



STUDENT UNION BUILDING

University of New Mexico

Student Union Building

POLICY MANUAL

Updated April 25, 2019

The Student Union Building is a division of Student Affairs

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Student Affairs

Student Affairs Mission Statement

The Division of Student Affairs is committed to students first, knowledge foremost, and a transforming life experience.

Student Affairs Vision

Prepare students to fulfill their individual potentials to become life-long learners who are engaged, responsible members of a diverse global community. act individually and collaboratively as a division to create, initiate, sustain, and assess campus learning environments that motivate, challenge, support and inspire student success and excellence.

Student Union Building Mission

SUB Mission Statement

The mission of the New Mexico Student Union (SUB) is to serve as a campus community center, offering many programs and services to the University community. The goals of the SUB support the University's mission. It is not just a building; it is also an organization and a program. The SUB is part of the educational program of the University. As the center of University community life, it serves as a laboratory of citizenship, training students in social responsibility and for leadership in our democratic government.

A Division of Student Affairs

The Division of Student Affairs is the primary student services provider for the University of New Mexico's large and varied student population. Student Affairs departments are home to support services for students from diverse ethnic backgrounds and for women; student health care; campus housing; student entertainment and recreation; academic support services, including advisement, tutoring and mentoring; financial aid and scholarships; child care; admissions and recruitment services; professional development and career services; and a student union.

Governance (Ref: SUB Board Constitution)

The SUB Board governs the New Mexico Student Union. It is a joint committee of the Associated Students of the University of New Mexico (ASUNM), the Graduate and Professional Student Association (GPSA),

the Faculty Senate, the UNM Alumni Association, and the University of New Mexico administration. The leadership of the SUB Board is selected from among the student members of the Board. The primary function of the Board is to help formulate policy for the operation of the New Mexico Student Union. Specifically in this regard the Board shall:

- *Review and approve the schedule of charges prepared by the Director of the Union for use in the SUB's facilities.*
- *Establish policy with the Director of the Union for use of the SUB's facilities by students, faculty, alumni, and employees of UNM and the members of the community of Albuquerque.*
- *Participate on a search committee when the position of the Director of the SUB is to be filled.*
- *Determine facility space allocation for the SUB on an annual basis.*

The Board shall serve to represent the interests of its constituent groups. Specifically in this regard, the Board shall:

- *Review the annual budget of the SUB.*
- *Remain continuously informed of and give suggestions for the services and financial operations of the SUB, and maintain records of this information for its constituent groups and future board members.*
- *Serve to promote student involvement in the activities and operations of the SUB in recognition of the unique position of students as primary users of the SUBs facilities and programs.*

Funding

The SUB is funded annually by student fees and revenues generated by space rentals, food products and services. The Student Fee Review Board is responsible for the allocation of student fees to respective services across campus. The SUB is not an Instruction and General funded campus entity.

Facilities and Services

The SUB supports out-of-classroom programs and experiences, and intends to provide services that contribute to the daily activities of campus community members. The SUB advocates student-initiated programs through ASUNM and GPSA by providing space for lectures, speakers, academic conferences, and other activities that contribute to the educational experience of the UNM community. Activities offered by ASUNM and GPSA include entertainment and special events, a film series, an arts and crafts program, exhibition gallery space and special annual programs.

Terminology

For the purposes of this manual, the New Mexico Student Union will be referred to as SUB. These two names should be considered one in the same throughout this manual. The SUB may refer to the physical building and the team of staff that oversees the facility and events taking place.

SUB Welcome Desk

505.277.5626

subwd@unm.edu

SUB Administration Office

505.277.2331

sub@unm.edu

UNM Event Planning & Scheduling Office

505.277.5498

subevent@unm.edu

The New Mexico Student Union Building Administration, SUB Board and the University of New Mexico reserve the right to make any changes to this policy manual at any time. The most current version of this policy manual will always be available online at <http://sub.unm.edu>.

New Mexico Student Union Building General Policies

The following policies apply to the New Mexico Student Union Building. Excerpts from the University of New Mexico Business Policies and Procedures (UBPPM) Manual, all of which the SUB is required to adhere to, are included where appropriate. Such policy titles are indicated in parentheses with text from the policy in italics.

