SCHEDULING SPACE

CLASSROOM SCHEDULING (Registrar's Office)
To Book or More Info: Use their website
Website: http://www.unm.edu/~schedule
(Includes small and large classroom spaces for meetings and events. Depts & stu orgs only.)

JOHNSON CENTER & FIELD (Recreational Services)
Name: Donald Sollami
Website: ems.unm.edu Phone: 277-8202
(People may be automated.)

OUTDOOR SPACES (Student Activities Center)
Phone: 277-4706 Website: http://ems.unm.edu
(Includes SUB & Yale Halls, Duck Pond, Smith Plaza & more. 40 hr min to book online, call with less time.
Chartered Student Orgs can check out up to 2 tables & 3 chairs for use from 8am-5pm. Reservations exclude Johnson Field, Res Hall Areas & Parking Lots.)

RESIDENCE HALL EVENTS SPACE (Residence Life)
Name: Teresa Ortiz
Email: tortiz@unm.edu Phone: 277-2606
(Includes Hokona Cellar and the Lower Johnson Field Volleyball & Basketball Courts.)

STUDENT UNION BUILDING ROOM SCHEDULING
Room: SUB Room 1094 Phone: 277-5498
(Includes SUB Meeting Rooms, Ballrooms, Atrium and Theater. Most room rentals are free to student organizations.)

OTHER CAMPUS SPACES TO CONSIDER
Continuing Education Center (Meeting Rooms and 600 seat theater), Popejoy Hall (1985 seats),
Rodey Theater (400 seats), Keller Hall (300 seats), Theater X (100 seats) and Athletic complex facilities.

MARKETING & ADVERTISING

SUB MARKETING
Email: sub@unm.edu Phone: 277-7885
Website: sub.unm.edu/about/advertising.html
(Banners, TV Screen Ads, Table Tents, etc.)

COPY CENTER
Location: Dane Smith Hall Room 124 Phone: 277-8267
Website: http://unmcopycenter.unm.edu

DAILY LOBO
Email: advertising@dailylobo.com Phone: 277-5656

POSTING & CHALKING POLICIES
Website: http://sac.unm.edu/posting-guidelines.html

FOOD SERVICES

UNM CATERING OFFICE
Room: SUB Room 1092 Phone: 277-2506
Website: https://unmcatering.catertrax.com/ (SUB Catering can provide food for large-scale banquets to smaller portions for meetings.)

FOOD PERMITS (State of NM Env. Dept - Food Program)
Email: food.program@state.nm.us Phone: 222-9514
(Applies available in SUB Rm 1018. 14 day advance notice.)

FOOD TRUCKS (Chartwells Food Service)
Email: tbbackes@unm.edu Phone: 277-2331
(Fees per truck apply)

EVENT SERVICES

SAFETY & RISK SERVICES
Name: Louis Gonzales Website: http://srs.unm.edu
Email: hgoma2@unm.edu Phone: 277-9790
(Special Events Form, Tent Application, Fire Lanes, Insurance, Safety Plans and more.)

SECURITY & POLICE OFFICERS (UNM Police Dept.)
Name: Lt. Trace Peck Website: http://polic.e.unm.edu
Email: tpeck01@unm.edu Phone: 277-0992
(Security and Police Officer Assessment & Requests.)

PARKING & TRANSPORTATION SERVICES
Name: Christine Evans Website: http://pats.unm.edu
Email: cgevans@unm.edu Phone: 277-9502
(Parking Lots, Structures, Busses & Traffic Control.)

PHYSICAL PLANT - SPECIAL ACTIVITIES
Name: Jessica Regensberg Website: pdd.unm.edu - Special Activities
Email: jregensberg@unm.edu Phone: 277-7246
(Tables, Chairs, Stage & Cord Cover rentals. Arrangements for Trash, Spr.mkr, Electricians & More.)

MOVIE LICENSING FEES AND PROJECTION
Name: Andrea Hart, Student Activities Center
Email: amhart@unm.edu Phone: 277-4706
(Movie license fees vary from $250-$1200 per movie.)

SOUND EQUIPMENT & FINANCIAL CO-SCHONSHIP
Name: ASUNM Student Special Events Website: http://sse.unm.edu
Email: sse@unm.edu Phone: 277-5602
(Charted student organizations can apply for co-
sponsorships for sound equipment, popup tents and up to $500 in funding on their website.)

INSURANCE FOR YOUR EVENT
Website: http://tulip.ag.unm.edu/

EMS SERVICES (ON-SITE)
Name: Medicine Bow Phone: 272-6529
RESOURCES