**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 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. 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 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.
* Before your event, the Dean’s office staff will put signs on the Stamm Commons doors to notify students of your reservation of the room. Please remove these signs and discard of them at the end of your event.

**Room Maintenance & Equipment**

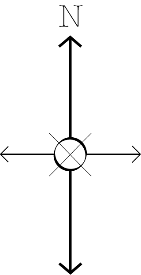
* Users are responsible for set-up and arrangement of the scheduled room.
* Meeting attendees are expected to maintain a professional working environment. Centennial Engineering Center occupants are not to be disturbed.
* Users are responsible for bringing their own equipment & supplies. No equipment/supplies 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. 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**

* When using the Stamm Commons outside of normal business hours *which are subject to change* (M-F 7:00am-7:00 pm, Sat.& 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. This includes the Stamm AV equipment and Auditorium microphones.

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|  |  | **Area** | | | | | | | | | | | | |  | | | **Equipment: (Optional)** | | | | | | | | | | | |
|  |  | Stamm Commons, Rm. 1044 (Max. Cap. Of 60 seats) **\***  \*The room is available for use by SOE & student organizations… | | | | | | | | | | | | |  | | | Stamm AV (HDMI cable + Projector Remote – you must use your own laptop)\*\* | | | | | | | | | | | |
|  |  | CEC Courtyard | | | | | | | | | | | | |  | | | Auditorium (Microphones)\*\* | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | | |  | | | NOTE: CEC Auditorium (room 1041) is available for reservation through <http://www.unm.edu/~schedule/request.html> and is no longer reserved through the Dean’s Office | | | | | | | | | | | |
| \*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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Reservation Date(s):** | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |
| **Event Time(s):** | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |
| **What times do you need the doors open & closed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SOE Dean’s Office  Stamp | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title of Event:** | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | |
| **Estimated Number of Attendees:** | | | | | | | | | |  | | | | **Type of Attendee:** | | | | | | | | | | | | | | | |
|  | | | | | | | | (students, faculty, etc.) | | | | | | | | | | | | | | | |  | | | | | |
| **Brief Description of Event:** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **Will you be serving food/beverages? (Yes/No)\*** | | | | | | | | | | | | |  | | |  | | | | | |  | | | | | | | |
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| \* 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”. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **User Name:** | | |  | | | | | | | | | | |  | | | | | **Organization Type:** | | | | | | | | |  |  |
| **User Phone:** | | |  | | | | | | | | | | |  | | | | | SOE Department/Center | | | | | | | | |  |  |
| **User Email:** | | |  | | | | | | | | | | |  | | | | | SOE Student Group/Org. | | | | | | | | |  |  |
| **User Fax:** | | |  | | | | | | | | | | |  | | | | | SOE Off-Campus Affiliate | | | | | | | | |  |  |
|  | | | | | | | | | | | | | |  | | | | | Other: | | | | | | | | |  |  |
| **Organization/Dept Name:** | | | | | | |  | | | | | | | If Other, please explain : | | | | | | | | | | | |  | | | |
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| 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**](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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| (USER) Printed Name | | | | | | | | | |  | | (USER) Signature | | | | | | | | | | | |  | | | Date | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SOE Dean’s Office Use Only** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Approved:** | | | | | | | | |  | | **Denied:** | | | | | | | | | |  | |  | | | | | | |
| **Receiver’s Signature:** | | | | | |  | | | | | | | | | | | | | | **Date:** | | | | |  | | | | |
| **Approver’s Signature:** | | | | | |  | | | | | | | | | | | | | | **Date:** | | | | |  | | | | |

**Stamm Room Layout Map**



To Trash Room

Trash Room

Elevator

If the trash room door is locked, please place all bagged trash outside the door. Thank you.

Auditorium

Outside