Use of Alcohol On University Property (UBPPM Manual, 2140)

The use and possession of alcohol is prohibited on University property. However, alcohol may be used at receptions or other social functions sponsored by a University department or other unit when approved by the University President or designee in advance, in writing. Such events should normally involve special guests of the University or otherwise be a non-routine occurrence, such as a reception for visiting dignitaries or a reception in connection with an academic conference. The reception or function must be by invitation only and held in a location that can reasonably be closed to the public. The following additional restrictions apply:

- *Only beer and/or wine may be served.*
- *Sale of alcohol is prohibited. Cash bars and entrance fees intended to help defray the cost of providing alcoholic beverages are prohibited.*

Advertising in the SUB (Ref: SUB Advertising Policy)

University of New Mexico Chartered Student Organizations, ASUNM & GPSA (and their agencies), and departments in good standing with the University can reserve space, upon approval, to advertise in the Student Union Building free of charge. Student organizations and university departments are eligible to publicize and promote activities that create educational, career, cultural, creative or social opportunities for UNM students.

University of New Mexico on-campus activities and events sponsored by on-campus organizations may qualify for use of the following media:

- TV Monitors
- Outdoor Marquee (LED Board)
- Indoor and Outdoor Banners
- SUB Website
- Table Top Ads

Please refer to the SUB Advertising Policy for more information. All advertising requests are fielded directly through the SUB Marketing Department at 505.277.7885 or sub@unm.edu.

Amplification of Sound (Ref: Room Reservation Policy for Respective Group)

No amplified music will be allowed in the upper level meeting rooms of the SUB. Only soft music will be allowed with permission from the Event Planning Manager. No amplified music will be allowed in the SUB Atrium, except during the hours of 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.

Animal Control On University Property (UBPPM Manual, 2290)

Except for service animals, animals are not permitted in University buildings or facilities except as authorized by the appropriate dean, director, or department head. Animals may not be left unattended at any time on campus. Animals may not be tied or tethered to any University property, including, but not limited to buildings, railings, bike racks, fire hydrants, fences, sign posts, benches, and trees.

Any unauthorized animals found in the SUB will be removed. Please refer to the "Service Animals" section of this document for more information.

ATM Machines

To report a problem with an ATM machine in the SUB, please call the SUB Administration Office at 505.277.2331 or the corresponding bank:

- Bank of America: 800.432.1000
- CU Anytime: 505.346.2078
- Mini Bank ATM: 480.652.0505
- Wells Fargo: 800.869.3557

Audio Visual Equipment

The New Mexico Student Union has a limited quantity of audio-visual equipment available for rent 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.

After Hours in the SUB

The use of the SUB during hours when the facility is closed is only permitted with the permissions of the Director of the SUB, the SUB Space Allocation Committee or UNM Police Department. The SUB must be staffed by a SUB staff member at all times while guests are in the building regardless of the group or presence of other university staff, faculty or advisors.

Bicycles and Other Non-motorized Vehicles (UBPPM Manual, 2260)

The following acts with non-motorized vehicles are prohibited on University property at all times:

- *Performing acrobatic maneuvers, stunts, trick riding, or similar movements.*
- *Using excessive speed.*
- *Jumping on or over steps, benches, rails, walls, fountains, or other permanent or temporary fixtures.*
- *Skating or riding any non-motorized vehicle on handicap access ramps.*
- *Skating or riding any non-motorized vehicle inside a University building or within fifteen (15) feet of a University building.*
- *Parking a bicycle any place other than at an authorized bicycle rack.*
- *Taking bicycles into University buildings except as authorized by the appropriate dean, director, or department head.*
- *Placing bicycles inside University buildings in a manner that blocks entrance and egress routes or public ways or that constitutes any safety hazard.*
- *Participating in any activity which reasonably presents a risk of injury to persons or damage to property.*

Building Hours

The hours of the SUB are set to provide maximum service to meet the needs of the University community. Building hours are based on the following criteria:

- Academic calendar including quarter breaks, summer sessions, and residence hall openings and closings
- Dining Services
- University and National holidays

The hours of the SUB are always posted at every entrance of the building, at the Welcome Desk and on the SUB website.

