## Intercultural/International Studies Division

## Application & Contract Form

## Room use of the MULTICULTURAL CENTER

Activity Area (MCC 14) cap 35 Conference Area (MCC 11) cap 20 Submit a minimum of **ONE WEEK** in advance of the event.

First Name:	_ Last Name	Group
Phone#: ( ) -	E-mail:	
Request Day: MTWRF	Date: Month	Day Year
Start time::am/	pm End time:	:am/pm
Name of Advisor/Faculty (in attendance)	/Staff	
Phone#: ( ) -	E-mail:	
Meeting Lecture Social Eve	ent Club Conference	Other
YES NO Have Event Inc	luded on a public calend http://www.deanza.edu/ii:	
By checking each in a Faculty/Staff will superval. Posted signs directing gue	G	se use requirements: ning to end.
3. Noise level will be appropriate/monitored for a shared space.		
4. Tables will be wiped and trash removed to outside receptacles.		
5. Tables/chairs will be returned to the original arrangement.		
6. Documents/presentations on the computer will be trashed.		
7. All doors to the building will be locked and checked upon exit.		

Please **Submit** this form to the IIS Division Assistant <u>Io Ann Okabe-Kubo</u> at: <u>okabekubojoann@fhda.edu</u>