

Booking and Usage Guidelines for The Multicultural Center

- 1) Any MSU group/organization/unit may request use of the space in the Center by completing a "Booking Request Form" from the Multicultural Center. Submission of this form should be done at least **two weeks prior to the requested date**. Events are often booked consecutively, so **be sure to include both set-up and clean-up time within the time frame you are requesting** in your booking reservation. If you are holding a large event, you may also want to include time for participants to arrive and depart.
 - A) Notification of the request's approval will be done either in person, via email or via phone within a week of the request form's submission.
 - B) The Center must be notified of the group's cancellation of space request as soon as possible so that other groups may use this space.
- 2) Should there be more than one group requesting space on the same date and time:
 - A) CORES organizations (Asian Pacific American Student Organization (APASO), Black Student Alliance (BSA), Culturas de las Razas Unidas (CRU), and North American Indian Student Organization (NAISO) will have first priority over the space.
 - B) Groups/Organizations which have the enhancement and promotion of multicultural experiences as one of their objectives will have next priority over the space.
 - C) Programs and activities during the various Heritage Months/weeks will be given top priority for space requests.
- 3) Please end promptly so that subsequent events can begin on time.
- 4) The group using space in the Center is responsible for cleaning and returning the space and its belongings their original state.
 - A) Return furniture to the original configuration.
 - B) Return any equipment to the front desk.
 - C) Place all trash in trash receptacles and return any cafeteria items (trays, dishes, etc.) to the cafeteria. There are carts located just outside the Multicultural Center for this purpose.
 - D) Wash and put away or take home any other dirty dishes. **No dirty dishes are to be left in the kitchen.**

If the group fails to comply with this responsibility, the group will be billed the expense of having this done. Should the same group fail to comply with this policy more than once, it may be subject to more punitive consequences such as suspension of privileges to use the Center's space.

- 5) The group using space in the Center is responsible for any damage incurred during the time of the group's use of the Center by those attending the group's function/activity.
- 6) Food distributed and shared by participants/attendees of function held at the Center, which are not catered by the MSU Union Catering Service, is **strictly prohibited**. Those using the space in the Center may bring in food only if it is for "personal consumption."
- 7) Inappropriate conduct by the group using space in the Center will be subject to general University and student rules and regulations outlined in *Spartan Life*.
- 8) If another group is using the space at the time of your reservation, please inform Center staff. We appreciate your patience and understanding while we resolve the issue.
- 9) Violation of any of these regulations by a group may result in suspension of the group's privileges to use space in the Center.