

## Training and Meeting Room Request Form

It is important to us that your use of the training facilities is successful and enjoyable. In order to maintain the high quality of the facilities and maximize availability to all of the nonprofits in our service area, we have developed guidelines for all users to follow. It is required that you review, sign and submit this form before we can schedule your use of the rooms. Rooms are available from 8:30-4:30, Monday through Friday.

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

Agency Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Guests Expected: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Will event be catered? \_\_\_\_

Time of Training: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

### Do you require any technology such as:

Projector \_\_\_\_\_; Sound \_\_\_\_\_; Computer or PC \_\_\_\_\_; DVD or TV \_\_\_\_\_;  
UWCNM Internal Network Access \_\_\_\_; Microphone \_\_\_\_\_; Easel \_\_\_\_; Conference Phone \_\_\_\_\_

**IMPORTANT: If you answered yes to any of these, please review and sign the Technology Agreement portion of this form.**

### Responsibility Statement:

By signing and submitting this checklist, you agree to take full responsibility for the training room that is booked in your name. **It is required the person that signs this form attends and takes responsibility for the room.** Thank you.

- I understand that I must check in and out with the front desk staff.
- I understand that the rooms must be completely cleaned and restored to original condition including: wiping down tables, cleaning up any spills, and disposal of all food and waste, including removing trash to the dumpster.
- I agree to report any spills or damage that may have occurred to the front desk staff.
- I understand and agree that the room is available to use during the time that has been booked, and that I must vacate the room by 4:30pm at the latest. *To ensure adequate time for clean up and check out, we recommend a 30 minute window after your training/meeting has ended.*
- I understand that there may be other groups using the room before or after and it is therefore important to adhere to the times booked.
- I agree to inform my guests that the facilities are completely nonsmoking.
- I agree to encourage my guests to take all cell phone calls outside in order to keep the UW lobby clear.
- I understand the United Way reserves the right to use any and all meeting rooms as the need arises and that there is a chance that the request for training or meeting room could be cancelled.
- I understand that I may book space only six (6) months in advance.
- **I understand that United Way follows the Albuquerque Public Schools weather advisory, so that if the schools are closed due to severe weather, United Way will also be closed.**

I understand and agree to abide by the above guidelines: \_\_\_\_\_ Date: \_\_\_\_\_

### Technology Agreement:

In order to minimize the risk of viruses and damage to equipment, all presentations must be submitted via email to Marsey [marsey@uwcnm.org](mailto:marsey@uwcnm.org) one week in advance.

- The file must be presented in Office 2003 format to be compatible. Our standard setup is Office 2003 using Power Point.
- To use standard technical equipment, such as the TV/DVD, Projector, and Sound please schedule an orientation with Marsey at least one hour before your presentation, contact him at [Marsey@uwcnm.org](mailto:Marsey@uwcnm.org)
- The presenter will be required to check the equipment in and out.

I understand and agree to abide by the above guidelines: \_\_\_\_\_ Date: \_\_\_\_\_