



# Campus Union Contractual Agreement

## Office of Campus Life

Station 39 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2108 | campus.life@enmu.edu

I, \_\_\_\_\_, representing \_\_\_\_\_ hereby agree that while using the \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ will adhere to the following rules and regulations put in place by the Office of Campus Life.

### Policies and Procedures

- Reservations are not finalized until a signed Campus Union Contractual Agreement is received.
- Use of any tobacco products within the facility are strictly prohibited.
- Possessing or consuming of alcohol within the facility nor on the premises are strictly prohibited unless approved in advance by the Office of Campus Life.
- Changing, removing or vandalizing any furnishings or structures within the facility nor on the premises are strictly prohibited.
- The facility must be neat and in order at the close of the event.
- Depending on the event and at the discretion the Office of Campus Life, the event may require security and or supervision. The decision will be made by the Office of Campus Life or the Department of Public Safety. An additional security fee may be charged when necessary. Rates are set by the Department of Public Safety.

### Reservations

- A Facility Request Form must be submitted for all reservations.
- Notice of cancellation must be submitted to the Office of Campus Life within 48 hours of the reservation. If proper notice is not received within 48 hours, the following will occur:
  - First time, a verbal warning.
  - Second time, a written warning.
  - Third time, loss of privileges for one month.
  - Fourth time, loss of privileges for semester.
  - Fifth time, loss of privileges for one academic year.

### Food and Catering

- All parties utilizing the building 12 hours or more must use ENMU Dining Services, provided by Sodexo our contracted food and catering vendor.
- No outside food allowed, without permission from the Office of Campus Life or Sodexo.
- Clients must contact Sodexo for all food services including use of the dining hall.

### Acknowledgment and Signature

Rules and regulations are subject to change at any time and at the discretion of the Office of Campus Life. Failure to comply with the rules listed above will result in a withheld deposit fee and additional charges may be applied if deemed necessary.

Requester printed name Requester signature Date

Campus Life director printed name Campus Life director signature Date