will provide the CSO the link to request security from UNMPD. The SUB 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.

FOOD AND BEVERAGE:

CSOs can only use Chartwell's aka UNM Catering and/or food vendors that are in the SUB. CSOs CANNOT BRING IN THEIR OWN FOOD FROM ANY OUTSIDE SOURCE. The only exception to the Food and Beverage policy is if a CSO is hosting an event of 25 or less people; they can bring in commercially packaged food - (See Chartwell's for approved list of pre-packaged food items).

PAYMENT:

Chartered Student Organizations are required to submit an internal requisition to Student Government Accounting Office at least a week in advance for additional fees. For sponsoring organizations not receiving funding through ASUNM or GPSA, payment can be made by credit card or a check in the name of the student organization for the total of estimated charges 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 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 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.

DAMAGE:

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 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.

CONTACT INFORMATION:

If you need additional information or would like to make a reservation please contact our UNM Event Planning/Scheduling Office or visit our office in the SUB Suite 1094 on the Plaza level of the Student Union Building.

Phone: (505) 277-5498

E-mail: subevent@unm.edu

FORMS:

[Event Notification Form](#)

[Appeals Form](#)

[Exemption Request Form](#)

[Ticket Sales Request Form](#)

[Security Request](#)

[Outside Food Policy](#)