

Building Equity, LLC
Public Meeting Space Application

1112 Plaza Del Norte, Espanola, NM 87532
(505) 753-8890 phone
Fax form to (505) 753-8915

Name of Meeting: _____

Description of Meeting: _____

Organization/Group Name: _____

Organization Address: City: State: Zip code: _____

Contact Name & Title: _____

Phone Number and Email Address: _____

Are you a: Non-Profit Government Agency LANL other

Requested Meeting Date(s): _____

Time of Meeting(s): _____ Number of Attendees: _____
(Actual meeting time)

Meeting Room: Conference Room (approx. 50 people classroom style setup; Classroom , U-Shape , Square ,
 Other _____)
 Board Room (up to 14), Study (up to 8)

Will your meeting be catered: Yes No Caterer's Name and arrival time (from list of approved vendors): _____

Will you be bringing your own Food or Drink to the meeting? Yes No If yes, please list items you will be bringing:

Will you be charging your attendees an admission fee to attend your meeting? Yes No

Please indicate need for any of the following:

Easel(s) # _____ phone/teleconference (up to 2 outside callers) VCR or DVD Hi-speed wireless internet

Our plasma screen TV and DLP projector use a standard VGA input. Building Equity does not have any other adapters or mechanisms available to connect other interfaces. If you have questions about networking, hardware uses, or connectivity, please ask in advance.

Acknowledgement and Agreement

By signing this document, I acknowledge on my own behalf and that of my organization, that I have read Building Equity's Building Use Policy and agree to abide by its terms and the terms set forth in this form. I will personally be in attendance throughout the time period requested and/or while participants of this activity are in the Building Equity's Meeting Rooms or on its grounds, or, if not, I will be responsible for making sure that the representative(s) from my organization who will be present are aware of and agree to comply with the terms of this document and Building Equity's Building Use Policy. I understand and acknowledge that there is a nominal fee of \$25.00 per hour charged in connection with catered events in the conference room. Building Equity, LLC will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization, or guests of my event due to the negligence of members of my organization, guests of my event, or the negligence of third parties. On behalf of myself and the organization that I represent I expressly forever release and discharge Building Equity, its member, and agents or employees of the foregoing, from any such claims, injuries, or damages. _____ (Organization) irrevocably and unconditionally agrees to defend, indemnify and hold harmless Building Equity and its member from and against any and all claims, liabilities, losses and expenses whatsoever arising from or in connection with my organization's use of the Meeting Rooms.

User Representative: Printed Name, Title, Signature and Date

*Space will not be booked until all signed forms are submitted via [Fax at 505-753-8915](tel:505-753-8915). Please call Pat Valerio at 505-753-8890 with any questions.

For internal Use only: Meeting Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Approval Date: _____ By: _____ Payment for Conference Room: Fee Amount \$ _____ Payment Received (date) _____ Notes:
