

Building Equity, LLC – Public Meeting Space Request Form

1112 Plaza Del Norte, Española, NM 87532
Phone: (505) 753-8890
Fax form to (505) 753-8915 or email to patsy@lanlfoundation.org.



Name of Meeting _____

Description of Meeting _____

Organization/Group Name _____

Organization Address, City, State, Zip _____

Contact Name _____ Title _____

Phone Number _____ Email _____

Organization/Group Type: Nonprofit Government Agency LANL

Requested Meeting Date(s), maximum of 3 consecutive days _____

Time of Meeting(s) _____ Number of Attendees _____

Meeting Room: Conference Room (up to 40)
Setup: Classroom U-shape Square Dinner (round tables) Other _____
 Board Room (up to 14)
 Study (up to 8)

Will your meeting be catered? No Yes, Caterer's Name from Approved Vendors _____

Will you bring your own food or drinks? No Yes, List Items _____

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

Please indicate need of: Phone/teleconference (up to 2 outside callers) VCR/DVD WiFi
 DLP projector (Conference Room) Plasma screen TV (Board Room)

NOTE: Plasma screen TV (Board Room) and DLP projector (Conference Room) use a standard VGA input. Building Equity does not supply adapters or mechanisms to connect other interfaces. If you have questions about networking, hardware uses, or connectivity, please ask in advance.

In addition to this form, I have read and understand the Building Use Policy No Yes

— Acknowledgment 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. 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.

PETS ARE NOT ALLOWED ON THE PREMISES, EXCEPTION SERVICE DOGS

User Representative: Printed Name, Title _____

Signature* _____

Date _____

*Space will NOT be booked until this signed form is submitted by fax 505-753-8915 or email patsy@lanlfoundation.org. Call 505-753-8890 with questions.

REVISED 03/29/17

For Internal Use Only: Meeting Approved No Yes Approval Date _____ By _____