NMC MEETING ROOM USE POLICIES

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

Groups and individuals 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).

Meeting rooms are available by reservation only. Unauthorized use is prohibited. NMC reserves the right to approve, deny, or cancel any reservation at its discretion.

- **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 hours.
- **Maximum Room Capacity**: Camelina – 20, Cyclotella – 10, Cassava – 15, Katharine's Room - 15.
- **Access** – Suite 200, 301 and 400 doors are open during regular business hours. An access card may be provided upon special request.
- **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, 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. Alternatively, you may make changed or cancellations via your Skedda account.
- **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; however, kitchen facilities are not available. Groups are responsible for arranging their own food and drink. NMC Administration must be notified in advance if food or beverages will be brought into the room. The possession, service, or consumption of alcoholic beverages on the premises is strictly prohibited.
- **Clean Up** - when food or beverages are served, the reservation contact is responsible for ensuring that all leftover items, containers, and trash are promptly removed at the conclusion of the event. Attendees must dispose of their trash in designated receptacles and leave tables and floors clear.
- **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.
- **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 suite.

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
Teri Thomas - 505-412-4200 - 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/