

CNM WORKFORCE TRAINING CENTER ROOM RENTAL SERVICES

SERVICES OFFERED

CNM Workforce Training Center (WTC) rents rooms on a space available basis for a fee as outlined in the attached schedule. We offer this service at a rate that is both reasonable and competitive. Because WTC is not primarily in the room rental business, we do not have all of the amenities available that rental customers might expect at a full-service hotel or convention center.

We can provide the following:

- Conference rooms, classrooms and computer labs for rent on a space available basis;
- Tables and chairs (subject to availability based on number of rooms in use);
- Set-up of tables and chairs (varied configuration options provided);
- Includes Audio/Visual/Internet services and technical support;
- Courtesy telephone in the lobby (limit);
- Computer access in the lobby (limit);
- Usual and customary custodial services;
- Vending machines;
- Wireless internet access (instructions available upon request);
- A list of local service providers for additional services, including caterers and lodging.

We do not provide the following:

- Copying services,
- Laptop computers,
- Food and beverage services (vending machines available in the lobby).

RENTAL POLICY

CNM's Workforce Training Center (WTC) makes rooms available for rent to qualified groups from business and industry on a space available basis, provided that rental customers use the building in accordance with the mission of WTC. WTC cannot rent space for non-business functions such as parties, wedding receptions, fraternal events, religious events, etc., which do not support our mission. These guidelines serve both WTC and our rental customers.

The process to rent space at WTC is as follows:

1. WTC room rental forms and information are available at www.cnm.edu/wtc.
2. Complete the Room Rental Request and return it to Theresa Chavez at tmchavez@cnm.edu or by fax to (505) 224-5201.
3. A room(s) will be placed on a tentative hold.
4. The Rental Agreement is also provided on the website and must be signed and returned to WTC within 5 business days or your hold will be released.
5. Cancellation terms apply.



WTC MISSION STATEMENT

We change lives by developing a highly skilled workforce that cultivates and positively impacts economic development in New Mexico by enhancing the overall quality of life by: providing lifelong skills development for individuals, innovative customized training to businesses, business consulting and entrepreneurial services. We will do this by becoming economically self-sustaining and providing professional growth for our associates.

OFFERING CUSTOMIZED WORKFORCE TRAINING AND PROFESSIONAL DEVELOPMENT. • (505) 224-5200



CNM
Workforce Training Center
WWW.CNM.EDU/WTC

CNM WORKFORCE TRAINING CENTER ROOM RENTAL REQUEST

Please read the following CNM Governing Board policy regarding use of CNM buildings:

CNM Workforce Training Center rents rooms on a space available basis to qualified organizations. Disqualifiers are: 1) teaching or offering training services which compete with the Institute or courses offered or intended to be offered in the immediate future by the Institute or 2) selling or offering to sell products or services on CNM property. More complete information can be found in the CNM Governing Board Handbook (sections 9.04 and 9.07) located at www.cnm.edu. The Vice President of Administrative Services reserves the right to refuse the proposed use if, in the Vice-President's opinion, the use is not consistent with the mission or the best interest of the Institute. *NOTE: Advance arrangements must be made to access available CNM computer and wireless services.* Date Request Submitted to WTC _____

Organization Name _____

Billing Address _____

City _____ State _____ Zip _____

Description of Event _____

Event Dates (first through last) _____

Name of Event? (i.e. How do you want it listed on the WTC lobby monitor? Limit 18 characters) _____

Will you be:

Charging a fee? Yes No Amount? _____ Selling products or services? (describe) _____

Who will be attending? _____ Expected Attendance? _____

Primary Contact _____ Phone _____

Primary e-mail _____ Fax _____

Alternate Contact: Phone _____

Alternate e-mail _____ Fax _____

Will you need software installed? Yes No Type of Software? _____ Wireless? Yes No

Important: CONTACT TECHNICIAN FOR COMPUTER / TECHNICAL SUPPORT AT (505) 224-4830 AND INSTRUCTIONAL MEDIA RESOURCES AT (505) 224-5237 FOR AUDIO / VISUAL SUPPORT.

Price: Please enter the rate in the price column below based on the WTC room rental price list. If your organization is 501(c)(3) you are entitled to a 25% discount. Include a copy of your 501(c)(3) certificate when you return your signed contract or the full rate will be charged.

Government agencies do not need to provide their 501(c)(3) certificate.

CANCELLATIONS MUST BE SUBMITTED IN WRITING TO THERESA CHAVEZ at tmchavez@cnm.edu or FAX to (505) 224-5201.

