

## The Learning Center @ NMC

### MEETING ROOM USE POLICIES

**We ask that you read and acknowledge this document, as well as follow the rules when you are using this room. Thank you!**

**Groups hosting meetings and events in this space, and their guests, agree to abide by all policies relating to the use of our facilities, and accept responsibility for any and all damages to the facility, contents and equipment (normal wear and tear excepted).**

TLC@NMC is by request only. No unauthorized use. The New Mexico Consortium reserves the right to accept or refuse a reservation or to cancel any booking.

- **Hours of Operation** - 8:00 - 5:00. Special arrangements must be made with the NMC staff in order to use the rooms outside the regular office hours.
- **Maximum Room Capacity** - Must not exceed the room capacity of 72.
- **Access** - A door access code will be provided once reservation has been confirmed.
- **Cancellations/Changes** - In the event that your scheduled event is canceled or needs to be changed, NMC Administration must be notified as soon as possible by sending an email to [info@newmexicoconsortium.org](mailto:info@newmexicoconsortium.org), calling (505) 412-4200, or by visiting LARP suite 200. Please include the name of the contact person, group, and the dates of the reservation.
- **County & State Laws** - users shall comply with all applicable city, county, state, and Federal laws and any specific use regulations
- **Food and beverages** - are permitted. Kitchen facilities are not available. It is the responsibility of the group to arrange for food and drink. Please notify NMC Administration if you plan on bringing food and drinks into the room. Alcoholic beverages may not be brought in, dispensed, or consumed on the premises.
- **Furniture** - All tables and chairs must be returned to the original set-up after the event.
- **Power Supply** - Cabling must not be removed from the floors. Additional power extenders may be loaned on request.
- **Clean Up** - Where food/beverages will be served, it is the responsibility of the contact person for the room reservation to make sure that all leftover food, beverages and/or containers, and all trash are immediately removed from the space at the conclusion of the event. Attendees should be instructed to place their trash in the appropriate receptacles and leave nothing on the tables or floor. Additional trash bags are available by the trash can.
- **Damage** - Any damage to room or equipment must be reported to NMC immediately. Be aware that in certain cases NMC may hold you financially accountable for damage.
- The use of candles, open flame, and incense is not permitted within the meeting room.
- **Monetary Gain** - Spaces may not be used for commercial/sales events. No admission fee may be charged, nor donation requested for any activity taking place in these spaces.
- **Movie Showing** - No film or video may be shown in these spaces without proof of public performance rights.

- **Noise** - Please be respectful of the tenants of the Los Alamos Research Park. Keep noise levels to a minimum.
- **Personal Belongings** - Event attendees are responsible for their own belongings. The NMC claims no responsibility for missing, stolen or damaged property. Storage will not be provided.
- **Restrooms** - located in the hallway outside the room.

In the case of emergency, please contact the NMC at 505-412-4200 or call Kevin Carpenter, the Los Alamos Research Park Building Engineer, at 505-412-8330.

**NMC Contact Information:**

Thea Vernon - 505-709-8102 - [tvernon@newmexicoconsortium.org](mailto:tvernon@newmexicoconsortium.org)

Teri Thomas - 505-412-4200 - [tthomas@newmexicoconsortium.org](mailto:tthomas@newmexicoconsortium.org)

NMC Office in Los Alamos Research Park, Suite 200

Mon-Fri: 8:30 am – 5:30 pm

Mailing Address:

New Mexico Consortium

4200 W Jemez Rd., Suite 301

Los Alamos, NM 87544

NMC meeting room details: <https://newmexicoconsortium.org/meeting-facilities/>

**Policies Acknowledgement**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, acknowledge that I have been given a copy of the New Mexico Consortium Meeting Room Use Policies and do hereby agree to abide by the policies as set forth by the New Mexico Consortium.

\_\_\_\_\_  
Requester's Signature/Date