Facility Rental Request

Business Name: ________________________________________________________________
Program Title: __________________________________________________________________
Mailing Address: __________________________________________________________________
City: ___________________________ State: ___________________ Zip: _______________________
EmailAddress: _______________________________________________________________________
Person in charge: ___________________________ Phone: ____________________________
Reservation Time: ___________________________ Event Start Time: ____________________
Estimated Number of Participants: _______________________________________________________________________

<table>
<thead>
<tr>
<th>Available Rooms</th>
<th>Room Rental Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Building:</td>
<td>Room: ___________ Date: ___________ Hours: ___________</td>
</tr>
<tr>
<td>Auditorium</td>
<td>Room: ___________ Date: ___________ Hours: ___________</td>
</tr>
<tr>
<td>B, C, D Lobby</td>
<td>Room: ___________ Date: ___________ Hours: ___________</td>
</tr>
<tr>
<td>South Building:</td>
<td>Room: ___________ Date: ___________ Hours: ___________</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Room: ___________ Date: ___________ Hours: ___________</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>Room: ___________ Date: ___________ Hours: ___________</td>
</tr>
</tbody>
</table>

**Room Arrangement:**

- **Theatre Style:**
  - [ ] Chairs in rows facing podium
  - [ ] U-shaped:
  - [ ] Chairs and tables forming U-shape
  - [ ] Hollowsquare:
  - [ ] Chairs and tables square shaped
  - [ ] Classroom:
  - [ ] Chairs and tables in rows
  - [ ] Other: ____________________________

**Equipment:**

- LCD Projector & Laptop: $150.00
- Easel/Pad: $12.50
- Microphone: $7.00
- Cordless Microphone: $35.00
- Other: ____________________________

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**Physical Address:**

UNM Conference Center  
1634 University Blvd NE  
Albuquerque, NM 87131

**Mailing Address:**

UNM Conference Center  
MSC07 4030  
1 University of New Mexico  
Albuquerque, NM 87131-0001

**Rental Information**

Rental Information  
Phone: 505-277-5984  
Fax: 505-277-6080  
Email: bhoran@unm.edu