

Frank Waters Room Policy and Agreement

The Frank Waters Room is part of the Center for Southwest Research and Special Collections (CSWR). It is CSWR's instructional classroom. CSWR instructions and activities have precedence over other events.

If there are no scheduling conflicts with CSWR activities, the Waters Room is available for academic events sponsored by a member of the University Libraries. 50 is the max. occupancy. Reservations for these sponsored academic events cannot be made more than ten days in advance.

CSWR events often involve the use of rare books, maps, documents, photographs, etc. Therefore, the following rules apply for the use of the Waters Room:

- Users are responsible for clean-up and putting chairs/tables back in original order.
- Food is only permissible inside the Frank Waters Room.
- If food is part of the event and the room is not left clean, a **\$100** cleaning fee will be charged.

To inquire about the availability of the Waters Room please fill out the form below and e-mail to CSWRreservations@unm.edu.

Organization:

Contact Person:

Email and Telephone:

Name of the Event:

Date/Time of Event:

Attendees Anticipated:

Setup: Chairs, Lecture Style Tables

Food to be Served: If YES, please provide UNM Index Number:

Sponsoring UNM Libraries Staff Member Name:

I have read and will adhere to the conditions listed above:

*Click the button below to send this form as an attachment via email: An email form will open automatically - be sure to click the **Send** button submit your request.*

Date

Print Full Name and Title

CSWR Approved/Initials