

Intercultural/International Studies Division

APPLICATION & CONTRACT FORM

Room use of the MULTICULTURAL CENTER

Activity Area (MCC 14) Conference Area (MCC 11)

Submit a minimum of ONE WEEK in advance of the event.

Today's Date: _____

CONTACT:

Contact Name: _____ Group: _____

Phone#: () E-mail: _____

Name of Advisor/Faculty/Staff: _____ (in attendance)

Phone#: () E-mail: _____

DATE OF EVENT:

Request: Day: M T W R F Date: _____, _____, _____ Month Day Year

OR

Multiple Dates: _____

OR

ONGOING: Quarter: _____ From: _____ To: _____ Date Date

Start time: _____ am pm End time: _____ am pm

Meeting Social Event Club Conference Other: _____

Have Event Included on a public calendar online (view only)?

http://www.deanza.edu/iis/mccroomrequest.html

NAME OF EVENT: _____

Area Use Agreement

By checking below, we comply with these use requirements:

- 1. A Faculty/Staff will supervise the event from beginning to end.
2. Posted signs directing guest will use blue tape and be removed.
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.

I AGREE to the mentioned above requirements

Please Submit this form to the IIS Division Assistant Mary Medrano at: medranomary@fhda.edu

*Must have Adobe Acrobat 8.0 or above

Office Use Only:

Input Date: _____

Division Administrative Assistant/Dean Confirmed:

Sent Confirmation E-Mail: