

STUDENT ACTIVITIES CENTER

Spring 2023

Terms and Conditions of Use

WHO IS ELIGIBLE TO USE THE STUDENT ACTIVITIES CENTER

Registered New Mexico Tech student organizations in good standing are permitted to use the Student Activity Center (SAC) free of charge. Students and/or student organizations are expected to leave the facility as they found it, clean and organized.

The SAC may only be used for sanctioned student events. Students using the SAC are required to abide by the policies of New Mexico Tech as stated in the Student Handbook as well as the SAC terms and conditions set form by the SATD & NMTSGA.

DAMAGES

If the SAC requires extra janitorial services, repairs or other services as a result of student use, NMT Auxiliary Services will charge the account number listed on the form for any damages incurred or cleaning services required. It is advised that student organizations take both a before picture at the start of the event and an after picture once the event is over for verification purposes.

RESERVATIONS

Reservations for the Student Activities Center (SAC) will be taken upon verification of clubs in good standing with the Student Government Association. Club packets are not due until February 14, 2023, reservations for dates prior to that will only be accepted by Auxiliary Services if they have been notified in writing by the Vice President of SGA of such status.

All reservations need to be submitted 30 days in advance and will be confirmed on a first come, first serve basis. Repeat reservations are accepted on a monthly basis and requests for such reservations can only be initiated on the last day of each month and will be confirmed on a first come, first serve basis.

Friday and Saturdays will be held for use by the SGA. If a student club has a desire to host an event on a Friday or Saturday they must make this request in writing to the VP of SGA at least two weeks in advance. If the SGA approves of this request, they will notify Auxiliary Services at which time the reservation will be confirmed.

TECHNICIANS & EQUIPMENT

Only authorized technicians will be granted access to the booth of the auditorium. Training for technicians will be provided by the SGA Technical Director (TD) and can be coordinated by emailing sga.satd@npe.nmt.edu If a technician is needed and not provided by the signed organization, all efforts to have a third party technician provided will be made. Under no circumstances will the equipment in the SAC be operated without a technician. If evidence is provided that equipment is being operated without a technician, the organization may be denied further use of the SAC. Under no circumstances will the equipment be removed from the auditorium to be used elsewhere unless a request is made and granted by the SGA or SATD.