



Training Center Facility Reservation Request

New Mexico Department of Public Safety
Training & Recruiting Division
4491 Cerrillos Road, Santa Fe, NM 87507
(505) 827-9251 (800) 521-9911 (NM Only)
Fax: 505-827-3449

Training Course/Conference Title		<input type="checkbox"/> DPS Training Division <input type="checkbox"/> Other DPS Division <input type="checkbox"/> NM State Government <input type="checkbox"/> Other Government Agency <input type="checkbox"/> Private Company <input type="checkbox"/> Private Citizen	
For what purpose will you be using the facility?			
Type of space requested <i>(Some facilities may not be available to all customers.)</i>			
<input type="checkbox"/> Classroom <input type="checkbox"/> Conference Room <input type="checkbox"/> Computer Classroom <input type="checkbox"/> Auditorium			
Date(s) of Course/Meeting		Daily Hours <i>(8:00-5:00, If multiple facilities are requested, identify hours for each.)</i>	
Requesting Organization or Agency			
Name, Address and Telephone Number of Person in Charge			
Anticipated Attendance	Note: Parking is limited and basic academy students are given priority.		
Equipment Needed: <i>(Additional Fee is charged for use of listed items, see fee schedule.)</i>			
<input type="checkbox"/> DVD	<input type="checkbox"/> VCR	<input type="checkbox"/> Computer	
<input type="checkbox"/> Computer Projector	<input type="checkbox"/> Computer Projector	<input type="checkbox"/> Flipchart/Easel	
<input type="checkbox"/> Other			
Are accommodations necessary for persons with disabilities?		Type of accommodation needed:	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
NMLEA Staff Use Only	Room(s) Assigned <input type="checkbox"/> Classroom 1 <input type="checkbox"/> Classroom 2 <input type="checkbox"/> Classroom 3 <input type="checkbox"/> Classroom 4 <input type="checkbox"/> Classroom 5 <input type="checkbox"/> Classroom 6A <input type="checkbox"/> Classroom 6B <input type="checkbox"/> Classroom 7 <input type="checkbox"/> Auditorium <input type="checkbox"/> Small Conference Room	By:	Date
Assigned Fees:	NMLEA Director/designee's Approval:	Date:	

All requestors must complete the following agreement below with the exception of employees of the New Mexico Department of Public Safety requesting facilities for official business or officially sanctioned activities.

HOLD HARMLESS AGREEMENT

I, the undersigned, do hereby request to be allowed to use DPS Training Center facilities. I hereby waive any claim I may have and will release, indemnify and defend the Department of Public Safety for any liability for any injury that myself or the participants in my program may sustain from any use of the Training Center facilities, whether or not caused by the negligence of a Department of Public Safety employee or a condition in the Training Center facilities. I will also release, indemnify and defend the Department of Public Safety from any liability or loss, theft or damage to my personal property. I agree that I am responsible for the costs of any damage caused by myself or my participants to Training Center facilities and equipment.

Signature _____

Printed Name _____

Telephone _____

Email _____