

**Special Activities/ Movers Division**  
**Physical Plant Department, UNM**

Phone: 277-7246 Fax: 277-1286

Website: [PPD Special Activities/Movers](#)Email: [JRegensberg@unm.edu](mailto:JRegensberg@unm.edu)

The Special Activities (SA) division of the Physical Plant Department (PPD) is responsible for supporting all special events and moving activities on UNM Central Campus, North Campus (HSC) and South Campus. We work closely with many campus constituents such as the Office of the President, Student Activities, Athletics, Alumni Relations, Safety and Risk Services (SRS) and Parking & Transportation Services (PATs) to ensure that we are delivering efficient and effective service based on sustainability and collaboration. Events supported by the Special Activities Department include UNM Commencement, Freshmen Family Days, Welcome Back Days, Hanging of the Greens, and various Athletic Department events.

Special Activities has a variety of equipment and event rentals for you to choose from. Our staff takes great pride in our work and ensuring that every event consistently receives the best customer service we can offer! We are dedicated to efficiency and professionalism and look forward to working with you on your next event or meeting, no matter the size.

### ~ Planning Resources ~

- **Johnson Center, 277-8202**
  - To reserve space for the Johnson gyms and/or fields.
- **Parking & Transportation Systems (PATs)**
  - [Event Planning and Support Services](#), includes shuttle service, traffic control, temporary permits, bus parking, etc.
- **Physical Plant Department (PPD)**
  - [Outdoor Event Guidelines](#)
  - To setup a service request for PPD please contact work control at 277-1600 or submit your request via the iService Desk at: <http://iservicedesk.unm.edu/>.

**Grounds & Landscaping Division**

- Trash removal, sprinkler shut-off, irrigation marking, large tent setup, etc.

**Recycling Division, 277-1681**

- Request service, bins, etc.

- **Police & Security, 277-2241**
  - Special Events Request [Form](#).
- **Safety & Risk Services (SRS), 277-2753**

Completed forms need to be emailed to Martin Giron at [GironM@unm.edu](mailto:GironM@unm.edu).

  - Special Events [Application](#)
  - Temporary Tent & Membrane Structure [Application](#)

- **Student Activities Department (SAC), 277-4706**
  - [Event Management System](#) to reserve outdoor areas on Main campus.
  - [Posting Guidelines](#), for regulations on flyers, posters, signage and chalking on campus.
  - Contact for assistance with food vendors & permits.

## ~ Rental Information ~

### **Important items to remember:**

- **When & where will your event be held?**
  - Contact the appropriate department to check space/room availability and to reserve.
  - For Main Campus outdoor reservations please register your event on the [UNM Event Management System](#). Or contact the Student Activities Office at 277-4706.
  - For North Campus reservations, please contact Luke Frank at [LFrank@unm.edu](mailto:LFrank@unm.edu) or 272-3679.
  - At this time we do not rent equipment for off-campus events.
- **When would you like to have your rental equipment delivered/ picked up?**
  - Special Activities will make every effort possible to ensure we meet your requested drop-off and pick-up times, however, event deliveries and pick-ups are on a first come, first served basis. To ensure your requested times are met, please contact us with you request as early as possible. During our peak seasons we can be booked several weeks in advance.
  - Upon delivery, all rental equipment is the responsibility of the renting department/ individual until picked up by Special Activities. This includes all overnight, weekend and extended rentals. If rental equipment is returned damaged, or reported lost/stolen additional charges will be assessed.
  - **Main Campus & South Campus:** There is no charge for equipment delivery during regular business hours. Regular business hours are Monday through Friday 8:30am – 3:30pm, delivery outside of these hours are subject to overtime charges and availability.
  - **HSC/North Campus:** There is a \$20.00 delivery charge for all equipment delivered to North Campus. Regular business hours are Monday through Friday 8:30am – 3:30pm, delivery outside of these hours are subject to overtime charges and availability.
- **Would you like to have your event setup/torn down?**
  - There are fees to have the Movers set up and tear down your event. Fees apply to all events setup and torn down by the Movers regardless of location. Set up and Tear down fees are determined by the number of chairs and tables rented for the event. (See following page).

For all Special Activities rentals and equipment requests, a service request must be submitted to the iService Desk [website](#) or via the work control office at 277-1600. Your service request should list any important details for your event including: requested delivery, setup and pick up times, as well as, the quantity and required equipment. Please be sure to include a valid index number on your request for charges. If you have any questions, please contact the Special Activities office at 277-7246 or [JRegensberg@unm.edu](mailto:JRegensberg@unm.edu).

