

**Centennial Engineering Center
Space Use Guidelines****Basic Guidelines**

- The Stamm Commons (CEC Rm. 1044) is a student study lounge. The room is available for other SOE use during any hours, as approved by the Dean. Other University organizations may request usage after 4pm M–F and on weekends, or by approval of the Dean.
- The School of Engineering (SOE) Dean’s Office reserves the right to approve/deny/or restrict the use of the Stamm Commons 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.
- 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. Please remove postings after your event.
- If you need to cancel your previously approved event, please email soe@unm.edu ASAP.

Student groups

- Requests will no longer be approved for regular/standing meetings. Please consider requesting free classroom space (in almost any building) through UNM Scheduling (<http://www.unm.edu/~schedule/request.html>).
- Chartered student organizations may request free meeting spaces in the Student Union Building (<http://ems.unm.edu/EmsWebApp/Default.aspx>).
- Engineering Student Groups may request use of space in the Engineering Student Success Center: <https://ess.unm.edu/services/room-reservations/index.html>
- Student groups can still request to use the Stamm for special events, such as banquets, end-of-semester awards, conferences, guest speakers, movie nights, etc.
- Your advisor will also be held accountable for any damages to the room.

Covid-19 Guidelines

- **If you expect 25 or more attendees:** requests will not be approved unless the event has also been approved via UNM Event Requests: <http://campusexperience.unm.edu/resources/unm-event-request.html>
- Approved events MUST follow all current UNM and New Mexico public health order guidelines related to Covid-19. It is the responsibility of the requesting party to familiarize themselves with the current rules: cv.nmhealth.org <https://bringbackthepack.unm.edu/>

Room Maintenance & Equipment

- Users are responsible for set-up and arrangement of the scheduled room/courtyard.
- 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/courtyard 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).

Damages

- 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. We reserve the right to charge a cleanup fee after any event.

The Dean’s Office reserves the right to cancel any event for any reason. We will make every attempt to notify groups of cancellations quickly, but occasional last-minute cancellations are possible.

CEC Space Request & Agreement

Two Week Notice Is Required

<u>Area Requested</u>	<u>Equipment: (Optional)</u>
<input style="width: 100%; height: 30px;" type="text"/> Stamm Commons, Rm. 1044 (Max. Cap. Of 60 seats) *	<input style="width: 100%; height: 30px;" type="text"/> Stamm AV (HDMI cable + Projector Remote – you must use your own laptop)**
<input style="width: 100%; height: 30px;" type="text"/> CEC Courtyard	<div style="background-color: yellow; padding: 5px;"> 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 </div>

*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

Office Use:
 Schedule conflicts?
 No
 Yes, explain:

Reservation Date(s): _____
Day of week: _____
What time do you need the doors open & closed: _____
Event Time(s): _____
Title of Event: _____
Estimated Number of Attendees: _____ **Type of Attendee:** _____
 (students, faculty, etc.)

Brief Description of Event:

Will you be serving food/beverages? (Yes/No)* _____

* 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". All reservations are subject to cancellation by Dean's Office.

User Name: _____ User Phone: _____ User Email: _____ User Fax: _____	Organization Type: SOE Department/Center <input style="width: 20px; height: 20px;" type="checkbox"/> SOE Student Group/Org. <input style="width: 20px; height: 20px;" type="checkbox"/> Student Group Advisor: _____ Other: <input style="width: 20px; height: 20px;" type="checkbox"/>
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Organization/Dept Name: _____ If Other, please explain : _____

The SOE Dean's Office will confirm reservation requests upon receipt of the completed Request Form. Please allow at least 2 days for processing of this request. Bring the completed form to the Centennial Engineering Center, Room 3071 **or email to 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 use of these facilities to any group that fails to adhere to these guidelines.

(USER) Printed Name _____ (USER) Signature _____ Date _____

SOE Dean's Office Use Only

Approved:

 Denied:

Receiver's Signature: _____ **Date:** _____

Approver's Signature: _____ **Date:** _____

Stamm Room Layout Map

