



# UNM Continuing Education Conference Center



2014/2015

## Facility Rental Request

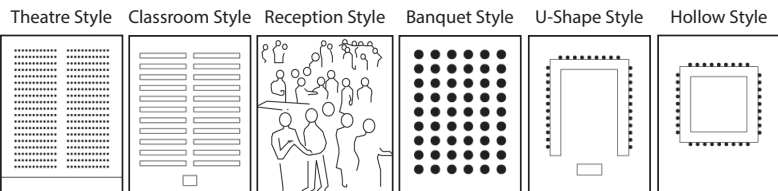
Business Name: \_\_\_\_\_  
 Program Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Person in charge: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Reservation Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_  
 Estimated Number of Participants: \_\_\_\_\_

### Available Rooms

- North Building:**  
 Auditorium  
 B, C, D  
 Lobby
- South Building:**  
 Classrooms  
 Computer Labs

### Room Rental Order

Room: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_  
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 Room: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_



**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	\$ _____

	<p><b>Physical Address:</b>        UNM Conference Center        1634 University Blvd NE        Albuquerque, NM 87131</p>		<p><b>Mailing Address:</b>        UNM Conference Center        MSC07 4030        1 University of New Mexico        Albuquerque, NM 87131-0001</p>		<p><b>Rental Information</b>        Rental Information        Phone: 505-277-5984        Fax: 505-277-6080        Email: bhoran@unm.edu</p>
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