Events which require an early opening or a late closing of the SUB facility beyond the normal operating hours must be arranged through the UNM Event Planning & Scheduling Office. An hourly charge will be assessed for each hour before or after the normal operating times. (See the Room Reservation Policy for further information)

Card Access

Requesting Card Access:

- Departments, Chartwells, SUB Tenants and SUB Employees
 - To gain Lobo Card access to the Student Union Building, you must complete an Access Request and submit a photocopy or fax of the requesting persons UNM Lobo ID. The form can be accessed under the Employee tab on the SUB website (<http://sub.unm.edu>) and must be submitted to SUB room 3020 to the Project Coordinator

- Student Organizations and Student Government
 - To gain Lobo Card access to the Student Union Building, you must complete an Access Request and submit a photocopy or fax of the requesting persons UNM Lobo ID. The form can be accessed under the Involvement tab on the SUB website (<http://sub.unm.edu>), then selecting Lobo Lair. The form and copy of ID must be submitted to SUB room 3020 to the Project Coordinator.

Removal of Card Access:

- Departments, Chartwells, SUB Tenants and SUB Employees
 - Email the Project Coordinator at subspc@unm.edu to have an employee or past employees card access removed.
- Student Organizations and Student Government
 - Card Access will be removed at the beginning of semester after the checkout process has been completed.

For any complications or questions about the information listed above please call, email or visit the Student Union Project Coordinator at 505.277.0794, subspc@unm.edu, SUB room 3020.

Cleanliness

Groups using the SUB are expected to maintain a general cleanliness of the room which they are using (lobby areas included). All rooms (with the exception of set up) should be left in the condition in which they were set. In order to maintain a safe and clean environment for all people in the SUB, all patrons are expected to properly dispose of their trash in the proper trash receptacles. Please contact the SUB Building Manager for more trash receptacles, additional trash bags or to report a full trash receptacle.

Donation Boxes/Drives (Ref: Charitable Giving Policy)

All fundraising efforts taking place within the SUB must adhere to the Charitable Giving Policy. University of New Mexico Chartered Student Organizations, ASUNM and GPSA (and their respective agencies) in good standing with the University can conduct charitable giving events/drives, upon approval, in the Student Union Building. This policy streamlines the process for any student organization who wishes to promote charitable giving.

Fire Safety

SUB patrons must respond to every alarm as if it were an actual emergency. All occupants must evacuate the SUB quickly and orderly. SUB staff may be present to assist occupants. Under no circumstances should occupants take the elevator to evacuate the SUB; always exit via the stairs if the alarm is activated.

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.

Freedom of Expression and Dissent (UBPPM Manual, 2220)

The University is committed to tolerate all peaceful speech activities carried out upon the campus unless those activities destroy or materially damage property, materially disrupt other legitimate University activities, or create a substantial health or safety hazard. This policy applies to all buildings, grounds, and property owned or controlled by the University.

A speech activity materially disrupts other legitimate University activities when a reasonable person is unable to effectively perform a legitimate University activity because of the speech activity taking place. Examples include:

- *Conducting the speech activity at a volume that substantially disrupts the normal use of classrooms, offices, laboratories, and other University facilities or grounds;*
- *Physically preventing persons from entering or leaving a building or premises;*
- *Conducting a speech activity inside a building and not ending it at or before the close of the building's regular hours.*

Inclement Weather (UBPPM Manual, 3435)

The University of New Mexico has an obligation to conduct its education, business, and support activities on a regular basis despite occasional inconveniences caused by inclement weather. At the same time, the University has a responsibility for the safety and well being of its students, faculty and staff. The University will not close during periods of inclement weather unless conditions are so severe as to endanger the University community. The President will determine if the Albuquerque campus will close. In order to assist employees with child care arrangements, whenever practical the University will attempt to align delays and closures of the Albuquerque campus with delays and closures of the Albuquerque Public Schools. Employees will be advised of early release, late report, or no report conditions through TV and radio announcements, with specific information about the Albuquerque campus given over UNM's "Snow Hotline," 277-SNOW. The announcements will specify if the University is open, delayed, or closed.

Keys and Locks

All Chartered Student Organizations assigned to an office in the Lobo Lair of the SUB can request keys for their desks in their offices through the SUB Maintenance and Facilities Office. A current Lobo ID is required for all key check-outs. The individual must have current card access to the office. Individuals can inquire with the Student Union Project Coordinator at 505.277.0794, subspc@unm.edu, SUB room 3020.

For door keys, approval must be given to the requesting individual by the Director of the SUB. Keys will be issued by the UNM Lock Shop located on North Campus. For more information, please call the SUB Administration Office, 505.277.2331.

Loading Dock

SUB loading dock passes serve as a TEMPORARY pass to load and unload in the SUB loading dock. Passes are distributed to vendors for deliveries, maintenances, or service. Participants for events in the SUB that need to load/unload equipment may also request a pass.

To request a SUB loading dock pass:

- Requests must be made to the SUB department the vendor/visitor is working with to plan their visit to the SUB.
- SUB departments that can authorize loading dock passes:
 - SUB Event Planning & Scheduling
 - Maintenance
 - Vending
 - SUB Administration
- The loading dock pass will be distributed by the SUB Welcome Desk, with the permission of the above named SUB department(s).

Passes are issued for a 30 minute maximum duration. Passes will be given to load and unload only. The SUB Welcome Desk will check the loading dock on a periodic basis to ensure there are no unauthorized vehicles parked in the dock. If there is a vehicle parked in the loading dock without authorization, blocking another vehicle or not parked in the designated area, the SUB Welcome Desk attendant will contact the SUB Facilities Manager and UNM Parking and Transportation. Unauthorized cars in the loading dock may be ticketed or towed without warning.

Lost and Found

Lost and Found services are provided for items lost in the SUB or left around the SUB. Any items found should be brought to the SUB Welcome Desk immediately. The SUB cannot accept any items that are dangerous, explosive, living or illegal. The SUB Welcome Desk cannot hold any items for any person for any reason. All items turned into the SUB Welcome Desk will be held in the SUB for two weeks. At the end of two weeks, all items will be taken to UNM PD. If an item has any contact information on it, the SUB Welcome Desk staff will attempt to contact the owner.

For questions or to inquire about the SUB Lost and Found, contact the SUB Welcome Desk: 505.277.5626 or subwd@unm.edu.

Maintenance and Building Services

Requests for repairs are made online through the SUB website (sub.unm.edu). The requester will be sent an email verification of the work order submitted and updated as changes occur. The Facilities Manager will determine if outside assistance is warranted and, if so, make necessary arrangements for the work to be done. No architectural alterations to the SUB are allowed. The SUB maintains its own

custodial staff. Any concerns or special requests should be directed to the SUB website (sub.unm.edu) or the SUB Welcome Desk (505.277.5626 or subwd@unm.edu).

Office and Storage Space

The SUB Board determines facility office and storage space allocation for the SUB on an annual basis. Room access for SUB staff, tenants, and chartered student organizations will need to be processed through the SUB Administration Office, Student Project Coordinator. Any student organization, tenant or vendor will need to provide the Student Project Coordinator with a list of members and staff to obtain access to their office and/or storage space. The Student Project Coordinator activates access capability to individually programmed UNM identification cards (Lobo Cards).

Lobo Cards are available from the UNM Lobo Card Office. Programmed cards can only be used in specific areas and only for authorized purposes. Individuals who request programmed Lobo Cards are responsible for their use and may be held liable for misuse and/or loss. There is a \$10.00 charge for lost Lobo Cards.

For more information regarding Student Union Building office and storage allocation or the SUB card access procedure, visit sub.unm.edu or contact the Student Union, Student Project Coordinator at subspc@unm.edu.

Outdoor Spaces, Posting and Amplification

All outdoor space, posting, and amplification is coordinated through the UNM Student Activities Office.

