# SAC Rental Form

**One Time**
- **Date:** ______________________________
- **Time:** From: _______ To: _______
- **Weekly**
- **Every:** ______________________________
- **Time (24h):** From: _______ To: _______

**Name of Requestor:** ______________________
**Club Origination:** ________________________
**Phone Number:** _________________________
**Email:** _________________________
**Account #:** ________________________

**Event Description:** ____________________________________________________________

**Equipment Needed:**  □ None  □ Sound  □ Video  □ Lights

- Check all that apply

**Does this event involve physical activity/exercise?** □ Yes □ No

**Is this a performance event with audience participation?** □ Yes □ No

- If Yes is selected above, include a copy of the release or consent form and obtain Dean of Students signature.

**Technician Information:**
- **Technician Needed** □
- **Name:** ________________________
- **Phone:** ________________________
- **Technician:** ________________________
- **E-mail:** ________________________

**Room Key Needed:**  □ Yes □ No

**Key Authorized By:** ________________________
**Booth Key Needed:**  □ Yes □ No

**Key Authorized By:** ________________________

- **Note:** Key to booth can only be given to technician

## Authorization Signatures

*By Signing here you agree to rules and policies of the SAC listed on the back of this form.*

**Requester** ____________________________ **Date** ____________
**Organization** __________________________ **Date** ____________
**Dean of Students (if required)** __________________________ **Date** ____________

**SATD** __________________________ **Date** ____________

- **Note:** Obtain the SATD signature BEFORE you turn in the form to Auxiliary Services, it will not be accepted otherwise

**Auxiliary Services** __________________________ **Date** ____________

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**SATD Contact**
- **Name:** Casey Aumack
- **Email:** nmt.sga.satd@gmail.com
- **Phone:** 505-709-0559
- **SAC/Camp Room 111**
Policies for SAC Use

Registered New Mexico Tech student organizations in good standing (not on probation) are permitted to use the Student Activity Center (SAC) free of charge. Students and/or student organization are expected to leave the facility as they found it – clean and organized.

The SAC may only be used for sanctioned student events. Students using the SAC are required to abide by the policies of New Mexico Tech as stated in the Student Handbook as well as SAC usage policies set forth by the SATD & NMTSGA.

If the SAC requires extra janitorial services, repairs or other services as a result of student use, New Mexico Tech Auxiliary Services will charge the account number listed on this form for any damages incurred or cleaning services required.

If a technician is needed and not provided by the signed organization, all efforts to have a third party technician provided will be made. Under no circumstances will the equipment in the SAC be operated without a technician. If evidence if equipment being operated without a technician, this is grounds for refusal of SAC use.

By signing this agreement, you take responsibility for any fees associated with the use of the SAC and agree to abide by Tech student policies.