

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.EVNT (3868).

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

SPACE Solutions
powered by CNM Ingenuity

SPACE Solutions LICENSE AGREEMENT

1. SPACE RESERVATIONS: CNM Ingenuity Inc. (CNMII) is tentatively holding the date(s) and space outlined on the Space License Request form for your organization. Upon receipt of a signed copy of this agreement, these room(s) will be placed on a reserved status for five business days. Any changes requested after the receipt of the agreement by CNMII are based upon space availability; please advise us at your earliest convenience of any revisions.

2. SPACE ARRANGEMENTS: Rooms are generally set classroom style with wide tables and good working space. Many rooms can be set in a variety of styles. Please discuss your specific needs with CNMII staff to ensure the proper setup and number of chairs needed on the day of your event. All room arrangements must be finalized no later than 48 hours prior to the event. Changes requested by the client on the day of the event may not be possible. Rooms are assigned on the basis of group size and space availability. CNMII reserves the right to change customer room assignments as necessary based on changes in group size or requirements.

3. PRIOR TO EVENT: The customer and CNMII staff must determine exactly what equipment and supplies will be needed, well in advance of the event. If the customer is using equipment other than that supplied by CNMII, CNMII staff must be notified of what is being brought in, what time it will arrive, and when it will be removed. CNMII is not responsible for any equipment or supplies brought in by the customer; please remember that expensive items should never be left unattended or in an unlocked room.

4. EVENT CONDUCT: Customers should arrive at least fifteen minutes before their scheduled event, and earlier if special setups are required. If any problems arise prior to the event or the customer is unable to attend, CNMII staff must be contacted immediately. Requests for audiovisual equipment or technical support assistance should be made at the time the room is reserved. Although CNMII has adequate equipment to support timely requests, last-minute requests may not be possible if all equipment is already in use in other rooms. Please contact the staff at the lobby while on site for any requests and in the case of any emergency.

5. FOOD AND BEVERAGE POLICY: CNMII does not provide food and beverage services however, vending machines are available in the break area on the first floor. CNMII can provide a list of caterers or the group can supply its own food and beverage. Please note that alcoholic beverages are prohibited on all CNM property. All food and beverage related items must be removed or disposed of prior to the group's departure. Adequate trash receptacles will be available for the group's use. Food and beverages are not allowed in CNMII computer labs.

6. LIABILITY: CNMII cannot assume responsibility for merchandise, personal property and/or equipment brought onto the premises by the customer or his/her attendees. CNMII reserves the right to require the customer to provide additional security during an event if necessary.

7. SIGNAGE No signs are permitted in the lobby areas at CNM without prior authorization. Signs, banners, posters or other items may not be affixed to any wall, ceiling, door, etc. without prior permission of CNMII Classrooms have tack strips for hanging posters, charts, etc. Only Post-It® Brand flip chart paper may be displayed on meeting room walls and is available from CNMII Do not use markers or other writing instruments on the paper once it has been removed from the flip chart pad as it may bleed through and damage the underlying surface. Do not use any tape of any kind or thumbtacks on the walls. Any damage to surfaces will be charged accordingly.

Event Name _____

TOTAL COST _____ **Reference invoice number on check.*

Billing Address _____

City _____ State _____ Zip _____

Name (please print) _____

Phone _____

8. COMPUTER LAB LICENSING: Each lab is equipped with Windows XP, Microsoft Office XP, and Internet access. Installation of other software must be performed or supervised by CNM's technical support staff. Customers utilizing the computer labs must inform Information Technology staff of exactly which applications will be necessary for their event at least ten business days prior to the event. Please be sure to understand the operation of all equipment and specific software packages prior to the event. No food or beverages are allowed in any computer lab at any time. There are no exceptions. Security will unlock the lab to be used upon the customer's arrival and any requested equipment will be in place in the room at that time. Computer labs should never be left unattended. If the group takes an extended break or leaves CNM for lunch or another activity, the customer must ensure that security is notified to lock the room, and then reopen it when the event resumes. Please note that the room temperature is set to allow the room to remain at a comfortable temperature once all the computers are in use. Lights are adjustable and zoned as well. Computer Protocols •Accounts with username and passwords will be provided to you by CNMII staff. • Surfing of inappropriate Internet sites is prohibited. • At the completion of the event, be sure to log off and leave the computers on. • Do NOT turn the printer off. • Please clear all paper from all workstation desks (recycle bins provided in each computer lab). • Please remove personal items. • Notify Security when the event is finished so that the room can be locked.

9. FORCE MAJEURE: The total performance of this agreement by CNMII and the customer is subject to Acts of God, war, disaster, labor disputes, civil disorder, or other matters of an emergency nature that would make it illegal or impossible to provide the facilities and hold a successful event on the part of CNMII or the customer. The agreement may be terminated by either one or more of the conditions stated above, upon written notice by both parties without any penalty being imposed.

10. SEVERABILITY: The unenforceability or invalidity of any of the provisions of this agreement shall not affect the enforceability or validity of any other provision of the agreement.

11. HEADINGS: The headings in this agreement have been inserted as a matter of convenience. If there is any conflict between the headings and the text, the text will control.

