

School of Hotel, Restaurant and Tourism Management  
Facility Use Request Form

# 100 WEST CAFÉ

Gerald Thomas Hall, Room 100W

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Requested Date of Event \_\_\_\_\_ Requested Set-up Time \_\_\_\_\_ am/pm  
Requested Time of Event \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

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Name of Group/Department (Sponsor): \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Onsite Event Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Describe the nature or purpose of the event: \_\_\_\_\_

Number of attendees: \_\_\_\_\_  
(Room maximum: seated 72, theater style or standing 100, dependent on NMSU/NM public health guidelines at time of event)

Desired room layout: \_\_\_\_\_ Theater Style \_\_\_\_\_ Classroom Seating \_\_\_\_\_ Rounds of 6 or 8  
\_\_\_\_\_ Square 4-top Tables \_\_\_\_\_ Reception (no seating, 2 high-top rounds)

Will food and/or beverages be served? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, who will be providing the catering? \_\_\_\_\_  
Please describe the type of food and beverages to be served and the style of service  
(ie. buffet, plated dinner, hors d'oeuvres, non-alcoholic beverages)

Note: Sponsor must provide their own linens or rent them from HRTM. Ten days notice is required for HRTM to order linens for an event.

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### Procedures for Events with Alcohol Service

Will alcohol be requested for this event? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Type of alcohol requested: \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_ Liquor/Mixed Drinks

Certified Servers Provided By: \_\_\_\_\_  
(Certified alcohol servers are required by state law at all events, no exceptions).  
Certified servers must bring their certification card along with the state issued ID to Rm. 138 at GT Hall so we can make a copy of it. On the day of the event, certified servers must have their alcohol certification and state issued ID on their person.

**By signing this form, we understand that all alcohol consumed within Gerald Thomas Hall must be purchased from the School of Hotel, Restaurant and Tourism Management (no outside alcohol allowed in this building). We also understand that any alcohol that is purchased but not consumed must remain in the possession of the School of Hotel, Restaurant and Tourism Management and cannot be removed from Gerald Thomas Hall. All pricing for alcohol purchases will be determined by the HRTM Director. Events requesting alcohol must be submitted three weeks prior to the event in order to have event approved and alcohol ordered in time for the event.**

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**Sponsor agrees to ensure that all attendees will follow all NMSU and state guidelines for social distancing, mask use, and other public health policies applicable at the time of the event. Sponsor agrees to provide a list of names, email addresses, and phone numbers for all attendees. Sponsor agrees to follow all NMSU and state guidelines for proper service and consumption of food applicable at the time of the event.**

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100 West Café Room Rental Rate (see accompanying chart for prices) \_\_\_\_\_  
Sponsor agrees to: provide any technology needed other than computer and projector/screen, return furniture to original position, clean up as necessary, repair or replacement any damages or losses to the 100 West Café as a direct result of the event. If the room is not cleaned satisfactorily, a \$50 fee will be charged.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_ Index Number \_\_\_\_\_

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TO BE COMPLETED BY HRTM:

Jean Hertzman, Director Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

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Return form to Andres Sanchez at [ams1112@nmsu.edu](mailto:ams1112@nmsu.edu) Fax: 646-8100 MSC 3HRTM Phone: 575-646-7324

Rev: 8/2024