

UNMSOL Policy for Use of Rooms by Outside Groups

Adopted July 6, 2012, as Revised June 25, 2013

In accordance with UNM policy, the Law School permits non-profit groups and organizations to use a limited number of its classrooms for meetings and events, provided such usage: (1) does not interfere with the Law School's educational mission, and (2) complies with the provisions of this policy, including the provisions set forth below as to partisan political action. Outside groups must use the [online Events - Room Request form](#) to request use of Law School classrooms. **Submission of the online form with the "I accept Terms and Conditions" acknowledgement box checked by the submitter constitutes an acceptance of the Terms of Use, as described below, including agreeing to pay for any loss or damage to property or equipment that occurs as a result of such usage.**

Terms of Use for Law School Rooms by Outside Groups

- **Rooms 2401, 2402, 2403, 2405 or 2406** are available for reservation by outside groups. No more than one room per day per group may be reserved at a time.
- **Groups may not exceed posted room capacities by order of the fire marshal.** Room capacities are: #2401 – 100 people; #2402 – 75 people; #2403 – 24 people; #2405 – 50 people; #2406 – 50 people.
- Room reservations may be made no more than two months in advance to allow for academic scheduling. Groups may be relocated to a new room if their scheduled room is required for educational needs.
- Requests for space use must be submitted a minimum of five business days prior to the proposed date of event.
- Rooms will be *unavailable* to outside groups during law school examination periods, on UNM holidays, at times when facilities work limits the availability of other rooms for academic use, and during the first two weeks of January and August for scheduled classroom maintenance.
- **Outside group events must be held during regular building hours only.** Building hours vary during the year but generally follow [Law Library Hours](#). No one may remain in the building when it is closed.
- Outside groups must have permission to be in the Law School, i.e., **unscheduled groups may not walk in and occupy empty rooms.**
- **Permission to be in a room is verified once an event appears on the [Law School Events Calendar](#).** If an event is not calendared, outside groups do not have permission and will be asked to leave the Law School.
- Event attendees must comport themselves within the Law School setting, in a civil, undisruptive manner. Failure to so do will result in the UNM Police being called and revocation of future scheduling privileges.
- **Access for outside groups will be provided only by designated Law School facilities employees.** Other employees are not authorized to unlock doors or loan keys for outside groups to gain access.
- **No one may disconnect or otherwise modify installed technology. Groups may not bring in their own IT equipment, including laptops and projectors, in lieu of using Law School equipment.** Doing so may result in fees and revocation of future scheduling privileges.
- **The Law School reserves the right not to provide space to groups that have failed to comply with this policy in the past, or would require the law school to incur extra expenses to host them.**

NOTE: Groups must pay for any loss or damage to property or equipment that occurs as a result of the group's usage.

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The Law School does not operate a conference center. Aside from IT/media services as noted below, the Law School does not provide supporting services typically associated with conference centers, such as IT, A/V, sound, copying, faxing, greeters, registrars, or event coordinators.

Scheduling Procedures

- **Outside groups are required to pay a \$25.00 administrative fee** when submitting their request. While the Law School does not charge for room usage, the administrative fee is collected to help offset added administrative costs such as extra scheduling, custodial maintenance, and security for outside groups.
- **Outside group room reservations must be submitted via the [online Events - Room Request form](#).**

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- All requested information must be provided to ensure room booking; partially completed forms will not be processed. Telephone and email requests will not be processed.

Outside Group IT Equipment Use

- The Law School charges fees for use of IT equipment and technical support by Law School personnel, as indicated in the below IT/Media Fees chart.
- **Media services and equipment use requests must be submitted at the time a room is reserved** via the [Special Events/Production Services Request Form](#). Failure to submit a request when the room reservation is made will result in media/IT services being unavailable at the time of your event. Requesting equipment does **not** reserve media services. Please provide contact and billing information to Media Services at the time your reservation is made.
- **Groups using law school rooms may not bring in IT equipment, including laptops and projectors, in lieu of using law school equipment.** An outside group that connects to the Internet via the Law School's data ports or wireless network, or uses any part of its equipment including projectors or screens will be charged the fees for these services. **No one may disconnect or otherwise modify installed technology. Doing so may result in fees and revocation of future scheduling privileges. NOTE: Groups must pay for any loss or damage to property or equipment that occurs as a result of the group's usage.**
- Classroom internet access and equipment is available only as a package; a la carte rates are not available.

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Equipment Fees		Non-profit Rates	For-profit Rates
Presentation Basic Setup - computer and projector setup for rooms 2401, 2402, 2403, 2405, or 2506			
	½ day (Event lasts no more than 4 hours and concludes by 5 p.m.)	\$75	\$150
	Full day (event lasts no more than 8 hours and concludes by 5 p.m.)	\$150	\$300
	Evening Event (event begins at 5:00 p.m. or after and lasts no more than 3 hours)	\$75	\$150
	After hours charge - add to above basic setup charges if event exceeds the 4-hour maximum for ½ day events, the 8-hour maximum or 5:00 p.m. end time for full day events, or the 3-hour maximum for evening events.	\$50/hour	\$75/hour
Free-standing Projector with Screen		\$75/event	\$150/event
Free-standing Rear-throw Projector with Screen		\$100/event	\$175/event
Room Vocal Amplification – Microphone through room system		\$25	\$50
Event Support Personnel		\$25/hour	\$50/hour
Event Support Personnel – evening/weekend		\$37.50/hour	\$75/hour
PA System – includes speakers and microphones		\$225	\$325
Podium			
	Wood	\$35	\$50
	Metal	\$25	\$35
DVD/VHS Player		\$15	\$25
Presentation Clicker		\$10	\$20
Document Camera		\$15	\$25
Web camera		\$10	\$20
Easel – includes pad and marker		\$10 each	\$20 each
Conference Speaker Phone		\$15	\$25

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Emergencies

• **Report all life safety emergencies to '911.'** Report after-hours, non-emergency facilities problems to the Law School facilities staff, or if they are immediately unavailable, to the Law Library staff. If staff are unavailable for any reason, report urgent problems (e.g., leaking plumbing, power loss, etc.) to the UNM Police Department at 277-2241.

Prohibition on Partisan Political Action

In furtherance of UNM policy, individuals or organizations may not (1) campaign at the Law School for a particular political party or candidate(s) for public office, except for prior approved Law School events at which all parties or competing candidates for office make a presentation or are invited and provided an opportunity to present in a reasonably balanced manner, or (2) advocate at the Law School for or against one or more particular ballot initiative(s), except for prior approved Law School events at which competing positions on the ballot initiative(s) are presented or advocates for competing positions are invited to present and provided an opportunity to present in a reasonably balanced manner; provided, however, that nothing in this policy prohibits (a) the prior approved use of Law School space by political groups or candidates for activities other than actually campaigning for office or advocating for or against a ballot initiative, as applicable, or (b) campaigning at the Law School by or on behalf of an incumbent judge who is on the ballot for retention. This policy shall apply without regard to any definition or use of the term "partisan" outside of this policy.

While the Law School encourages debate of political issues, and nothing in this policy prohibits Law faculty from issuing position papers or providing commentary or information related to political issues, the permitted use of Law School space by a political group or candidate under this policy should not be construed as an endorsement of any candidates for public office or position on any ballot initiative. Political statements or endorsements made by individuals or organizations while using Law School space do not represent statements or endorsements, or positions or policies, of the Law School or the University of New Mexico. Any candidate for public office claiming an endorsement from the Law School or the University of New Mexico by virtue of the use of Law School space is in violation of the policy and will be denied future room scheduling.