

# 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

Note: If anything besides None is selected, a trained technician s needed. Contact the SATD for training, or if available, a trained technician will be assigned. Any weekly event must have a trained technician.

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 \_\_\_\_\_

Auxiliary Services \_\_\_\_\_ Date \_\_\_\_\_

Dean of Students (if required) \_\_\_\_\_ Date \_\_\_\_\_

## SATD Contact

Name: David Pfender  
Email: sga.satd@npe.nmt.edu  
Phone: 571-213-9294  
SAC/Camp Room 111



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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 of 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.

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