



## SWIM CENTER FACILITY RENTAL FORM

### EVENT INFORMATION

Date Submitted: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_ A.M. or P.M. To: \_\_\_\_\_ A.M. or P.M. (available rental times: 9am to 11am, 4pm to 10pm)

Event: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

### SWIM CENTER RENTAL FEE

**\$100/hour (2-lifeguards for 50 swimmers).** For 51-74 swimmers, an additional \$30/hour is required. For 75-99 swimmers, an additional \$65/hour is required. Providing enough staff will ensure the safety of all swimmers.

Number Expected: \_\_\_\_\_

Adults: \_\_\_\_\_

Children: \_\_\_\_\_

### PAYMENT METHOD

**Online Payment:** NMIMT M-Mountain Mall ([https://secure.touchnet.com/C22533\\_ustores/web/](https://secure.touchnet.com/C22533_ustores/web/))

NMT Department: \_\_\_\_\_ Account Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Note: Cancellations must be made 48 hours prior to the event or a late cancellation fee of \$30 will be billed.*

**SPECIAL REQUESTS** (specify any other requests such as lap lanes up or down, umbrellas at picnic tables, etc.)

\_\_\_\_\_

\_\_\_\_\_

Submission of a request does not guarantee approval. Do not advertise event until you receive final approval.

### EMAIL form to:

**Amanda Saenz (amanda.saenz@nmt.edu)**  
**Assistant Director, Recreation and Well-Being**  
**575-835-5852 (office) or 575-835-5221 (swim center)**