



Goodwill Industries of New Mexico is a local nonprofit organization that helps New Mexicans find jobs in the community and gain access to specialized social services.

San Mateo Conference Room Use Request Agreement

Group or Business Name					
Non-Profit (Y/N)					
Contact Name					
Contact Title					
Email					
Telephone					
Rental Date(s) <i>Meetings may not be scheduled more than three months in advance. Rental will be on a first come, first served basis. Chamber meetings take priority. Mondays-Fridays highly preferred *Saturdays upon request</i>					
Event Time <i>Events may only occur between the hours of 7:00am-6:00pm, Monday-Saturday</i>	Start Time		Event End Time		
Event Purpose and Description of Activity <i>Rentals are for business-related purposes only. NO personal events</i>					
Equipment Needed (Y/N) <i>No outside rental equipment is permitted.</i>	Projector:	Microphone:	Screen:	Tables:	Chairs:
Number of people expected to attend <i>capacity 75 people</i>					
Food/Catering <i>Will you be providing food during your event? (Y/N) Please explain</i>					
Drinks/Beverages <i>Will you be providing beverages during your event? (Y/N) Please explain</i>					
Goodwill Presentation <i>When would Goodwill be able to present? Beginning, Break, Middle, End</i>					



5000 San Mateo Blvd NE
Albuquerque, NM 87109

505-314-1825

Nina Chavez
Director, Government Relations
nchavez@goodwillnm.org



Goodwill Industries of New Mexico is a local nonprofit organization that helps New Mexicans find jobs in the community and gain access to specialized social services.

Set Up, Additional Services, & Overtime: The San Mateo conference room is available for use during regular Goodwill Industries of New Mexico business hours and subject to holiday hours. Coordinate with Goodwill staff on the set up of chairs, tables, and other equipment needs prior to event.

Equipment: Plan to be at San Mateo conference room no less than 30 minutes before event begins to test IT equipment compatibility and connection as needed.

Food & Drinks: Smoking is not permitted in the building. Outside food and beverages are permitted. Goodwill must be informed ahead of time of outside food and beverages plans.

Damage: The conference room shall not be used for any fraudulent purpose. All damage must be reported to GINM staff immediately. Organizations using the room will be expected to cover all repairs and replacement costs of any damage to the facility itself and or the contents of such. The room must be left in proper order, with all paper, trash, etc. disposed of in trash receptacles. All chairs and tables should be placed back in their original position.

Cancellations: Meeting date(s) can be canceled seven days prior with no penalty.

Presentation by Goodwill: Goodwill will have 5-7 minutes during the and/or each event to present its mission and programs. Coordination will be made following the initial agreement form being completed.

Goodwill reserves the right to terminate the agreement.
An agreement form must be completed.

Any specific requirements can be added or adjusted based on the needs of the arrangement.

Contact Signature

Date

Event Room Manager Initials

Chief Administrative Officer Initials

Do GOOD with Goodwill.

Become a sponsor, partner, or partner employee today!



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