



GERALD MAY DEPARTMENT OF CIVIL, CONSTRUCTION & ENVIRONMENTAL ENGINEERING

Large Conference Room, #3031

Small Conference Room, #3004

Media Lab, Room #3001 (this room requires approval from CCEE Department Chair)

Event 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

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

Your signature below confirms that you have read and understand the CCEE Room Reservation Guidelines on page 2. The CCEE office reserves the right to deny the use of these facilities to any group that fails to adhere to these guidelines.

Faculty/Advisor (Printed)

Faculty / Advisor (Signature)

Date

CCEE Office Use Only

CCEE Received and Reviewed by: _____

Date: _____

Department Chair Approval: _____

Date: _____



CCEE Room Reservation Guidelines

Basic Guidelines

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

Please direct all requests, questions, or concerns to civil@unm.edu