



Registrar Room Reservation Agreement & Invoice Form

Rooms being requested for reservation for conference, non-academic events or non-NMT student events will be required to pay a rental fee of \$40.00 minimum or \$70.00 for full day use. A Full day use is defined as a reservation over 4 hours. This fee is Non-Refundable.

C04010 Account/710300 Index

Request Info:

Name: _____ ID Number: _____

Room(s) Requested: _____

Division: Academic Affairs Student Life Finance Club Use

Department: _____ Are you a Student? Yes No

Usage Time: Full Day Half-Day Hourly Times Needed: _____

Are Keys Needed? Yes No Initials: _____

Departments/Clubs utilizing these rooms will be responsible for breakage and /or damage to equipment or facilities. The department/club is responsible for clean-up, and trash removal. Tables/ chairs and desks are not to be moved. A \$25.00 cleaning fee will be applied if so. White boards/ chalk boards wiped down with proper solvents only. General Rule of Thumb: Leave it better than you found it. A JV will be processed to your department/sponsoring department should damages be found.

Intials: _____

Keys can be picked up the day before the event/meeting if scheduled before 8am and be returned before 12pm the next business day if ending after 5pm. Keys are to be returned by:

(time) _____ on (date) _____ by (person) _____

Contact Person: _____ Phone Number: _____

Office: _____ Location: _____

Print Name: _____ Date: _____

Signature: _____

Registrar Staff Approval Signature: _____

Room(s) Assigned: _____

Amount to Charge: \$ _____ or Fee Waived _____



Registrar Room Reservation Invoice

Date: _____ Division: _____

Room: _____ Amount: _____ Condition: _____

Total: _____

Account: _____ Index: _____ Amount to be JV'D: _____

Signature: _____ Print: _____

Registrar Signature: _____ Date: _____

****This information is to be completed by NMT Registrar Office staff only.*