

## 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 \_\_\_\_\_

Set up:       chairs, lecture style       tables

Food to be served: \_\_\_\_\_ If YES, please provide UNM Index Number: \_\_\_\_\_

Sponsoring UNM Libraries Staff Member: \_\_\_\_\_

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

*Please complete this form, then click the button below to send your Waters Room request via email. You can also print the completed form and take it to the CSWR reference desk.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name, title

\_\_\_\_\_  
CSWR Approved/Initials