## Intercultural/International Studies Division

## **APPLICATION & CONTRACT FORM**

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## **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 ACREE to the mentioned above requirements

	I AGREE to the mentioned above requirements	
	Please <b>Submit</b> this form to the IIS Division Assistant <u>Jo Ann Okabe-Kubo</u> at: <u>okal</u> *Must have Adobe Acrobat 8.0 or above	bekubojoann@fhda.edu
Office Use Only:		
Input Date:	Division Administrative Assistant/Dean Confirmed:	Sent Confirmation E-Mail: