Rev. 042326

New Mexico Consortium

MEETING ROOM USE POLICIES

Individuals and groups hosting meetings and events in this space 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).

Use of rooms is by reservation only. No unauthorized use. The New Mexico Consortium reserves the right to accept or refuse a reservation or to cancel any booking.

- **Building Hours** - 8:30 - 5:00.
- **Maximum Room Capacity** - Must not exceed the following room capacities:
    - **Diamond** – 67
    - **Emerald** – 47
    - **Ruby** – 45
    - **Platinum** – 38
    - **Silver** – 31
    - **Titanium** – 30
    - **Copper** – 30
    - **Bronze** – 23
    - **Drop-in offices** – 1-2
- **Access** – Building access 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, calling (505) 412-4200, or by notifying the NMC SF Office Manager in person. Please include the name of the contact person, group, and the dates of the reservation.
- **Food and Beverages** - are permitted. Limited kitchen facilities are available. It is the responsibility of the group to arrange for food and drink, unless specifically requested through NMC. Please notify NMC Administration if you plan on bringing food and drinks into meeting rooms. 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.
- **Damage** - Any damage to room or equipment must be reported to NMC immediately by contacting Office Administration (see page 2 for contact details). 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 building. 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 hallways on both floors of the building.

NMC meeting room details: https://newmexicoconsortium.org/nmc-at-the-nmih/#general-info

Contacts:

For urgent matters, please contact

- NMC at 505-412-4200 or
- Tom Wallis, the NMIH Building Manager, at 505-231-1855.

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NMC Office

- SF OA
- Thea Vernon - 505-709-8102 - tvernon@newmexicoconsortium.org
- Teri Thomas - 505-412-4200 - tthomas@newmexicoconsortium.org

Mailing Address:
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