Centennial Engineering Center
Space Use Guidelines

Basic Guidelines
- The Stamm Commons (CEC Rm. 1044) is a student study lounge. The room is available for other SOE use during any hours, as approved by the Dean. Other University organizations may request usage after 4pm M–F and on weekends, or by approval of the Dean.
- The School of Engineering (SOE) Dean’s Office reserves the right to approve/deny/or restrict the use of the Stamm Commons and CEC Courtyard based on the needs of the School of Engineering and the occupants of the Centennial Engineering Center, including cancelling previously approved requests.
- Event flyers **may not** be put up on doors or windows in the building. There are four bulletin boards on the 1st floor for postings. Please remove postings after your event.
- If you need to cancel your previously approved event, please email soe@unm.edu ASAP.

Student groups
- Requests will no longer be approved for regular/standing meetings. Please consider requesting free classroom space (in almost any building) through UNM Scheduling (http://www.unm.edu/~schedule/request.html).
- Chartered student organizations may request free meeting spaces in the Student Union Building (http://ems.unm.edu/EmsWebApp/Default.aspx).
- Engineering Student Groups may request use of space in the Engineering Student Success Center: https://ess.unm.edu/services/room-reservations/index.html
- Student groups can still request to use the Stamm for special events, such as banquets, end-of-semester awards, conferences, guest speakers, movie nights, etc.
- Your advisor will also be held accountable for any damages to the room.

Covid-19 Guidelines
- **If you expect 25 or more attendees:** requests will not be approved unless the event has also been approved via UNM Event Requests: http://campusexperience.unm.edu/resources/unm-event-request.html
- Approved events MUST follow all current UNM and New Mexico public health order guidelines related to Covid-19. It is the responsibility of the requesting party to familiarize themselves with the current rules: cv.nmhealth.org https://bringbackthepack.unm.edu/

Room Maintenance & Equipment
- Users are responsible for set-up and arrangement of the scheduled room/courtyard.
- Meeting attendees are expected to maintain a professional working environment. Centennial Engineering Center occupants are not to be disturbed.
- Users are responsible for bringing their own equipment & supplies. No equipment/supplies are available at the SOE Dean’s Office for public use.
- General cleaning of the room/courtyard is expected. All equipment must be removed immediately at the end of the meeting, including any catering supplies and trash. Dispose of your trash in the trash room at the end of your event. **It is also expected that furniture will be returned to the original configuration by the user(s),** (see page 3 for layout).

Damages
- The School of Engineering Dean’s Office will hold users accountable for any damages sustained to room, furniture, equipment, grounds, etc. This includes the Stamm AV equipment. We reserve the right to charge a cleanup fee after any event.

The Dean’s Office reserves the right to cancel any event for any reason. We will make every attempt to notify groups of cancellations quickly, but occasional last-minute cancellations are possible.
CEC Space Request & Agreement

Two Week Notice Is Required

<table>
<thead>
<tr>
<th>Area Requested</th>
<th>Equipment: (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stamm Commons, Rm. 1044 (Max. Cap. Of 60 seats) *</td>
<td>Stamm AV (HDMI cable + Projector Remote – you must use your own laptop)**</td>
</tr>
<tr>
<td>CEC Courtyard</td>
<td>NOTE: CEC Auditorium (room 1041) is available for reservation through <a href="http://www.unm.edu/~schedule/request.html">http://www.unm.edu/~schedule/request.html</a> and is no longer reserved through the Dean’s Office</td>
</tr>
</tbody>
</table>

*University organizations may request usage after 4pm M–F and on weekends, or by approval of the Dean.

** Requires user to sign check out sheet in Dean’s Office

Reservation Date(s): __________________________

Day of week: __________________________

What time do you need the doors open & closed: __________________________

Event Time(s): __________________________

Title of Event: __________________________

Estimated Number of Attendees: __________ Type of Attendee: __________________________

(students, faculty, etc.)

Brief Description of Event: __________________________

Will you be serving food/beverages? (Yes/No)* ______

* If, you have selected ‘Yes’ please be aware that as stated in the *Centennial Engineering Center Space Use Guidelines* you will be held accountable “…for any damages sustained to room, furniture, equipment, grounds, etc”. All reservations are subject to cancellation by Dean’s Office.

User Name: __________________________ Organization Type: __________________________

User Phone: __________________________

User Email: __________________________

User Fax: __________________________

Organization/Dept Name: __________________________ If Other, please explain: __________________________

The SOE Dean’s Office will confirm reservation requests upon receipt of the completed Request Form. Please allow at least 2 days for processing of this request. Bring the completed form to the Centennial Engineering Center, Room 3071 or email to soe@unm.edu.

Please sign below confirming that you have read and understand the guidelines and terms of use that have been provided to you. The SOE Dean’s Office reserves the right to deny use of these facilities to any group that fails to adhere to these guidelines.

(USER) Printed Name __________________________ (USER) Signature __________________________ Date __________

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SOE Dean’s Office Use Only

Approved: ______

Denied: ______

Receiver’s Signature: __________________________ Date: __________

Approver’s Signature: __________________________ Date: __________
If the trash room door is locked, please place all bagged trash outside the door. Thank you.