

Facility Rental Request Form

University of New Mexico, Los Alamos
4000 University Drive
Los Alamos, NM 87544

Contact Information

Name: _____
Title: _____ Banner/Vendor ID: *
*Leave blank if not known.
Business/Organization Name: _____
Phone Number: _____ Email Address: _____
Type of Business/Organization: Profit Non-Profit
Mailing Address: _____
City: _____ State: _____ Zip: _____

Event Information

Name of your Event: * _____
Dates of your Event: _____
Starting Time: _____ End Time: _____
Estimated Number of Participants: _____
Is your meeting/event affiliated with the University? Yes No
If so, please explain: _____
Room Setup Required: Yes No If so, attach drawing, or please contact us about your needs.

* Please attach a copy of your agenda, program or event schedule

Rooms Available:

(If known, please select room type)

- Computer Lab(s)
 - o Mac & Windows Available
- Dance Studio, Square Feet: 1,982
- Lecture Hall(s):
 - o Room 230, Square Feet: 1,466
 - o Room 505, Square Feet: 1,478
- Regular Classroom(s)
 - o Variety of sizes
- Student Center, Square Feet: 2,052