Date(s)	Room #	Start/End Time	Configuration*	Type of Equipment Needed**	Rental Price
TOTAL					

*Configuration varies by room type and size; please refer to the rental pricing, equipment and configuration options.

** See list on right for available equipment and enter item number.

OFFERING CUSTOMIZED WORKFORCE TRAINING AND PROFESSIONAL DEVELOPMENT. • (505) 224-5200



Please complete this form and **E-MAIL** it to Theresa Chavez at tmchavez@cnm.edu or **FAX** to (505) 224-5201. If your request is approved the room(s) will be placed on a tentative hold and a Rental Agreement will be sent to you for signature. If we have not received the Rental Agreement with signature within five (5) business days, the room(s) will be placed back on the available list and may be rented to another organization. An electronic confirmation will be sent to you confirming your reservation and you will be invoiced at the time of your event.

Please contact Theresa Chavez at (505) 224-5220 for additional information.

Note: There is no provision for making copies at WTC for your function. Please ensure all of your copying needs are completed prior to your arrival.

EQUIPMENT AVAILABLE

WTC classrooms are technologically enhanced with video projectors, sound and even VHS capabilities to project onto the large screen. Designed to be user friendly, facilitators can simply plug in his or her personal laptop and project presentations onto the large screen with sound to fill the room. The WTC classrooms come standard with white boards and flip charts to give facilitators a variety of instructional tools.

Call (505) 224-5237 for audio/visual technical support.

1. InFocus LCD Projector with laptop
2. Flip chart, (Post-It Paper) and Markers
3. VCR / DVD
4. PA System (rooms 101 and 103 only)
5. Wireless laptop cart of 18
6. ISDN and IP video conference (room 113 only)



ROOM RENTAL PRICING, EQUIPMENT AND CONFIGURATION OPTIONS

							Room Seating Capacity (see configurations below)				
Room Type	Room #	Rental ^{1,2} Half Day	Rental ^{1,2} Full Day	501(c)(3) Non-profit (Half / Full Day)	Approx. Dimensions	Usable Sq. Ft.	Theater	Classroom ³	Rounds ⁴	U-Shape	Hollow Square
Gen. Session	101	\$400	\$600	\$300 / \$450	48 x 50	2400	125	90	96	32	44
Gen. Session	103	\$400	\$600	\$300 / \$450	47 x 50	2350	125	90	96	32	44
Gen. Session	101/103	\$800	\$1,200	\$600 / \$900	95 x 50	4750	250	180	200		
Computer Lab	135	\$700	\$1,000	\$525 / \$750	27 x 36	972		21			
Computer Lab	136	\$700	\$1,000	\$525 / \$750	35 x 37	1295		30			
Computer Lab	138	\$700	\$1,000	\$525 / \$750	35 x 30	1050		24			
Computer Lab	139	\$700	\$1,000	\$525 / \$750	35 x 30	1050		32			
Computer Lab	115	\$350	\$500	\$263 / \$375	15 x 31	465		11			
Video Conference Room	113	\$500	\$800	\$375 / \$600	27.5 x 30	825		18		13	
Classroom	104	\$200	\$300	\$150 / \$225	24 x 31	744		30		12	
Classroom	106	\$200	\$300	\$150 / \$225	25 x 31	775		32		16	
Classroom	111	\$200	\$300	\$150 / \$225	28.5 x 30	855		32		20	
Classroom	113	\$200	\$300	\$150 / \$225	27.5 x 30	825		18		13	13
Classroom	123	\$200	\$300	\$150 / \$225	30 x 22	660		24		18	
Classroom	129	\$200	\$300	\$150 / \$225	42 x 29	1218		40			
Classroom	130	\$200	\$300	\$150 / \$225	31 x 22	682		36		18	
Classroom	137	\$200	\$300	\$150 / \$225	28 x 36	1008		32 (clusters only)		20	24
Conference	117	\$75	\$125	\$56 / \$94	15 x 23	345		16			
Conference	118	\$75	\$125	\$56 / \$94	15 x 23 (curved)	300		10			
Trade Show	Rotunda	\$400	\$600	\$300 / \$450	40 x 49	1960	General seating or displays not provided in Rotunda. Tables and flip charts available.				

