Centennial Engineering Center
Space Use Guidelines

Basic Guidelines
- The School of Engineering (SOE) Dean’s Office reserves the right to approve/deny/or restrict the use of the Stamm Room (CEC Rm. 1044), and CEC Courtyard based on the needs of the School of Engineering and the occupants of the Centennial Engineering Center.
- The SOE Dean’s Office requires at least a two week notice for room requests.
- In the event of cancellation a minimum of a 24hr notice is required.
- The Stamm Room (CEC Rm. 1044) is a student study lounge. The room is available for use by SOE & Engineering affiliated student organizations during any hours. Other University organizations may request usage after 5pm M–F and on weekends, or by approval of the Dean.
- 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. You may post flyers on those boards using a stapler or thumb tack - no tape. Other posted flyers will be removed.

Room Maintenance & Equipment
- Users are responsible for set-up and arrangement of the scheduled room.
- 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 is expected. All equipment must be removed immediately at the end of the meeting, including any catering supplies and trash. It is also expected that furniture will be returned to the original configuration.

Security, & Damages
- When using the Stamm Room outside of normal business hours which are subject to change (M-F 7:30am-9:30pm, Sat. 8:00am-5:30pm , Sun. Closed), the user is responsible for contacting the SOE Dean’s Office to ensure that the Centennial Engineering Center’s main doors are open for their event.
- The School of Engineering Dean’s Office will hold users accountable for any damages sustained to room, furniture, equipment, grounds, etc.
## CEC Space Request & Agreement

*Two Week Notice Is Required*

<table>
<thead>
<tr>
<th>Area:</th>
<th>Stamm Room, Rm. 1044 (Max. Cap. of 60 seats)</th>
<th>CEC Courtyard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>The room is available for use by SOE &amp; student organizations…</em></td>
<td><em>University organizations may request usage after 4pm M–F and on weekends, or by approval of the Dean.</em></td>
</tr>
</tbody>
</table>

### Reservation Details

- **Reservation Date(s):**
- **Event Time(s):**
- **What times do you need the doors open & closed:**
- **Title of Event:**

### Attendees

- **Estimated Number of Attendees:**
- **Type of Attendee:**

### Event Description

- **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”.*

### Contact Information

- **User Name:**
- **User Phone:**
- **User Email:**
- **User Fax:**

### Organization/Dept Name

- **Engineering Affiliated Dept. or Org. (Yes/No):**

### Organization Type

- **SOE Department/Center**
- **SOE Student Group/Org**
- **Non-SOE UNM Office**
- **SOE Off-Campus Affiliate**
- **Other**

- **Please Explain:**

The SOE Dean’s Office will confirm reservation requests upon receipt of the completed Request Form. Please allow 1–2 days for the processing of this request. Bring the completed form to the Centennial Engineering Center, Room 3071, fax to (505) 277-1422 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 the use of these facilities to any group that fails to adhere to these guidelines.

### Approval

- **Approved:**
- **Denied:**

### Signatures

- **SOE Dean’s Office Use Only**
- **Receiver’s Signature**
- **Date**
- **Approver’s Signature**
- **Date**

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