

FACILITY RENTAL REQUEST FORM

NORTHERN NEW MEXICO COLLEGE



REQUESTOR INFORMATION

Name: _____

Title: _____ Banner/Vendor ID: _____

Business/Organization Name: _____

Phone: _____ Email: _____

Type of Business/Organization: Profit Non-Profit

Mailing Address: _____

City: _____ State: _____ Zip: _____

EVENT INFORMATION*

Name of Event: _____ Type of Event: _____

Date of Event: _____ Starting Time: _____ Ending Time: _____

Estimated number of participants: _____ Will you need catering? Yes No

Is your meeting/event affiliated with Northern? Yes No

If so, please explain _____

*** Please attach a copy of your agenda, programs or event schedule.**

For availability, please contact:

Brandi Cordova, Executive Assistant to the Vice President for Finance & Administration
505 747-2129, bcordova@nmmc.edu

Española Campus Rentals

- Cafeteria Area – \$25/hour
- Rotunda – \$25/hour
- Eagle Memorial Gymnasium – \$100/hour
 - Main Gym + Cardio Area – \$75/hour
 - Main Gym – \$50/hour
 - Cardio Area – \$25/hour
 - Concession – (*see additional information*)
- Center for the Arts – (*see additional form*)
- Classroom(s) – \$25/hour

Additional Rentals

- Laptop – \$25/day
- Projector – \$10/day
- Projector Screen – \$10/day
- Sound System – \$25/day

El Rito Campus Rentals

- Cafeteria Area – \$25/hour
- Grant Gymnasium – \$50/hour
- Alumni Hall – \$50/hour
- Cutting Hall (Auditorium) – \$100/hour
- Library/Addition – \$25/hour
- Priscilla Schafer Boardroom – \$25/hour
- Hazmat Science Labs – \$25/hour
- Boardroom – \$25/hour
- Classroom(s) – \$25/hour

Rental Agreement

1. Upon acceptance of the written agreement for facility use, the requesting entity shall submit a security/damage deposit equal to 25% of the total rental fee. This amount will be credited to the amount due to the College unless it is used to compensate the College for expenses incurred in the recovering damages or extraordinary costs associated with facility rental. **Facilities are rented subject to availability.**
2. No outside food or beverages will be permitted to be brought on campus grounds by the outside organization. You may contact the Eagle Café located on campus for catering services, 505-747-2179. Alcoholic beverages are not permitted on Northern's campus; smoking is not permitted in any building.
3. Decorations must meet with the approval of the Española Fire Department Code and the College Facilities Department. All decorations and props furnished by the organization must be removed within 24 hours of the final event.
4. Performance of this agreement is contingent upon the ability of the College to complete the same, and is subject to labor troubles, disputes or strikes, accidents, government (federal, state or municipal) requisitions, restrictions upon travel, transportation, food and beverages, or supplies and other causes, whether enumerated herein or not, beyond control of the College preventing or interfering with performance of this agreement. In no event shall the college be liable for loss of profit or other similar or dissimilar collateral or consequential damages whether based on breach or contract, warranty, or otherwise.
5. The organization undertakes to conduct the event in an orderly manner, in full compliance with applicable laws, regulations and College rules. The organization assumes full responsibility for the conduct of all its guests in attendance and for any damage done to any part of the College premises during any time such premises are under the control of the organization or the organizations guests, employees, or independent contractors employed by the organization. The organization hereby indemnifies and holds harmless the college against any and all claims, liabilities or costs (including reasonable attorney's fees whether be it reason of personal injury or death or property damage or otherwise) arising out of or connected with the function or event of this agreement caused, connected or contributed to be the negligence of the organization or any guests or agent of the organization or any independent contractor hired to be the sponsor.
6. The seating capacity in the classrooms AD 101/102 and GE 207/208 is 60 without tables. In the smaller classroom(s) 30 people can be accommodated with tables and chairs. The number of people (sitting or standing) shall not exceed the aforementioned seating capacity limitation.
7. The college will not assume any responsibility for damage or loss of any merchandise or articles left at the college prior to, during, or following the function/event.
8. Any Facility Rental Requests that are not affiliated with a Northern organization will be required to provide a million dollar TULIP (Temporary Utilization Liability Insurance Policy).
9. 50% of all concession sales will be retained by Northern.