

Space Solutions Request

CNM Ingenuity Inc. leases space at CNM Community College on a space available basis to qualified organizations. Disqualifiers are: 1) teaching or offering training services which compete with the Institute or courses offered or intended to be offered in the immediate future by the Institute or 2) selling or offering to sell products or services on CNM property. More complete information can be found in the CNM Governing Board Handbook (sections 9.04 and 9.07) located at www.cnm.edu. CNM Ingenuity Inc. reserves the right to refuse the proposed use if the use is not consistent with the mission or the best interest of CNM. NOTE: Advance arrangements must be made to obtain a temporary CNM online guest account.

CNM Ingenuity Inc. cannot license space for nonbusiness functions such as wedding receptions, fraternal events, religious events, etc., which do not support CNM's mission.

Date Request Submitted _____

Organization Name _____

Billing Address _____

City _____ State _____ Zip _____

Description of Event _____

Event Dates (first through last) _____

Event Name (i.e. How do you want your event listed on the WTC lobby monitor? Limit 18 characters)

Are you charging a registration fee? Yes No Amount? _____ Are fees collected in advance? Yes No

Selling products or services? (describe) _____

Who will be attending? _____ Expected #Attending _____

Contact Name _____ Phone _____

Contact e-mail _____ Fax _____

Alternate Contact: Name _____ Phone _____

Alternate e-mail _____ Fax _____

Does presenter need internet? Yes No Will audience need internet? Yes No

Is wheelchair access anticipated? Yes No

Are you a designated 3rd party vendor or independent contractor? Yes No Organization: _____

CONTACT AVS OR IT TECHNICIAN FOR WTC COMPUTER / TECHNICAL SUPPORT AT (505) 224-5200.

Price Discount: If your organization is 501(c)(3) you are entitled to a 25% discount. Include a copy of your official IRS 501(c)(3) certificate when you return your signed contract or the full rate will be charged.

Government agencies do not need to provide their 501(c)(3) certificate.

CANCELLATIONS MUST BE SUBMITTED IN WRITING TO spacesolutions@cnm.edu.

Date(s)	Room #	Start/End Time	Configuration*	Equipment Needs	Subtotal (Cost of room times the number of days)	Non-Profit Discount	TOTAL COST

Computer Lab Software

TOTAL

*Configuration varies by room type and size; please refer to the rental pricing, equipment and configuration options.

** See list on right for available equipment and enter item number.

Please complete this form and **E-MAIL** it to spacesolutions@cnm.edu or **FAX** to (505) 224-5208. If your request is approved the room(s) will be placed on a tentative hold and a Rental Agreement will be sent to you for signature. If we have not received the Rental Agreement with signature within five (5) business days, the room(s) will be placed back on the available list and may be rented to another organization. An electronic confirmation will be sent to you confirming your reservation and you will be invoiced at the time of your event.

For any other questions or to coordinate resources for your event, please contact us at spacesolutions@cnm.edu or call 505.224.5200.

Note: There is no provision for making copies for your function. Please ensure all of your copying needs are completed prior to your arrival.

