

FACILITY USAGE AUTHORIZATION FORM

INSTRUCTIONS: This form is to be completed, signed and turned into Security three days prior to the planned activity. The form is to be used for all activities scheduled for weekend, holidays, after hours and for those activities not normally held in the requested room. The form should be signed by the Department Dean or designee. A copy of the approved request will be returned to the sponsor.

TYPE OF ACTIVITY: _____

DATE OF THE ACTIVITY: _____ **SPONSOR:** _____

DAY(S) OF THE WEEK: SUN MON TUES WED THUR FRI SAT

TIME OF ACTIVITY: FROM: _____ **TO:** _____

ROOM(S) AND/OR OTHER FACILITIES TO BE USED: _____

LOCATION:

CNM: ATC Main Montoya Rio Rancho South Valley Westside WTC

CNMI: 1008 Coal Fuse Makerspace ABQid/STEMulus - Galeria Plaza

SERVICES REQUESTED: CHECK EACH ONE DESIRED

DOOR OPENING: _____ ALARM: _____

AUDIO-VISUAL: _____ (Arrangements to be made separately AVS dept. at AVS_Staff@cnm.edu)

INFORMATION TECHNOLOGY: _____ (Equipment or guest accounts must be submitted to ITSServiceDesk@cnm.edu)

RESERVED PARKING: _____ (Please include Date, Number of Spaces and Location; example, SB lot 2)

OTHER (SPECIFY): _____

For Services required from M&O (Heating/Air, Clean up, etc) a footprints ticket must be submitted, click on "[Footprints link](#)".

DESCRIBE ACTIVITY, NUMBER OF ATTENDEES AND ANY SPECIAL SERVICES WHICH ARE REQUIRED: _____

ATTACH ANY ADDITIONAL INFORMATION

SPONSOR SIGNATURE: _____ **DATE:** _____

DEPARTMENT HEAD OR DESIGNEE: _____ **DATE:** _____

SECURITY USE ONLY

RECEIVED DATE: _____ **TIME:** _____ **INITIALS:** _____

APPROVED: _____ **DATE:** _____

DISTRIBUTION: Sponsor/Dispatch/All Security & Parking Supervisors/All Security Campuses/AVS/ITS/M&O