## ~ Event Price List ~

Pricing Effective 28-Jan-15

<b>Tables:</b>	<b>Daily</b>	<b>Weekly</b>	<b>Weekend</b> (Friday PM–Monday AM)	
• 6 ft. x 30 in.	\$5.50	\$22.00	\$10.00	<a href="#">Photo</a>
• 6 ft. x 18 in.	\$5.25	\$21.00	\$9.50	<a href="#">Photo</a>
• 8 ft. x 30 in.	\$5.75	\$25.00	\$11.00	<a href="#">Photo</a>
• 60 in. Round	\$6.50	\$26.00	\$13.00	<a href="#">Photo</a>
• Oval	\$8.00	\$32.00	\$16.00	<a href="#">Photo</a>
• Tall-boy	\$8.00	\$32.00	\$16.00	<a href="#">Photo</a>

### **Folding Chairs:**

• Standard (beige/tan)	\$0.60	\$2.40	\$1.20	<a href="#">Photo</a>
• Padded (grey/white)	\$1.50	\$6.00	\$3.00	<a href="#">Photo</a>

### **Setup & Teardown Fees for Tables & Chairs:**

	<b>Setup Fee</b>	<b>Tear Down Fee</b>		<b>Setup Fee</b>	<b>Teardown Fee</b>
<b>Tables</b>				<b>Chairs</b>	
1 -20	\$20.00	\$20.00		1-150	\$20.00
21- 50	\$50.00	\$50.00		151-350	\$50.00
Over 50	<i>Call for a quote.</i>	<i>Call for a quote.</i>		Over 350	<i>Call for a quote.</i>

### **Special Events:**

	<b>Daily</b>	<b>Weekly</b>	<b>Weekend</b> (Friday PM–Monday AM)	
• 10 x 10 pop-up tent	\$25.00 Includes sandbags	\$100.00	\$50.00	<a href="#">Photo</a>
• Podium	\$20.00	\$80.00	\$40.00	<a href="#">Photo</a>
• Stage/ Stairs	\$35.00 per 4' x 8' section/ set of stairs Full stage: 24' x 24' (18 sections) Call for a quote on rentals longer than daily.			
• Cord Covers	\$5.00	\$20.00	\$15.00	<a href="#">Photo</a>
	We have (3) and (5) channel.			
• Presentation Set	\$25.00 per day Includes the US, NM and UNM Flag; poles and bases <a href="#">Flag Etiquette Information</a>			
• Trashcans	Free for use. Group is responsible for disposal of trash. * For large events, the Grounds and Landscaping Division can provide special trash pickup. Please call Special Activities to discuss.			

### **Ground Breakings & Ribbon Cuttings:**

- Ceremonial Scissors                      \$15.00 per day                      [\*Photo\*](#)
- Hard Hats                                      Free for use. Available in red, black and white.  
\$25.00 Replacement fee if lost or stolen
- Ceremonial Shovels                      \$5.00 per day  
Shovel handles are cherry colored.

### **Miscellaneous:**

- Wheelchairs                                      Free for use; up to 1 week.  
(2) Available for rental  
\$300.00 replacement fee if lost, stolen or damaged
- Portable Generator                      \$50.00 per day                      [\*Photo\*](#)  
6500 Watts, 120/240 operation, gasoline powered, low noise
- Sandbags                                      \$2.00 per bag
- Portable Fans                                      \$5.00 per day                      [\*Photo\*](#)
- Electricity                                      Please contact the Special Activities office to arrange.  
Charges may apply.

If what you require for your event or meeting is not listed above, please call us at 277-7246 and we would be more than happy to suggest a reliable vendor for you to use and can also assist with the arrangements.



## ~ Event Photos ~

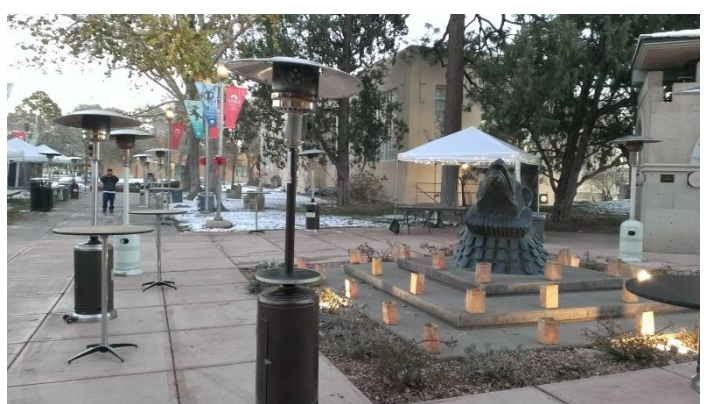
### Anderson School of Management & College of Education Spring Convocation Johnson Gym



### Spanish & Portugal Spring Convocation Tall Tree Grove, Duck Pond



### Hanging of the Greens Hodgin Hall





## Welcome Back Days Duck Pond & Smith Plaza



## Luncheons Continuing Education Center



## Centennial Engineering

