

CAMPUS EVENT RESOURCES

Below is a list of contacts that should come in handy when planning your event at the University of New Mexico.

SCHEDULING SPACE

CLASSROOM SCHEDULING (Registrars 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
(Fees may be assessed.)

OUTDOOR SPACES (Student Activities Center)

Phone: 277-4706 Website: <http://ems.unm.edu>
(Includes SUB & Yale Malls, Duck Pond, Smith Plaza & more. 48 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 EVENT SPACES (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
(Aps available in SUB Rm 1018. 14 day advance notice.)

FOOD TRUCKS (Chartwells Food Service)

Email: tbackes@unm.edu Phone: 277-2331
(Fees per truck apply)

EVENT SERVICES

SAFETY & RISK SERVICES

Name: Louis Gonzales Website: <http://srs.unm.edu>

Email: hogmazl@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://police.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: cgevens@unm.edu Phone: 277-9502
(Parking Lots, Structures, Busses & Traffic Control.)

PHYSICAL PLANT - SPECIAL ACTIVITIES

Name: Jessica Regensberg Website: ppd.unm.edu - Special Activities

Email: jregensberg@unm.edu Phone: 277-7246
(Tables, Chairs, Stage & Cord Cover rentals. Arrangements for Trash, Sprinklers, 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-SPONSORSHIPS

Name: ASUNM Student Special Events Website: <http://sse.unm.edu>

Email: sse@unm.edu Phone: 277-5602
(Chartered 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: <https://tulip.ajgms.com/>

EMS SERVICES (ON-SITE)

Name: Medicine Bow Phone: 272-6529