## **SAC Rental Form**

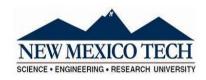
One Time  Date: Time : _From: Weekly  Every: Time (24h): From: To:		Name of Requestor: Club Origination: Phone Number: Email: Account#:		
Event Description:  Equipment Needed: □ None  Check all that apply		Video □ Lights	a trained technicia	besides None is selected, an s needed. Contact the g, or if available, a
Does this event involve physic	□ Yes □ No	trained technician will be assigned. Any weekly event must have a trained technician.		
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	SATD  Date  Note: Obtain the SATD signature BEFORE you turn in the form to Auxiliary Services, it will not be accepted other wise		
Organization	Date	<b>Auxiliary Services</b>		Date
Dean of Students (if required)	Date			

**SATD Contact** 

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Email: sga.satd@npe.nmt.edu

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## **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.