

Fulton University Club Facility Rates/Capacities/Equipment

FACILITIES	PUBLIC	NMSU UNIVERSITY DEPARTMENTS & STUDENT ORGANIZATIONS	CAPACITIES
Banquet Room 3,700 sq. ft.	\$150 hr. (2 hr. min)	\$100 hr. (2 hr. min)	100 Chairs 22 – 3’x3’ tables (4 chairs per table) 2 - 5’x3’ tables (6 chairs per table)
Patio 2,100 sq. ft.	N/C w/Banquet Room Rental	N/C w/Banquet Room Rental	64 Chairs 16 – round tables (4 chairs per table)

EQUIPMENT:

Podium with hand-held microphone - \$40.00; Screen - \$20.00; Dance Floor - \$200.00 (dancing is not permitted on carpets or patio). Room comes “as is” and additional fees apply for any special seating or moving of furniture.

PAYMENT:

Deposit (1/2 of facility rate) is paid at contract signing with balance due five (5) days prior to event. Payment may be made by credit card or cash. The University accepts American Express, Discover, MasterCard, and Visa.

University Department and Student Organization sponsored events should provide a University Index Number to be invoiced after the event. Half the facility rate is incurred for cancellations within 30 days of the event. A contract will be required and enforced.