



Media Lab Use Guidelines

Basic Guidelines

- The Department of Civil, Construction, and Environmental Engineering reserves the right to approve/deny/or restrict the use of the Media Lab (CEC Rm. 3001), based on the needs of the CCEE and the occupants of the Centennial Engineering Center, including canceling previously approved requests.
- In the event of cancellation by the requestor, a minimum of a 24 hr notice is required.
- The Media Lab (CEC Rm. 3001) is a multi-use classroom and student study space. The room is available for use by CCEE & student organizations during any hours, as approved by the Chair. Other University organizations may request usage after 4pm M–F and on weekends, or by approval of the Chair.
- Event flyers **may not** be put up on doors or windows in the building. There are four bulletin boards on the 1st floor for postings. You may post flyers on those boards using a stapler or thumb tack – no tape. Other posted flyers will be removed.

Covid Guidelines

- **If you expect 25 or more attendees:** requests will not be approved unless the event has also been approved via UNM Event Requests:
<http://campusexperience.unm.edu/resources/unm-event-request.html>
- Approved events MUST follow all current New Mexico public health order guidelines related to Covid-19. It is the responsibility of the requesting body to familiarize themselves with the current rules: cv.nmhealth.org
- Events must also comply with all expectations outlined in UNM’s Bringing Back the Pack website: <https://bringbackthepack.unm.edu/>
- Per UNM masking requirements, masks must be worn indoors by all individuals, vaccinated and unvaccinated.
- In addition to sanitizing as necessary during your event, you must also sanitize any touched/communal surfaces after your event before you leave CEC grounds.

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. Centennial Engineering Center occupants are not to be disturbed.
- Users are responsible for bringing their own equipment & supplies. No external equipment/supplies are available at the CCEE Office for public use.
- General cleaning of the room is expected. All equipment must be removed immediately at the end of the meeting, including any catering supplies and trash. Dispose of your trash in the trash room at the end of your event.

Security, & Damages

- The CCEE Office will hold users accountable for any damages sustained to room, furniture, equipment, grounds, etc. This includes the Media Lab AV equipment. We reserve the right to charge a cleanup fee after any event.

Media Lab Space Request & Agreement

Two Week Notice Is Required

*University organizations may request usage after 4pm M-F and on weekends, or by approval of the Chair.

Reservation Date(s): _____
Event Time(s): _____
What times do you need the doors open & closed: _____
Title of Event: _____

Estimated Number of Attendees: _____ Type of Attendee: _____
(students, faculty, etc.)

Brief Description of Event: _____

Will you be serving food/beverages? (Yes/No)* _____

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

User Name: _____
User Phone: _____
User Email: _____
User Fax: _____

Organization Type:
UNM Department/Center
UNM Student Group/Org.
Off-Campus Affiliate
Other:

Organization/Dept Name: _____ If Other, please explain : _____

The CCEE Office will confirm reservation requests upon receipt of the completed Request Form. Please allow at least 1-2 days for processing of this request. Bring the completed form to the Centennial Engineering Center, Room 3020 **or email to aragona7@unm.edu**.

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.

(USER) Printed Name (USER) Signature Date

CCEE Office Use Only

Approved: Denied:

Receiver's Signature: _____ Date: _____

Approver's Signature: _____ Date: _____