Student Activities
505.277.4706
Room 1018, SUB Plaza Level

Parking

When planning or attending an event in the SUB, all guests must park in accordance with UNM parking policies available from UNM Parking Services. These policies can be found at: <http://pats.unm.edu/>.

Personal Injury or Property Damage- Non-UNM Employee

If a campus visitor or Student Union customer is injured in the Student Union, or if non-UNM property is damaged in the Student Union, the following actions must be taken.

- To secure immediate medical attention, a Student Union employee should contact a Student Union Manager and the Welcome Desk attendant (277-5626). To report property loss or damage, a report should be made to the Welcome Desk attendant (277-5626) who will notify a Student Union Manager.
- The Student Union Manager will offer prompt action and ensure provision of the *Casualty And Liability Insurance Claims Policy 6510*, Notice Of Claim (for) Personal Injury or Property Damage form UBP http://www.unm.edu/~UBPPMm/UBPPMmanual/6150ex_a.htm.

- The Student Union Manager will follow appropriate UNM Risk Management guidelines and guarantee that Risk Management procedures are implemented.

Political Activity On Campus (UBPPM Manual, 3735)

The University recognizes and approves the right of free speech and expression of opinion on any subject by any member of the University community, whether the subject relates to on or off campus issues. Those who speak or act shall not do so in the name of the University or any of its organizations unless there has been specific authorization by the administration to do so.

Property Management And Control (UBPPM Manual, 7710)

University property and resources may be used only for University business.

Regulations and Safety

The organization/department/community group of an event hosted in the SUB is responsible for both the safety of persons attending and for returning the rooms back to their original condition. Alteration to the permanent structure of the spaces, including walls, ceilings, seating, floors, window treatments, fixtures, screens, and electricity is not permitted. Any damage will be charged to the group at the replacement/repair cost.

Aisle ways must be kept clear at all times during programs. Seating and standing in aisle ways during a program is a violation of fire codes.

In accordance with state fire law, all doors to suites must remain closed at all times. This does not apply to doors with installed magnetic releases.

Exits must open readily and be accessible at all times. At no time will an emergency door be blocked or fastened so that the door cannot be opened from the inside or the outside. No doors may be covered in paper so as to limit the visual access for safety concerns.

No access to the back hallways or kitchen areas will be granted to anyone other than authorized personnel or as organized by the UNM Event Planning & Scheduling Office.

Room Reservation and Catering (Ref: Room Reservation Policy for respective groups)

The New Mexico Student Union Building serves as an ideal setting for a group's meeting, conference or special events. The SUB offers a wide spectrum of facilities for your needs, including more than 20 meeting rooms, a multi-function theater and three ballrooms, with state-of-the-art amenities.

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 suite 1094 on the Plaza level of the Student Union Building.

UNM Event Planning & Scheduling Office

Phone: (505)277-5498

Fax: (505)277-3258

Web site: sub.unm.edu

E-mail: subevent@unm.edu

Safety

If a campus visitor or Student Union customer is injured in the Student Union, or if non-UNM property is damaged in the Student Union, the following actions must be taken.

- To secure immediate medical attention, a Student Union employee should contact a Student Union Manager and the Welcome Desk attendant (277-5626). To report property loss or damage, a report should be made to the Welcome Desk attendant (277-5626) who will notify a Student Union Manager.
- The Student Union Manager will offer prompt action and ensure provision of the *Casualty And Liability Insurance Claims Policy 6510*, Notice Of Claim (for) Personal Injury or Property Damage form UBP http://www.unm.edu/~UBPPMm/UBPPMmanual/6150ex_a.htm.
- The Student Union Manager will follow appropriate UNM Risk Management guidelines and guarantee that Risk Management procedures are implemented.

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.

Smoking on University Property (UBPPM Manual, 2250)

The University of New Mexico is committed to wellness, prevention, and providing a healthy environment in which to learn, work, and visit; therefore, smoking and the use of tobacco products are prohibited on all University property except in a small number of designated outdoor areas authorized by the University President. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco

products, and other legal smoking preparations, including but not limited to, hookahs, electronic cigarettes, and clove cigarettes. This policy applies to all vehicles on University property, including privately owned vehicles, and all property owned, leased, operated, or under the control of UNM except for branch campuses.

