



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*

Area:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stamm Room, Rm. 1044 (Max. Cap. of 60 seats) *	*University organizations may request usage after 4pm M-F and on weekends, or by approval of the Dean.
<input type="checkbox"/>	*The room is available for use by SOE & student organizations...	
<input type="checkbox"/>	CEC Courtyard	

Reservation Date(s): _____

Event Time(s): _____

What times do you need the doors open & closed: _____

Title of Event: _____

SOE Dean's Office
Stamp

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".

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.

 (USER) Printed Name (USER) Signature Date

SOE Dean's Office Use Only

Approved:	<input type="checkbox"/>	
Denied:	<input type="checkbox"/>	

 Receiver's Signature Date

 Approver's Signature Date