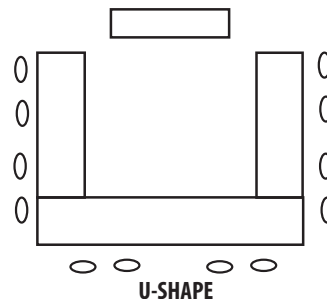
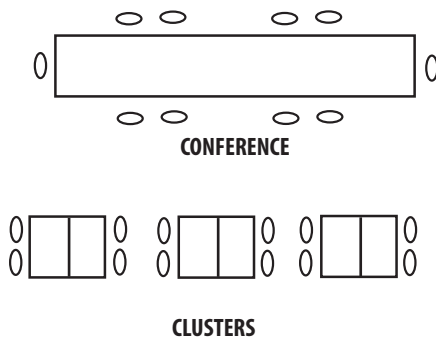
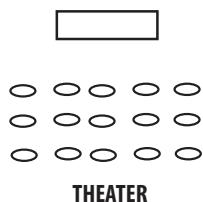
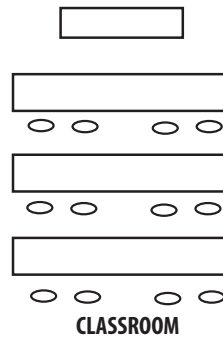
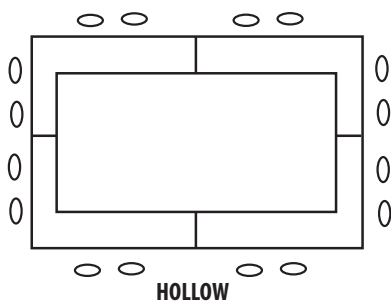
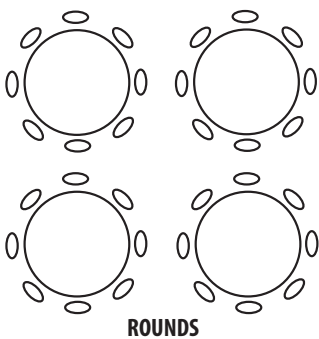
NOTE: 1. 25% Discount for 501(c)(3) and government organizations (government agencies do not need to provide a copy of their 501(c)(3) certificate).

2. Half Day = 8 a.m.-12 p.m., or 1 p.m.-5 p.m., or 6 p.m.-10 p.m. Time overlaps will require full day charge.

3. Classroom set is two per table.

4. Rounds are set eight per table.

SET-UP CONFIGURATION (varies by room type and room size)



EQUIPMENT AVAILABLE

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RENTAL AGREEMENT CNM Workforce Training Center • 5600 Eagle Rock Avenue NE • Albuquerque, NM 87113

- SPACE RESERVATIONS:** The CNM Workforce Training Center (WTC) is tentatively holding the date(s) and space outlined on the WTC Room Rental Request form for your organization. Upon receipt of a signed copy of this agreement, these rooms will be placed on a reserved status for five business days. Any changes requested after the receipt of the agreement by WTC are based upon space availability; please advise us at your earliest convenience of any revisions.
- ROOM ARRANGEMENTS:** Rooms are generally set classroom style with wide tables and good working space. Many rooms can be set in a variety of styles. Please discuss your specific needs with WTC staff to ensure the proper setup and number of chairs is available on the day of your event. All room arrangements must be finalized no later than 48 hours prior to the event. Changes requested by the client on the day of the event may result in additional fees for which WTC will receive customer approval prior to charging. Rooms are assigned on the basis of group size and space availability. The WTC reserves the right to change customer room assignments as necessary based on changes in group size or requirements.
- PRIOR TO EVENT:** The customer and WTC staff must determine exactly what equipment and supplies will be needed, well in advance of the event. If the customer is using equipment other than that supplied by the WTC, WTC staff must be notified of what is being brought in, what time it will arrive, and when it will be removed. The WTC is not responsible for any equipment or supplies brought in by the customer; please remember that expensive items should never be left unattended or in an unlocked room.
- EVENT CONDUCT:** Customers should arrive at least fifteen minutes before their scheduled event, and earlier if special setups are required. If any problems arise prior to the event or the customer is unable to attend, WTC staff must be contacted immediately. Requests for audiovisual equipment or technical support assistance should be made at the time the room is reserved. Although the WTC has adequate equipment to support timely requests, last-minute requests may not be possible if all equipment is already in use in other rooms. Please contact the security officer at the entrance desk while on site for any requests and in the case of any emergency.
- FOOD AND BEVERAGE POLICY:** CNM Workforce Training Center does not provide food and beverage services however, vending machines are available in the break area on the first floor. WTC can provide the group with a list of caterers or the group can supply its own food and beverage. Please note that alcoholic beverages are prohibited on all CNM property. All food and beverage related items must be removed or disposed of prior to the group's departure. Adequate trash receptacles will be available for the group's use. Additional fees will apply if cleanup is not performed by the group. Food and beverages are not allowed in the WTC computer labs.
- LIABILITY:** The WTC cannot assume responsibility for merchandise, personal property and/or equipment brought onto the premises by the customer or his/her attendees. WTC reserves the right to require the customer to provide additional security during an event if necessary.
- SIGNAGE:** No signs are permitted in the lobby area of WTC without prior authorization. Signs, banners, posters or other items may not be affixed to any wall, ceiling, door, etc. without prior permission of WTC. Classrooms have tack strips for hanging posters, charts, etc. Only Post-It® Brand flip chart paper may be displayed on meeting room walls and is available from the WTC. Do not use markers or other writing instruments on the paper once it has been removed from the flip chart pad as it may bleed through and damage the underlying surface. Do not use any tape of any kind or thumbtacks on the walls. Any damage to surfaces will be charged accordingly.

