Multicultural Center Facility Use Check List

- Please designate a person who is the point person/person-in-charge of the event that is taking place in the MCC who will be present at the time of the event with whom we can check in or address any issues that might emerge regarding use of the space. Please let us know who this person will be so that we know to whom we can address any emergent and immediate issues.

- The designated contact person is to take responsibility for the following on the day of the event (personally or by delegating to others):

  [] At the end of your session, please restore the tables and chairs to their original configurations and leave the room ready for use.

  [] Clean up any trash or other items that were left by the participants of your event, including wiping up any spills or debris left on the table tops.

  [] Empty any full wastebaskets into the outside white trash bin located between MCC 12 & MCC 13, or, in the circular blue trash bin outside the southeast section of the building nearest the parking lot.

  [] Erase the white board and turn off the overhead projector.

  [] Remove any signs that were posted in or around the building related to your event. (And please, ONLY use blue masking tape to put up signage.)

  [] Please let us know if you had any problems with any aspect of the facility or if there is anything that could have improved your experience in the MCC.

  [] Please DO NOT un-toggle/unlock the doors. Doors may be propped open while you are in the room, but please make sure to close the doors when you leave. If you are the last one out of the building, please check to make sure all the doors to the MCC are locked, as you will be responsible for anything missing or damaged.

Following this procedure will help us tremendously in making this collaboration a sustainable and mutually satisfying experience for all our building residents, as well as for our students.