

## **New Mexico Consortium**

### **Meeting Room Rental Policy**

1. Groups or organizations promoting development of science and education in New Mexico may rent the meeting rooms for meetings, seminars and workshops.
2. The New Mexico Consortium COO reserves the right to accept or refuse a reservation or to cancel any booking at her discretion. Priority of the use of the meeting rooms is given to programs supported and/or sponsored by the NMC. The NMC will not knowingly permit any individuals or groups to use its facilities for
  - Subleasing
  - Selling, promoting or distributing unsolicited materials
  - Conducting private social events
  - Conducting shows, fairs, and trade exhibitions
  - Activities that are threat to public health and safety
  - Activities that exhibit noisy or disrupting behavior that disturbs daily operations at the NMC
3. Reservations are booked based on availability through the NMC Business Office (Appendix B) at which time the purpose of the rental, the fee and facilities available will be discussed. A description of the facilities is outlined in Appendix A.
4. Meeting room bookings will not be confirmed until signed copies of the Rental Agreement are returned and all fees are paid (for Fee Schedule see Appendix C).
5. Cancellations must be received no later than 2 working days prior to the reservation for full refund. If the applicants fail to comply, they may be required to pay for the room rental.
6. Meeting rooms are available for use during NMC office hours. Special arrangements must be made with the NMC staff in order to use the rooms outside the regular office hours.
7. Renter is responsible for any damage to facility, furnishings, and property. Damages must be paid within 10 days of notification.
8. The NMC accepts no responsibility for lost or stolen articles.
9. Set-up of tables, chairs, and equipment is the responsibility of the organization renting the facilities.
10. It is the responsibility of those using the NMC facilities to leave them in the same condition as found. Storage cannot be provided.
11. The use of candles and open flame and incense is not permitted within the meeting room. Alcoholic beverages may not be dispensed or consumed on NMC premises.
12. The rental group shall comply with all applicable city, county, State, and Federal laws and any specific use regulations
13. In the case of emergency, please contact the NMC Business Office at 505-412-4200 or call Tim Barber, the Building Engineer at 505-412-8330.

## **Appendix A.**

### Description of the Facilities.

Room 14

Capacity: 1 table, 8 chairs

The kitchen facilities and restrooms are available.

There is no public telephone available. During business hours, the office phone may be used upon request. We ask that you keep calls to a minimum.

## **Appendix B**

New Mexico Consortium  
4200 W Jemez Rd., Suite 301  
Los Alamos, NM 87544

Mon-Fri: 8:30 am – 5:30 pm

### Contacts:

Irina Izvekova, 505-412-4178, [Izvekova@newmexicoconsortium.org](mailto:Izvekova@newmexicoconsortium.org)

Aletta Swart @ 505-412-4198, [aswart@newmexicoconsortium.org](mailto:aswart@newmexicoconsortium.org)

## **Appendix C**

### Fee Schedule:

#### Non-Profit Organization and Community Groups:

Initial Fee \$25

\$10 per hour

#### Business, Commercial or Profit-Making Groups:

Initial Fee \$50

\$20 per hour

\*Initial Fee is for first 1 hour or any part thereof.

**MEETING FACILITY USE APPLICATION**

**Name of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business/Organization:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_

\_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Date(s) of Use:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Type of Function:** \_\_\_\_\_

**Estimated number of people attending:** \_\_\_\_\_

\_\_\_\_\_  
**Renter's Signature**

**Rules and Policies Acknowledgement**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, acknowledge that I have been given a copy of the "Meeting Rooms Rental Policy" and do hereby agree to abide by the terms and policies as set forth by the New Mexico Consortium

\_\_\_\_\_  
Renter's Signature/Date

\*\*\*\*\*  
**NMC Office Use Only:**

**Rental Fees Paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

**Payment type:** \_\_\_\_\_

Entered in Meeting Room Reservation Book \_\_\_\_\_

Cancellation: Date \_\_\_\_\_ By Phone \_\_\_\_\_ In Person \_\_\_\_\_

Person Recording Cancellation: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_