



# Training Center Facility Reservation Request

New Mexico Department of Public Safety  
 Training & Recruiting Division  
 4491 Cerrillos Road, Santa Fe, NM 87507  
 (505) 827-9251 (877) 237-7532 (NM Only) Fax: 505-827-3449  
<http://nmlea.dps.state.nm.us/>

<b>Training Course/Conference Title</b>		<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	
<b>For what purpose will you be using the facility?</b>			
<b>Type of space requested</b> <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			
<b>Date(s) of Course/Meeting</b>		<b>Daily Hours</b> <i>(8:00-5:00, If multiple facilities are requested, identify hours for each.)</i>	
<b>Requesting Organization or Agency</b>			
<b>Name, Address and Telephone Number of Person in Charge</b>			
<b>Anticipated Attendance</b>		Note: Parking is limited and basic academy students are given priority.	
<b>Equipment Needed:</b> <i>(Additional Fee is charged for use of listed items, see fee schedule.)</i>			
<input type="checkbox"/> DVD	<input type="checkbox"/> VCR / Document Reader	<input type="checkbox"/> Simulator (Driving / Firearms)	
<input type="checkbox"/> Computer	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Flipchart/Easel	
<input type="checkbox"/> Other			
<b>Are accommodations necessary for persons with disabilities?</b>		<b>Type of accommodation needed:</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>NMLEA Staff Use Only</b>	<b>Room(s) Assigned</b>		<b>By:</b>
	<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 <input type="checkbox"/> Firearms Range <input type="checkbox"/> Simulator Room <input type="checkbox"/> Driving Track Driving MILO <input type="checkbox"/> Gym		
<b>Assigned Fees:</b>	<b>NMLEA Director/designee's Approval:</b>		<b>Date:</b>

*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.*

<b>HOLD HARMLESS AGREEMENT</b>		
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 _____