



GERALD MAY DEPARTMENT OF  
CIVIL, CONSTRUCTION &  
ENVIRONMENTAL ENGINEERING

## **CCEE Room Reservation Guidelines**

### **Basic Guidelines**

- The Gerald May Department of Civil, Construction and Environmental Engineering reserves the right to approve/deny/or restrict the use of any CCEE rooms, based on the needs of the department and occupants of the Centennial Engineering Center, including the cancellation of previously approved requests.
- In the event of a cancellation by the requestor a minimum of a 24hr notice is required.
- The Media Lab (3001) is a multi-use classroom and student study space. This room is available for use by CCEE & student organizations during any hours with Chair approval. Departments outside of CCEE may request usage outside of business hours with Chair approval.
- Event flyer are **NOT ALLOWABLE** on any property in CEC other than designated bulletin boards on each floor (NO tape allowed, staple or thumb tack). Any posters in unapproved areas will be removed.

### **Room Maintenance & Equipment**

- Users are responsible for set-up and arrangement of the scheduled room.
- Meeting attendees are expected to maintain a professional working environment, no disturbances allowed.
- Users are responsible for bringing their own supplies, CCEE office supplies/equipment is not available for public use.
- Maintenance of the room is to be expected. All equipment is to be removed at the end of meeting, including any catering supplies or trash.

### **Security & Damages**

- The CCEE Office will hold users accountable for any damages sustained in our spaces including but not limited to, furniture, equipment, grounds, etc. This includes any equipment owned by CCEE. We reserve the right to charge a cleanup fee after any event.

**All questions, concerns, or access requests please contact [civil@unm.edu](mailto:civil@unm.edu)**



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☐ CCEE Conference Room 3031

CCEE Class Room 1006

☐ CCEE Conference Room 3004

☐ CCEE Media Lab 3001

\*Needs Approval From Chair

Reservation Date(s): \_\_\_\_\_

Event Time(s): \_\_\_\_\_

Title of Event: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Type of Attendees: \_\_\_\_\_  
(Students, Faculty, etc.)

Requester Name: \_\_\_\_\_ Requester Phone: \_\_\_\_\_

Requester Email: \_\_\_\_\_ Organization Type: \_\_\_\_\_

Will there be food/beverages served: ☐ Yes ☐ No

\*If you have selected "Yes" please be aware that as stated in the *Reservation Guidelines* you will be accountable for any damages sustained to the room, furniture, equipment, grounds, etc.

Please sign below confirming that you have read and understand the guidelines and terms of use that have been provided to you. The CCEE office reserves the right to deny the use of these facilities to any group that fails to adhere to these guidelines.

\_\_\_\_\_  
(Advisors) Printed Name

\_\_\_\_\_  
(Advisors) Signature

\_\_\_\_\_  
Date

Please note if any additional equipment is needed: \_\_\_\_\_  
(E.g., projector, laptop, etc.)

**CCEE Office Use Only**

\_\_\_\_\_  
Receiver's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Chair's Signature:

\_\_\_\_\_  
Date: