

REQUEST FOR USE OF MUSEUM FACILITIES

Contact Person: _____ Telephone: _____

Address: _____ Group Size: _____

Event Date: _____ Time: _____
(Include set up and break down)

Check One: Please Specify:
_____ Reception _____
_____ Lecture _____
_____ Dinner _____
_____ Other _____

Museum Arrangements Requested: _____

Parking arrangements need to be made with parking services immediately upon booking facility. Please contact Parking Event Coordinator Monica Apodaca to make arrangements 277-9557. Parking fees will apply to most cases.



FOR MUSEUM USE ONLY

INVOICE # _____ INFORM REQUESTER ABOUT PARKING: _____

Fees/Payment:

Deposit: \$100.00

Space Rental Fee \$250.00 Date:
For UNM Departments

Space Rental Fee For Public \$350.00

Cleaning Fee: \$50.00

Security Fee: \$25/hr
Subtotal: \$ Plus 5% tax: \$

Total Amount Due: \$ _____ Date Paid: _____

Rental Confirmation

This is to certify that reservations for use of the Maxwell Museum premises on
Are confirmed. **Cancellations must be made no later than 48 hours prior to the event.**

Signature: _____

Date: _____

Please complete this form, sign and return c/o Connie Goodwin to the Maxwell Museum of Anthropology.