

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.

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.

To inquire about the availability of the Waters Room please fill out the form below and e-mail to

CSWRreservations@unm.edu.

Organization:	<input type="text"/>		
Contact Person:	<input type="text"/>		
Email and Telephone:	<input type="text"/>		
Name of the Event:	<input type="text"/>		
Date/Time of Event:	<input type="text"/>	Attendees Anticipated:	<input type="text"/>
Setup:	<input type="checkbox"/> Chairs, Lecture Style <input type="checkbox"/> Tables		
Food to be Served:	<input type="text" value="Yes"/>	If YES, please provide UNM Index Number:	<input type="text"/>
Sponsoring UNM Libraries Staff Member Name:	<input type="text"/>		

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



Print Full Name and Title

Date

CSWR Approved/Initials

