

Event Space Room Rates

FOR UNM ACADEMIC UNITS AND OFF-CAMPUS REQUESTS
EXTERNAL TO THE ANDERSON SCHOOL

Available Event Spaces

Jackson Student Center

\$100 for two hours

\$75 administrative fee for after-hours events

McKinnon Center for Management Innovation Center

\$50 for two hours

\$75 administrative fee for after-hours events

Policies

Anderson Building Hours - Fall and Spring Semesters:

Monday - Thursday: 7:45 a.m. to 9 p.m.

Friday: 7:45 a.m. to 5 p.m.

1. Submit Facilities Management (PPD) work order to Special Activities for custom room set up: [iservicedesk.unm.edu](https://www.unm.edu/itservices/ism/)
2. Submit Custodial work order for room cleaning following event: e.g., trash removal, floor vacuuming/mopping, tables wiped down: [iservicedesk.unm.edu](https://www.unm.edu/itservices/ism/)
3. Communicate time frames regarding furniture arranging and event times to Kate Kennedy, Anderson events planner: kate88@unm.edu
4. **Day of Support - Contact Information:**

For technology assistance, contact Anderson IT:

AndersonIT@mgt.unm.edu

505.277.6094

To unlock doors contact Anderson events planner or facilities manager: **505.277.6471**
or UNM Security: **505.277.2241**