

## 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.

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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.

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