

Academic Center for Technology

Statement of Operating Procedures

General

This document aims to outline procedures that the Academic Center for Technology (ACT) operates upon receiving requests from outside organizations and for special requests outside normal operations. ACT provides classroom technology and online learning resources for New Mexico Tech faculty, staff, and students. ACT currently maintains and offers support in 40 Zoom-capable classrooms equipped with the latest teleconferencing equipment. Live streaming events such as commencement, are also managed by ACT.

For more information, please contact act@nmt.edu or call 575-835-6688.

Reservations and Payments

Confirmation. Reservations for rooms are handled by the Registrar's Office. Please contact them at 575-835-5133 or by email at registrar@nmt.edu.

Payments. ACT must receive payment in full 30 days from the invoice date.

Fees and other charges

The basic rental fees give the renter the right to fully use the classroom and fixed equipment within the rules and regulations of NMT use. Labor and special services are billed in addition to the rental fee. Below is a breakdown of our fees.

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| ● General Classroom | \$75 |
| ● Computer Lab | \$100 |
| ● General Tech Support | \$50/hr per person |
| ● On Call Tech Support | 0.75x employees hourly wage |
| ● Weekend/after-hour Senior Tech Support | 1.5x employees hourly wage |

Damage to Facility

Any damage caused to the facilities by the renter or renter's patrons will be assessed with estimated costs of repair or cleaning before a final settlement is reached. Damage will be evaluated by our Manager of Instructional Technology, with the renter by way of a post-walk-through of all areas. Damage includes anything requiring unusual cleaning or improper use of the equipment.

Cancellation

Events are to be canceled with a 72-hour notice. It is the renter's responsibility to make sure proper communication has been made with all parties involved. In the event of cancellation, a fee may be applied according to the preparations already made.

All requests for classroom or lab use must be approved by the Registrar's Office. ACT reserves the right to modify room assignments. ACT also reserves the right to cancel any event reservation if notice of such cancellation is given to the user at least 30 days in advance of the scheduled event.

Liability and Other Issues

Liability. ACT is not liable for any loss or damage to property delivered to the premises either prior to, during, or subsequent to the use of the facilities by the user. All items must be removed upon completion of the event. ACT reserves the right to eject any objectionable person or persons from the premises; and neither New Mexico Tech nor any of its affiliates shall be liable to the user for any loss or damages that may be sustained by the user through the exercise by New Mexico Tech/ACT of such right.

Hours. Hours of business operation: Monday-Friday 8:00 AM to 5:00 PM.

After-Hour Charges. Groups/individuals will be charged \$25.00 per half-hour (30 minutes) for ACT personnel and (student employees) time beyond the established closing event time. Additional charges may apply if other campus groups need to be involved (e.g ITC).

