

School of Hotel, Restaurant and Tourism Management  
Facility Use Request Form

# HOSPITALITY TECHNOLOGY LAB

Gerald Thomas Hall, Room 142

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Requested Date of Event \_\_\_\_\_

Requested Time of Event \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Group/Department (Sponsor): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

University Affiliated: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

If no, a \$25 per hour room rental fee will apply.

Describe the nature or purpose of the event:

\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: No food or beverage is allowed in the HRTM Lab. We appreciate your cooperation.

Sponsor agrees to: furniture returned to original position, clean up as necessary, responsibility for any and all repairs or replacements to GT 142 as a direct result of the event. If the room is not cleaned satisfactorily, a \$50 fee will be charged.

**Sponsor agrees to ensure that all attendees will follow all NMSU and state guidelines for social distancing, mask use, and other public health policies applicable at the time of the event. Sponsor agrees to provide a list of names, email addresses, and phone numbers for all attendees.**

Signature of Sponsor: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

For HRTM use only:

Jean Hertzman, Director    Approved: \_\_\_\_\_    Disapproved: \_\_\_\_\_    Date: \_\_\_\_\_

Return form by e-mail: [dbeavers@nmsu.edu](mailto:dbeavers@nmsu.edu)    Fax: 646-8100    Campus Mail: MSC 3HRTM    Phone: 646-7324