

## Swim Center Facility Rental Form

### Event Information

Date Submitted: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Times(s) Requested: \_\_\_\_\_ A.M. ρ P.M. ρ To: \_\_\_\_\_ A.M. ρ P.M. ρ

Event: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

### Billing Information

#### New Mexico Tech Affiliation

Department: \_\_\_\_\_ Account Number or PO: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Other Organizations

Pay at door: \_\_\_\_\_ Individual Group PO or check: \_\_\_\_\_

Swim Center Rental fee is: \$100/hour  
for non-Tech affiliated groups  
\$50/hour  
for Tech affiliated groups

Number expected:

Adults:

Children:

Note: Cancellations must be made 48 hours prior to the event or a late cancellation fee of \$25 will be billed.

### Special Request:

Specify any other requests (lap lines up or down, umbrellas at picnic tables etc.).

Submission of a request does not guarantee approval. Do not advertise event until you receive final approval.

Submit form to the New Mexico Tech Swim Center or email to:

**Melissa Begay**  
**Director, Physical Recreation & Student Activities**  
**melissa.begay@nmt.edu**  
**575-835-5120**