

School of Hotel, Restaurant and Tourism Management
Facility Use Request Form

HOSPITALITY TECHNOLOGY LAB

Gerald Thomas Hall, Room 142

Requested Date of Event _____

Requested Time of Event _____ am/pm to _____ am/pm

Group/Department (Sponsor): _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

University Affiliated: _____ Yes _____ No _____

If no, a \$25 per hour room rental fee will apply.

Describe the nature or purpose of the event:

PLEASE NOTE: No food or beverage is allowed in the HRTM Lab. We appreciate your cooperation.

Sponsor agrees to: furniture returned to original position, clean up as necessary, responsibility for any and all repairs or replacements to GT 142 as a direct result of the event. If the room is not cleaned satisfactorily, a \$50 fee will be charged.

Sponsor agrees to ensure that all attendees will follow all NMSU and state guidelines for social distancing, mask use, and other public health policies applicable at the time of the event. Sponsor agrees to provide a list of names, email addresses, and phone numbers for all attendees.

Signature of Sponsor: _____

Print Name: _____ Date: _____

For HRTM use only:

Jean Hertzman, Director Approved: _____ Disapproved: _____ Date: _____

Return form by e-mail to Andres Sanchez at ams1112@nmsu.edu; Fax: 646-8100; MSC 3HRTM; Phone: 575-646-7324