

Facility Rental Request Form

University of New Mexico, Los Alamos
4000 University Drive
Los Alamos, NM 87544

Contact Information

Name: _____

Title: _____ Banner/Vendor ID:* _____
*Leave blank if not known.

Business/Organization Name: _____

Phone Number: _____ Email Address: _____

Type of Business/Organization: Profit ☐ Non-Profit ☐

Mailing Address: _____

City: _____ State: _____ Zip: _____

Event Information

Name of your Event:* _____

Dates of your Event: _____

Starting Time: _____ End Time: _____

Estimated Number of Participants: _____

Is your meeting/event affiliated with the University? Yes ☐ No ☐

If so, please explain: _____

Room Setup Required: Yes ☐ No ☐ If so, attach drawing, or please contact us about your needs.

* Please attach a copy of your agenda, program or event schedule

Rooms Available:

(If known, please select room type)

- ☐ Computer Lab(s)
 - o Mac & Windows Available
- ☐ Dance Studio, Square Feet: 1,982
- ☐ Lecture Hall(s):
 - o Room 230, Square Feet: 1,466
 - o Room 505, Square Feet: 1,478
- ☐ Regular Classroom(s)
 - o Variety of sizes
- ☐ Student Center, Square Feet: 2,052