

CHARTERED STUDENT ORGANIZATIONS CSO'S

STUDENT UNION BUILDING BOOKING GUIDELINES:

A Chartered Student Organization may reserve space in the SUB at no charge, for meetings and/or events specific to the Chartered Student Organization and their mission. For each student organization 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 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 and sign the rental agreement. 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 suggestion of space locations.

To qualify as a Chartered Student Organization meeting or event, 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 Off-Campus customer rate.

CSO's can reserve a maximum of two (2) meetings per week and a maximum of three (3) meeting rooms per day. Any organization requesting to reserve more than three (3) meeting rooms per day must submit an Exemption Request Form a minimum of fourteen (14) days prior to the start of the event. The maximum number of meeting rooms the CSO can request on the Exemption Request Form is six (6) per day. 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. CSO's agree to pay the Student Organization Room Rental and Audio-Visual Rate for meeting rooms approved above three (3) meeting rooms per day. Student Organization rate is a 95% discount off the Off-Campus customer rate for room rental and audio-visual rates.

- CSO's must submit an Event Notification form a minimum of 30 days prior to the start of the event when expected attendance is fifty (50) or more.
- If the CSO charges an admission or a registration fee the organization will be charged the Student Organization Room Rental Rate.
- If the CSO advertises to the general public, the organization will be charged the Off-Campus customer rate. A sample of the advertising must be submitted to the Event Planning office.
- Chartered Students Organizations is intending to sell/provide tickets to an event the CSO must submit a Ticket Sales Request form through UNM Ticketing Services. Form must be submitted a minimum of 14 days prior to the start date. UNM Ticketing Services is the only authorized ticketing agency, no other services can be used. SUB administration staff is available for assistance if required.

Chartered Student Organizations requesting space for the purpose of a Special Event i.e., conference, guest speaker event, use of the Ballrooms or Theatre must submit an Exemption Request Form a minimum of 30 days prior and no more than 90 days prior to the start of the event.

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

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

APPEALS PROCEDURE:

If a student organization does not agree with the Event Planning Managers decision on, 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:

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

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

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.

Room rental fees and standard Audio-Visual equipment are waived for all Chartered Student Organizations with the following exceptions:

- Stage/riser (6' x 8' x 30") - \$25.00 per section

- Confidence Monitor - \$300.00
- Special Lighting (ceiling spotlight in ballroom) – pricing varies, contact the Event Planning Office for pricing.
- Dance Floor (depends on size - \$150.00 to \$450.00)
- Opening/Closing fee, additional building hours (hours needed before or after normal operating hours) - \$160.00 per fee
- A/V Technicians - \$25.00 per person per hour
- Renting Louies Lounge - \$40.00 per hour
- Pipe & Drape (black & red only) - \$55.00 per 10-foot section

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.

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

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 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.

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

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 DECORATIONS

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.

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](#)