Organization Name _____

Event Name _____

Event Dates (first through last) _____

Billing Address _____

City _____ State _____ Zip _____

Name (please print) _____

Title _____

Phone _____

ACCEPTANCE OF AGREEMENT: By signature below, I acknowledge that I have reviewed and agree to the preceding terms and conditions included in this rental agreement, and indicate my authority as the customer to enter into this agreement.

Signature _____

- COMPUTER LAB RENTALS:** Each lab is equipped with Windows XP, Microsoft Office XP, and Internet access. Installation of other software must be performed or supervised by WTC's technical support staff. Customers utilizing the computer labs must inform WTC staff of exactly which applications will be necessary for their event at least 10 business days prior to the event. Please be sure to understand the operation of all equipment and specific software packages prior to the event.

No food or beverages are allowed in any computer lab at any time. There are no exceptions.

Security will unlock the lab to be used upon the customer's arrival and any requested equipment will be in place in the room at that time. Computer labs should never be left unattended. If the group takes an extended break or leaves the WTC for lunch or another activity, the customer must ensure that security is notified to lock the room, and then reopen it when the event resumes. Please note that the room temperature is set to allow the room to remain at a comfortable temperature once all the computers are in use. Lights are adjustable and zoned as well.

COMPUTER PROTOCOLS

- Computer logs are maintained in each computer lab and ALL guests must sign-in accordingly.
- Accounts with username and passwords will be provided to you by WTC staff.
- Surfing of inappropriate Internet sites is prohibited.
- At the completion of the event, be sure to log off and leave the computers on.
- Do NOT turn the printer off.
- Please clear all paper from all workstation desks (recycle bins provided in each computer lab).
- Please remove personal items and trash.
- Notify Security when the event is finished so that the room can be locked.

- FORCE MAJEURE:** The total performance of this agreement by the WTC and the customer is subject to Acts of God, war, disaster, labor disputes, civil disorder, or other matters of an emergency nature that would make it illegal or impossible to provide the facilities and hold a successful event on the part of the WTC or the customer. The agreement may be terminated by either one or more of the conditions stated above, upon written notice by both parties without any penalty being imposed.
- SEVERABILITY:** The unenforceability or invalidity of any of the provisions of this agreement shall not affect the enforceability or validity of any other provision of the agreement.
- HEADINGS:** The headings in this agreement have been inserted as a matter of convenience. If there is any conflict between the headings and the text, the text will control.
- CANCELLATION:** Upon receipt of this signed agreement, the WTC will hold the space and/or services listed on page one for the customer's use over the listed dates on a definite basis. If the rental agreement is cancelled by the customer, it must be done in writing (fax or e-mail are acceptable). Cancellation fees are as follows:

NOTICE OF CANCELLATION	AMOUNT
10 days or more prior to event	No charge assessed
3-9 days prior to event	50% of room rental charges
Less than 48 hours prior to event	100% of room rental charges

Fees charged are not a penalty but considered liquidated damages.

CANCELLATIONS MUST BE SUBMITTED IN WRITING TO THERESA CHAVEZ at tmchavez@cnm.edu or FAX to (505) 224-5201.

- WAIVER:** The failure of either party to insist on strict compliance with any of the terms of this agreement shall not be deemed a waiver of that term or condition.
- BILLING:** Based on the Room Rental Request form submitted to WTC, the rental charge for the room(s) associated with the event will be invoiced in full on the first day of the event. Payment is required within 30 days by check, credit card (Visa or MasterCard only) or purchase order in accordance with the terms noted on the invoice. Payment must* be submitted to:

**CNM Business Office
Attention: Kimberly Rocheford
PO Box 458
Albuquerque, NM 87196-4586**

RENTAL AMOUNT _____

**Please reference invoice number on check.*