

Campus Event Resources

Scheduling Space

Classroom Scheduling: Registrars' Office

Book Via Website: <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>

Phone: 277-5498

Marketing & Advertising

SUB Marketing

Email: sub@unm.edu

Website: <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.)