



**Facility and Activity Request**  
**Office of Campus Life**  
Station 39 | 1500 S Ave K | Portales, NM 88130  
Phone: 575.562.2108 | campus.union@enmu.edu

Reservation #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_

Student organizations must have advisor signature and advisor must be present for entire event.

Organization name: \_\_\_\_\_ Contact name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_  
ENMU email: \_\_\_\_\_  
Name of event: \_\_\_\_\_ Date of event: \_\_\_\_\_  
Time of event: \_\_\_\_\_ to \_\_\_\_\_ Setup time: \_\_\_\_\_ to \_\_\_\_\_  
Type of event (meeting, banquet, etc.): \_\_\_\_\_ Estimated attendance: \_\_\_\_\_  
Is this a fundraiser for a student organization? ☐ Yes ☐ No  
If yes, please complete Solicitation Request Form.  
Is Sodexo Campus Services providing food and beverages for this event? ☐ Yes ☐ No  
If yes, will the event be catered or will attendees go through the cafeteria line? ☐ Catered ☐ Cafeteria line  
Please make sure to complete a Catering Request Form.  
Will alcohol be served (requires a \$200 service fee for non-university groups): ☐ Yes ☐ No  
Date alcohol service fee was received: \_\_\_\_\_ Received by: \_\_\_\_\_

Please check which best applies to your group:  
☐ University related department, faculty, staff or organization.  
☐ Civic organizations or public service events such as Festival Románico, Drama Festival, Girls State, Boys State, etc.  
☐ Non-university individual/group (requires deposit fee with Facility Request and Activities Request form).  
Facility fee: \_\_\_\_\_ Deposit fee (half of the facility fee): \_\_\_\_\_  
Date deposit fee was received: \_\_\_\_\_ Received by: \_\_\_\_\_

Security needs and fee (refundable with minimum of 48 hours cancellation):  
Number of on-site officers: \_\_\_\_\_ Close patrol requested: ☐ Yes ☐ No  
Amount Due: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Facilities Request (check all that apply)

<input type="checkbox"/> Aztec	<input type="checkbox"/> Ballroom foyer	<input type="checkbox"/> Ballroom	<input type="checkbox"/> Bus lane
<input type="checkbox"/> Dallan Sanders Memorial Plaza	<input type="checkbox"/> Greek Park	<input type="checkbox"/> Greyhound Lounge	<input type="checkbox"/> Laguna
<input type="checkbox"/> Lobby (table)	<input type="checkbox"/> Lobby (whole)	<input type="checkbox"/> Mesquite	<input type="checkbox"/> Navajo
<input type="checkbox"/> Pecos	<input type="checkbox"/> Sandia	<input type="checkbox"/> South patio	<input type="checkbox"/> Zia
<input type="checkbox"/> Zuni	<input type="checkbox"/> Other: _____		

Room Set-up

<input type="checkbox"/> As is	<input type="checkbox"/> Banquet (8-ft tables)	<input type="checkbox"/> Cleared out	<input type="checkbox"/> Conference
<input type="checkbox"/> Round tables: eight seater	<input type="checkbox"/> Round tables: six seater	<input type="checkbox"/> Square: closed	<input type="checkbox"/> Square: open
<input type="checkbox"/> Theatre	<input type="checkbox"/> To be determined	<input type="checkbox"/> U-shaped with inner chairs	<input type="checkbox"/> U-shaped
<input type="checkbox"/> Special diagram included			

Equipment Request (check all that apply)

<input type="checkbox"/> Easel	<input type="checkbox"/> Dry erase board	<input type="checkbox"/> Extra chairs: _____	<input type="checkbox"/> Extra tables: _____
<input type="checkbox"/> Flip chart	<input type="checkbox"/> Mobile computer	<input type="checkbox"/> PA system	<input type="checkbox"/> Piano
<input type="checkbox"/> Podium	<input type="checkbox"/> Podium with mic	<input type="checkbox"/> Podium for tabletop	<input type="checkbox"/> Room dividers
<input type="checkbox"/> Screen	<input type="checkbox"/> Smart supplies	<input type="checkbox"/> Sign-in table	<input type="checkbox"/> TV/VCR/DVD

Approval Signatures

Requester printed name	Requester signature	Date
Advisor printed (if applicable)	Advisor signature	Date