

New Mexico Tech Library

Meeting Rooms Reservations

- The Library has one large room, # **212**, which accommodates groups of up to 50 individuals. Various audio/visual equipment options are available for that room *if requested in advance*. These options include an overhead projector, a computer and LCD projector, an easel and pad of paper, erasable markerboard, a VCR and television, and internet connectivity. Additionally, a telephone can be made available for a \$5.00 fee.
- *Non-New Mexico Tech-affiliated users* may rent Room 212 at \$10 per hour. The consumption of food and drink is allowed within Room 212 only. Groups desiring catered service may contact **Chartwell's** at 835-5111. (Library staff will not arrange catering).
- The two smaller Library meeting rooms are **Rooms 5 and 8**. Room 5 seats 12 individuals, while Room 8 seats 8. These rooms rent for \$5 per hours to non-Tech users.
- 30 minutes is left open between each scheduled event to allow time for room arrangement
- Tech Library will not provide a forum for groups that advocate illegal activities.
- Room reservations may be made by first calling or visiting the Library to tentatively schedule (835-5614), **then by filling out and submitting a Room Reservations Application** (Fax: 835-6666). In the case of a scheduling conflict, New Mexico Tech events will be given priority. Spontaneous requests may be honored if no conflicts exist.
- Groups are responsible for configuring the furniture to their liking. Library staff will be responsible for setting up any reserved audio/visual equipment. Groups must vacate meeting rooms 15 minutes before closing time. Please leave the room in an orderly condition.
- The meeting room key for 212 is kept at the circulation desk. Collateral of some kind will be held at the circulation desk until the key is returned.