Campus Event Resources

Scheduling Space

Classroom Scheduling: Registrars’ Office
Book Via Website: [http://www.unm.edu/~schedule/request.html](http://www.unm.edu/~schedule/request.html)
(-Includes small and large classroom spaces for meetings and events, depts and stu-orgs only.)

Johnson Center & Field: Recreational Services
Website: ems.unm.edu
Phone: 277-8202
(-Fees may be assessed.)

Outdoor Spaces: Student Activities Center
Website: ems.unm.edu
Email: sac@unm.edu
Phone: 277-4706
(-Includes SUB and Yale Malls, Duck Pond, Smith Plaza & more. 48hr min- to book online, call with less time.
- Chartered Stu-Orgs can check out up to 2 tables & 3 chairs from 8am-5pm. -Reservations Exclude: Johnson Field, Res Hall Areas & Parking Lots)

Resident Hall Event Spaces: Residence Life
Website: housing.unm.edu
Email: housing@unm.edu
Phone: 277-2606
(-Includes Hokona Cellar and the Lower Johnson Field Volleyball and Basketball Courts.)

Student Union Building Room Scheduling: SUB Event Planning
Room: SUB 1094
Website: [https://sub.unm.edu/event-planning/index.html](https://sub.unm.edu/event-planning/index.html)
Phone: 277-5498

Marketing & Advertising

SUB Marketing
Email: sub@unm.edu
Website: [https://sub.unm.edu/about/advertise.html#advertise%20with%20us](https://sub.unm.edu/about/advertise.html#advertise%20with%20us)
Copy Center
Location: Dane Smith Hall 124
Phone: 277-8267
Website: copycenter.unm.edu

Daily Lobo
Email: advertising@dailylobo.com
Phone: 277-5656

Posting and Chalking Policy
Website: https://sac.unm.edu/events/posting-guidelines.html

Food Services

UNM Catering Office
SUB Room: 1092
Phone: 277-2506
Website: food.unm.edu

Food Permits: State of NM Env.Dept- Food Program
Website: https://www.env.nm.gov/foodprogram/
Phone: (505)827-2855

Food Trucks: Chartwells Food Service
Email: tbackes@unm.edu
Phone: 277-2331

Event Spaces

Safety & Risk Services
Website: https://srs.unm.edu/special-events/index.html
Email: srsweb@unm.edu
Phone: 277-2753

Security & UNM Police Officers
Website: police.unm.edu (go to website first before contacting)
Contact: Lt. Trace Peck
Email: tpeck01@unm.edu
Phone: 277-0992
Parking and Transportation Services
Website: http://pats.unm.edu/event-planning/index.html
Email: patsevents@unm.edu
Phone: 277-1938 - Business Office

Facilities Management - Special Activities
Website: fm.unm.edu
Contact: Nicholas Royle
Email: roylen@unm.edu
Phone: 277-2421

SUB Movie Licensing Fees & Projection
Student Activities Center
Website: sac.unm.edu
Email: sac@unm.edu
Phone: 277-4706
(Movie licenses and fees vary from $250 - $1,200 per movie)

Sound Equipment & Financial Co-sponsorships
ASUNM Student Special Events
Website: sse.unm.edu
Email: sse@unm.edu
Phone: 277-5602
(Chartered Student Orgs- Can apply for co-sponsorships for sound equipment, popup tents and up to $500 in funding - request form found on the website.)