

Conference Guest Assistants

A Conference Guest Assistant (CGA) is on duty at all times. They are available to assist you with your immediate needs during your stay at Residence Life & Student Housing. You can contact the CGA on Duty by calling (505-269-8215).

Housing Area Map



UNM CONFERENCE LODGING GUEST INFORMATION GUIDE



lodging@unm.edu | housing.unm.edu | 505.269.8215

UNM RESIDENCE LIFE &
STUDENT HOUSING

WELCOME TO UNM!

WE'RE SO GLAD YOU'RE STAYING WITH US THIS SUMMER.

We want to make your stay with us as pleasant as possible. Please read the information below about your stay. If you have any questions, please be sure to let us know.

STAFF

Our Conference Guest Assistants (CGAs) are available to help you 24/7.



CGA On Duty
505-269-8215

Call our CGA on duty when you are locked out or have any major concerns with your stay.



Student Residence Center (SRC) 24-Hour Help Desk
505-277-2606

Call our 24-Hour Help Desk for general questions about campus. You may also visit the 24-Hour Help Desk located in the SRC Commons.

KEYS/FOBS

Please be mindful of the keys and fob you have been issued for access to your building and room. Do not loan them to others. For the safety of all guests, please report any lost or stolen keys to the CGA On Duty (505-269-8215) immediately. Lost keys will be charged to you, the guest, via your conference.

LOCK OUTS

If you are locked out of your room/building, please call the CGA on duty (505.269.8215). Your first lock out is free. Subsequent lockouts will be charged to you, the guest, via your conference.

SAFETY

For safety, please do not prop open any building perimeter doors and ensure your room is locked at all times. Our trained Safety Staff (505-277-2606) is available 24/7. The UNM Police Department (505-277-2241) is located in the Zuni Wing of Hokona Hall. While the UNM campus is regarded as reasonably safe, it is recommended that guests travel in pairs or small groups after dark.

EMERGENCIES

In the event of an emergency, please call University Police at (505-277-2241). If there is a fire alarm sounding in the building, please exit the building as quickly as possible, and follow instructions from University Staff, Police and Fire Personnel. You may not re-enter the building until instructed by University Staff.

LAUNDRY

All halls are equipped with laundry facilities that are free for guest use. Please use high efficiency detergent with the "HE" symbol, which is specially formulated for high efficiency washing machines.

INTERNET/WI-FI

All halls are equipped with wireless Internet. Select "LOBO-GUEST" from your wireless network options. If you have trouble connecting, you may find the open common spaces may have better connection within the building.



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TELEVISIONS

Televisions are located in many of our hall lounges. Please enjoy them, but we ask that you leave the remote for others to use.

COMMUNITY SPACES

There are lounges, kitchens, and bathrooms in our halls which are open for use by all guests. Please help us keep them clean by tidying up after each use.

KITCHENS

Kitchenettes are located in each of our traditional halls. A full kitchen is located in the basement of Laguna and DeVargas Halls. Please do not leave dirty dishes. It is advised that you store your dishes in your rooms. For information about dining locations, please visit food.unm.edu.

MAINTENANCE

If there are any maintenance issues in your room or community areas, please contact the CGA on Duty at 505-269-8215. Please call immediately for emergencies such as overflowing water.

AIR CONDITIONING

Though all halls are equipped with air conditioning, control of the temperature may vary. To ensure your air conditioning works best no matter where you are staying, leave the windows and drapes closed and keep the thermostat set at a mid-range temperature.

LINENS

If your conference group has paid for linen service, a linen packet will be present on your bed at check-in. If you are unsure if your group has arranged for linens, please check with your conference organizer. Linen service is provided only for whole groups and must be pre-arranged. Weekly linen exchanges are arranged by group through your CGA. Guests staying for two weeks will receive both sets upon arrival.

VISITATION

Conference guests may not allow any person into their assigned room or residence hall other than guests that are assigned to the same residence hall and are a part of their group.

QUIET HOURS

For the courtesy of others, please observe our quiet hours from 10 PM to 8 AM. Be respectful of others around you at all times.

POLICIES

All guests are expected to abide by all UNM and Residence Hall Policies which are available on the UNM Residence Life website at housing.unm.edu. These policies include but are not limited to adherence to all UNM COVID-19 regulations, policies prohibiting sexual harassment, assault, gambling, smoking and tobacco use and property misuse, as well as the possession of pets, alcohol, marijuana, illegal drugs or weapons. All violations will be documented and reported to conference leaders.