

SAC Rental Form

One Time
Date: _____
Time : _From: _____ To: _____
Weekly
Every: _____
Time (24h): From: _____ To: _____

Name of Requestor: _____
Club Origination: _____
Phone Number: _____
Email: _____
Account#: _____

Event Description: _____

Equipment Needed: None Sound Video Lights

Check all that apply

Does this event involve physical activity/ exercise? Yes No

Is this a performance event with audience participation? Yes No

Note: If anything besides None is selected, a trained technician s needed. Contact the SATD for training, or if available, a trained technician will be assigned. Any weekly event must have a trained technician.

If Yes is selected above, include a copy of the release or consent form and obtain Dean of Students signature.

Technician Information:

Technician Needed
Name: _____
Phone: _____
Technician: _____
E-mail: _____

Room Key Needed: Yes No

Key Authorized By: _____

Booth Key Needed: Yes No

Key Authorized By: _____

Note: Key to booth can only be given to technician

Authorization Signatures

By Signing here you agree to rules and policies of the SAC listed on the back of this form.

Requester _____ Date _____

SATD _____ Date _____

Note: Obtain the SATD signature BEFORE you turn in the form to Auxiliary Services, it will not be accepted other wise

Organization _____ Date _____

Auxiliary Services _____ Date _____

Dean of Students (if required) _____ Date _____

SATD Contact

Name: David Pfender
Email: sga.satd@npe.nmt.edu
Phone: 571-213-9294
SAC/Camp Room 111



Policies for SAC Use

Registered New Mexico Tech student organizations in good standing (not on probation) are permitted to use the Student Activity Center (SAC) free of charge. Students and/or student organization are expected to leave the facility as they found it – clean and organized.

The SAC may only be used for sanctioned student events. Students using the SAC are required to abide by the policies of New Mexico Tech as stated in the Student Handbook as well as SAC usage policies set forth by the SATD & NMTSGA.

If the SAC requires extra janitorial services, repairs or other services as a result of student use, New Mexico Tech Auxiliary Services will charge the account number listed on this form for any damages incurred or cleaning services required.

If a technician is needed and not provided by the signed organization, all efforts to have a third party technician provided will be made. Under no circumstances will the equipment in the SAC be operated without a technician. If evidence of equipment being operated without a technician, this is grounds for refusal of SAC use.

By signing this agreement, you take responsibility for any fees associated with the use of the SAC and agree to abide by Tech student policies.