12. CANCELLATION: Upon receipt of this signed agreement, CNMII will hold the space and/or services listed on page one for the customer's use over the listed dates on a definite basis.

Cancellation fees are as follows:

<i>Notice of Cancellation</i>	<i>Amount</i>
<i>10 business days or more prior to event</i>	<i>No charge assessed</i>
<i>3-9 business days prior to event</i>	<i>50% of license charges</i>
<i>less than 48 hours (2 business days)</i>	<i>100% of licensing charges prior to event</i>

Fees charged are not a penalty but considered liquidated damages.

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

13. WAIVER: The failure of either party to insist on strict compliance with any of the terms of this agreement shall not be deemed a waiver of that term or condition.

14. BILLING: Based on the Space Request form submitted, the license charge for the space(es) associated with the event will be invoiced in full prior to the event. Payment is required within 30 days by check, credit card or purchase order in accordance with the terms noted on the invoice. Payment must* be submitted to:

CNM Ingenuity Inc. Attn: Accounting PO Box 4586 Albuquerque, NM 87196

Check and purchase orders must be made to CNM Ingenuity Inc.

ACCEPTANCE of AGREEMENT: By signature below, I acknowledge that I have reviewed and agree to the preceding terms and conditions included in this rental agreement, and indicate my authority as the customer to enter into this agreement.

Signature _____

Space Solutions Policy

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 non-business functions such as wedding receptions, fraternal events, religious events, etc., which do not support CNM's mission.

PROCESS: To reserve space at CNM for your event,

1. Submit a Space Solutions Request Form to spacesolutions@cnm.edu.
2. Staff will confirm availability but may not hold space beyond five (5) business days without a signed agreement.
3. Return the Space Solutions License Agreement to include total cost, billing information and signature (electronic signatures accepted).
4. Cancellation fees may apply. See item 12 on the License Agreement.
5. Contact spacesolutions@cnm.edu or call 505-224-5200 for more information or to request additional CNM resources.

RATES: License rates include rooms, furnishings, audio visual equipment, Technician support, and General parking.

Space at varied CNM Locations is subject to availability	Average Capacity	Room Type	Full Day Rate*	Half Day Rate*	501©3 or GOV	
					Full Day	Half Day
Small Conference Rooms	up to 12	conference table or hollow square	\$200	\$140	\$150	\$105
Media Space (WTC 117)	up to 12	lounge seating, dual screens	\$400	\$280	\$300	\$210
Classrooms	up to 30	varied seating configurations	\$400	\$280	\$300	\$210
Computer Labs	20-30	varies by location	\$1,000	\$700	\$750	\$525
Seminar (WTC 101, 103, 207)	50-100	large session/lecture hall	\$700	\$490	\$525	\$368
Seminar (RB Hall 105)	100-150	large session/lecture hall	\$1,200	\$840	\$900	\$630
Smith Brasher Auditorium (SB 101)	300-380	auditorium seating only	\$1,800	\$1,260	\$1,350	\$945
Rotunda, Foyer, Commons	100-250	vendor display, trade show	\$700	\$490	\$525	\$368

**All rates are subject to change*

NON-PROFIT: 25% Discount applies to: 501©3 and government organizations (government agencies do not need to provide a copy of their 501©3 certificate; a designated third party vendor or independent contractor may act on their behalf for invoice and event planning purposes; written authorization

BILLING: We can invoice on request in advance of an event. Otherwise, all invoices are sent electronically the week prior to your event. PO's are not required to secure a room, but the PO must be made payable to CNM Ingenuity, Inc. Payment is due in full upon receipt of the invoice and all checks must be made payable to CNM Ingenuity, Inc.

HALF DAY BLOCKS: We do not rent by the hour and we do not pro-rate. Available 4-hour blocks include,
8:00am - 12:00pm 1:00pm - 5:00pm 5:00pm - 9:00pm 6:00pm - 10:00pm

EQUIPMENT: Classrooms, Labs, and conference space are technologically enhanced with video projectors, sound, and large projector screens. We also have wireless hand-held and lavalier microphones. Our Audio-Visual Technicians are available throughout the day to assist with any technical issues during your event. There is no additional charge for these services as they are built into the rates, however, we will need to know what equipment you need prior to your event. We do provide guest Wi-Fi access at all CNM locations and all classrooms and labs include a podium/computer station for the facilitator. *Customers must provide software at least 10 Business days prior to event if installation is needed.

CATERING: We are happy to provide a list of local caterers and you are welcome to secure your own catering for your event. There are some restrictions at some locations; for example, food/beverage is not allowed in computer and specialty labs or the Smith Brasher Auditorium. **Alcoholic beverage consumption is prohibited on all CNM properties.** More information can be found under item #5 on the License Agreement. Space Solutions may coordinate these services for an additional 25% surcharge above the cost of catering.

FURNISHINGS: Room configurations vary by room type and location. We do all we can to accommodate diverse requests.

COPY SERVICES: There are no copy or duplication services available on site. Please bring handouts and printed materials with you.

For any other questions or to coordinate resources for your event, please contact us at spacesolutions@cnm.edu or call 505.224.EVNT (3868).
We appreciate your interest in holding your event at CNM.

SPACE Solutions
powered by CNM Ingenuity