

## **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 Commons (CEC Rm. 1044), 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.
- In the event of cancellation by the requestor, a minimum of a 24hr notice is required.
- The Stamm Commons (CEC Rm. 1044) is a student study lounge. The room is available for use by SOE & student organizations 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.
- Event flyers **may not** be put up on doors or windows in the building. There are four bulletin boards on the 1<sup>st</sup> floor for postings. You may post flyers on those boards using a stapler or thumb tack – no tape. Other posted flyers will be removed.

### **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 New Mexico public health order guidelines related to Covid-19. It is the responsibility of the requesting body to familiarize themselves with the current rules: [cv.nmhealth.org](http://cv.nmhealth.org)
- Events must also comply with all expectations outlined in UNM's Bringing Back the Pack website: <https://bringbackthepack.unm.edu/>
- Per UNM masking requirements, masks must be worn indoors by all individuals, unless actively eating or drinking.
- In addition to sanitizing as necessary during your event, you must also sanitize any touched/communal surfaces after your event before you leave CEC grounds.

### **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).

### **Security, & 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.

# CEC Space Request & Agreement

*Two Week Notice Is Required*

<u>Area</u>	<u>Equipment: (Optional)</u>
<input style="width: 100%; height: 100%;" type="checkbox"/> Stamm Commons, Rm. 1044 (Max. Cap. Of 60 seats) * <span style="color: red;">*The room is available for use by SOE &amp; student organizations...</span>	<input style="width: 100%; height: 100%;" type="checkbox"/> Stamm AV (HDMI cable + Projector Remote – you must use your own laptop)**
<input style="width: 100%; height: 100%;" type="checkbox"/> CEC Courtyard	<div style="background-color: yellow; padding: 5px;"> <b>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</b> </div>

\*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

Office Use:  
 Schedule conflicts?  
 No  
 Yes, explain:

**Reservation Date(s):** \_\_\_\_\_  
**Event Time(s):** \_\_\_\_\_  
**What times do you need the doors open & closed:** \_\_\_\_\_  
**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".

<b>User Name:</b> _____ <b>User Phone:</b> _____ <b>User Email:</b> _____ <b>User Fax:</b> _____	<b>Organization Type:</b> SOE Department/Center <input style="width: 20px; height: 20px;" type="checkbox"/> SOE Student Group/Org. <input style="width: 20px; height: 20px;" type="checkbox"/> SOE Off-Campus Affiliate <input style="width: 20px; height: 20px;" type="checkbox"/> Other: <input style="width: 20px; height: 20px;" type="checkbox"/>
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**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 1-2 days for processing of this request. Bring the completed form to the Centennial Engineering Center, Room 3071 **or email to [soe@unm.edu](mailto: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:**                       **Denied:**

**Receiver's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approver's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Stamm Room Layout Map**

