

# Science & Technology Park @ UNM

## Meeting Facilities Guidelines

I. **General:** The University of New Mexico makes available a variety of meeting spaces at the Science & Technology Park @ UNM.

Scheduling priority will be given to Park tenants and University entities conducting University business. Park tenants will be allowed to schedule the use of the facilities a maximum of 12 months in advance of a meeting or event. All other organizations may schedule a maximum of 6 months in advance.

The meeting facilities at the Park are managed by the Science & Technology Park @ UNM Property Management Office, which has sole determination over all matters relating to usage, consistent with these guidelines. The Park Management, on behalf of the University, reserves the right to impose special charges to cover its costs relating to damages to the facilities, special cleaning, set-up and furniture moving, and any other extraordinary expenses. In addition, the Park Management may deny use of these facilities to any group that fails to adhere to these guidelines.

Further, the assumption is that the user will be using the space on a periodic, non-exclusive and non-commercial basis. While Park tenants remain a priority and primary user of our meeting rooms, these facilities are not meant to substitute for a lack of internal meeting spaces. To ensure the proper use of our facilities, re-current, and weekly or copious reservation requests will be approved by special request only. Non-commercial users are those users whose primary business is not for the purpose of conducting seminars, classes or instruction, etc. for profit.

II. **User Responsibilities:** Ultimate responsibility lies with the user of the meeting facility. All users of the Park meeting facilities shall assume responsibility for the use of the facilities, including but not limited to:

1. **Tobacco-Free Campus:** The University of New Mexico is committed to wellness, prevention, and providing a healthy environment in which to learn, work, and visit; therefore, smoking and use of tobacco products are prohibited on all University property except in a small number of designated outdoor areas authorized by the University President. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco products, and other legal smoking preparations, including but not limited to, hookahs, electronic cigarettes, and clove cigarettes. This policy applies to all vehicles on University property, including privately owned vehicles, and all property owned, leased, operated, or under the control of UNM...see [policy 2250](#).
2. **Parking:** Informing all attendees of where to park during the meeting. All meeting attendees must use the parking structure, not the two-hour visitor parking. There is no charge to park in the parking structure located within walking distance of each meeting facility. The parking spaces marked "visitor" are limited for two hour use only. Citations will be given to violators.
3. **Conduct:** Maintaining appropriate user conduct. The Park is a professional working environment and tenants are not to be disturbed by Park visitors. Do not interrupt any tenant within the Park for any needs you may have, i.e. to make copies, phone calls, misc. questions. All questions should be directed to the Property Management Office (272-7313) located in 851 University suite 202 or to Bertha Gomez, UNM Real Estate (277-0090).

4. **Cancellations:** Scheduling of the meeting and/or cancellation of meetings. We require a five-day advance notice for all cancellations to avoid a late notice fee of \$25.00.
5. **Security:** Ensuring building access before or after hours. User must make arrangements to have a security guard present for any meeting time outside of the normal business hours (MTWRF 8:00am- 5:00pm).
6. **Equipment:** Providing special equipment. Users may bring their own equipment: however, it must be removed immediately at the end of the scheduled meeting. Property Management cannot be held responsible for equipment left in the meeting room.
7. **Supplies:** Providing supplies for meetings. Users are responsible for bringing all appropriate supplies they may need for their meeting. The meeting rooms do not have copy or fax machines. Please prepare copies before your meeting.
8. **Food Service:** Arranging for food and/or beverage service. User must schedule of the delivery and removal of all food, dishes and equipment used by a catering company. (Please avoid foods with strong odors.)
9. **Cleanliness:** Ensuring catering is cleaned up. Schedule with the caterer for clean up to be done before the end of the meeting or before the end of the business day, whichever is earlier. Please keep in mind the rooms have limited trash receptacles, when ordering food please request the catering bring adequate trash receptacles.
10. **Signage:** Be sure to remove any signs that you post in the Park directing attendees to your event. Leave the room and building in reasonable order, neat and clean.
11. **Damages:** Prevention of damages. If any damages are sustained to the rooms, furniture, building, grounds, etc., the Property Management will hold the User accountable for possible expenses.
12. **Set-up:** The User is responsible for the setup and arrangement of the room. The Rotunda table and chairs may be rearranged to suit your needs. At the end of the event any tables or chairs removed from the Rotunda must be returned to the Rotunda
13. **Alcohol:** The use of alcohol is prohibited on the University of New Mexico property. The user will have to attain permission by following the steps set forth in the University Business Policy & Procedure Manual, policy 2140. Available online at: [www.unm.edu/~ubppm/ubppmanual/2140.htm](http://www.unm.edu/~ubppm/ubppmanual/2140.htm). Once filled out submit the request form to the Property Management Office, after which it will be processed for approval. Please be aware this process takes time to pass through the correct offices for signature. Allow at least one month for approval to be finalized.

Please feel free to call 277-0090 to make an appointment for a tour to become more familiar with the facilities.

III. **Contacts:** Please feel free to utilize the following contact list.

**Scheduling Meetings:**

Science & Technology Park @ UNM  
505 277-0090  
505 272-6290 fax  
[bgomez71@unm.edu](mailto:bgomez71@unm.edu)  
Office hours: 8:00 am – 5:00 pm (MST)

**Equipment:**

The user is responsible for all technical equipment.

**Optional Supplier:**

UNM Media Technology Services  
505 277-6151  
<http://mts0.unm.edu/>

Alliance Audio Visual  
505 341-3900  
[www.allianceav.com](http://www.allianceav.com)

**Room Set-up:**

USER

**Food/Beverages:**

USER

**Optional Suppliers:**

Street Food Institute  
Emily Birch  
Event Coordinator  
505-269-1593 7:00 am – 2:00 pm  
[www.streetfoodinstitute.org](http://www.streetfoodinstitute.org)

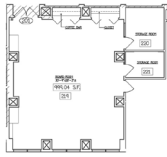
UNM Student Union Catering  
277-7879  
Catering Manager  
<http://www.unm.edu/~catering/>

**Emergencies:**

Security Patrol Officer  
6:00am – 10:00 pm  
Cell 249-7121

After Hour Emergencies UNM Campus Police  
277-2241  
UNM Police Dispatcher  
911  
Emergency Number

#### IV. Science & Technology Park Meeting Facilities



##### **Executive Conference Room**

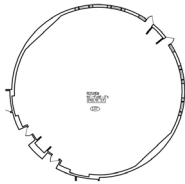
851 University Blvd, SE, *Park Center*

2<sup>nd</sup> Floor, Room 201

Furniture: Round Table and Leather Exe Chairs

Table Seating Capacity: 20

Audience Seating: 10



##### **Rotunda**

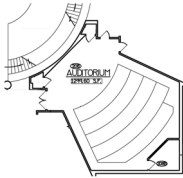
801 University Blvd, SE, *Park North*

1<sup>st</sup> Floor-East

Furniture: Tables and Chairs

Table Seating Capacity: 125, 22 tables available

Seating Capacity: 216, 125 chairs available



##### **Auditorium**

800 Bradbury SE, *Manufacturing Training & Technology Center*

Upper Level

Furniture: Fixed seating, 10 +/- auxiliary chairs

Seating Capacity: 88 fixed theater-style