Smoking and the use of any tobacco products are prohibited on all University property except in a small number designated outdoor areas authorized by the University President. Smoking and tobacco use are limited to the confines of designated areas which are clearly marked, and individuals choosing to smoke or use tobacco in designated areas are responsible for properly disposing of all smoking and tobacco litter in the receptacles provided. These designated areas are being provided to create a positive transition for individuals who currently use tobacco as UNM phases into a totally tobacco-free environment. As students and employees achieve success in quitting smoking and stopping the use of tobacco the number of designated areas will be reduced within a five-year period.

Solicitation (UBPPM Manual, 2160)

No person shall sell food, goods, or services or carry on a trade or business on University property without the expressed consent of the University.

Visitors (UNM, Visitor Code of Conduct)

The Dean of Students Office has the responsibility to help students understand the rights and responsibilities that belong to them in the University community. Regulations such as the Student Code of Conduct and Visitor Code of Conduct are designed to enable the University to protect the community against the conduct of those who, by their actions, affect adversely the University's educational function, disrupt community living on campus, or interfere with the rights of others.

Weapons and Firearms (UBPPM 2210)

Law enforcement officers, in the performance of their authorized duties, may carry weapons on campus. ROTC students conducting required and supervised drills may carry inoperable weapons only for the purpose of those drills.

With the foregoing exceptions, no person may use or possess a weapon on any part of campus. For the purpose of this policy, weapons include, but are not limited to, firearms, ammunition or other dangerous weapons, substances, or materials, bombs, explosives, or incendiary devices. Persons with such weapons, materials, or devices must enter campus at the closest point to the Campus Police Office and deposit all weapons or materials at that office for the duration of their stay. Dangerous substances and materials used for University business, such as research, must be authorized in advance by the Department of Risk Management.

If any person does carry such weapons and/or materials on campus, the weapons and/or materials may be impounded by a law enforcement officer for the duration of the person's stay on campus and the person may also be subject to appropriate disciplinary and/or criminal action.

Welcome Desk

The SUB Welcome Desk is located on the Mall level and provides information and services to customers during the posted building hours. Information pertaining to events within the building, including information about special events across campus, is also available at the Welcome Desk.

Wireless Laptop Services (<http://it.unm.edu/network/nacfaq.html>)

Lobo-WiFi is UNM's campus-wide wireless network. All UNM students, faculty and staff can access the wireless network with a UNM NetID and password. Lobo-WiFi provides full network access including my.unm.edu and Banner.

*Lobo-Guest is a wireless connection with limited network and web access and is intended for visitors to UNM and others without a UNM NetID and password. Lobo-Guest requires that you agree to the terms of **UNM Policy 2500, Acceptable Computer Use** to use Lobo-Guest.*

For more information on UNM Wireless Services, please contact UNM IT Customer Support Services (north of La Posada on the east side of Campus Blvd Parking Structure) or call 505.277.5757.

New Mexico Student Union Facility Users

The following groups of people are authorized to utilize SUB facilities.

Chartered Student Organizations

Authorized activities include those offered by ASUNM, GPSA, or chartered student organizations that are consistent with the New Mexico Student Union Mission. These activities include, but are not limited to student-sponsored social, cultural, educational, and service projects.

Office space is available to chartered student organizations, as defined by the Student Activities Center, and is allocated on a yearly basis by the SUB Board Space Allocation Committee.

University Departments

University Departments include those that conduct educational or training activities and services that adhere to the University's institutional mission. In order to qualify as a part of the "University Department" category, these activities must have been created and offered by the University of New Mexico.

Community Groups

These activities, which are not offered by the University of New Mexico but provide a service for the community, should be consistent with the goals affirmed by UNM for community service. These services may include social events, conferences, institutes, and advisory services. It is the intention of UNM to make available to the public various resources and special capabilities that exist within the institution.