Multicultural Center (MCC) Manual
INTRODUCTION

Since 2004, the Multicultural Center (MCC) has provided space for diversity and inclusion events such as the Real Talk Diversity Series, SpeakOut! Speakers Bureaus Panel training, business meetings, Registered Student Organization events, etc. The MCC is available to the entire campus community. The MCC may be reserved when providing programs and events consistent with the MCC’s inclusive focus. The Office of Diversity and Inclusion welcomes WMU campus community members to reserve the MCC and enjoy it as a resource. The MCC has a capacity of 137 guests. For a smaller venue with a capacity of eight guests, the 1009 conference room may be reserved.

MULTICULTURAL CENTER USAGE POLICIES

MCC Room Use Information

1. Reservation requests outside of regular business hours (Monday through Friday 8 a.m. to 5 p.m.) must be submitted 14 days in advance. Reservation requests during business hours must be submitted seven days in advance.
2. The MCC may be occupied for no more than three hours for each event. Reservations are allotted 30 minutes before and after the event for setup and tear-down.
3. Notification of cancellation must be provided at least 24 hours in advance.
4. Wifi is available. First-time users must register their computer. For more information see https://www.wmich.edu/helpdesk/selfhelp/internet
5. Groups are responsible for damages created by attendees, cleaning the room after each use, and returning the room to its regular furniture configuration. Conduct must adhere to Western Michigan University policies. For more information http://www.wmich.edu/conduct/ and http://www.wmich.edu/activities/docs/13-14%20Handbook.pdf
6. The MCC is meant for University business, not personal use. It may not be used for baby showers, graduation parties, birthday parties, etc.

Posting, Cleanliness, Decorations, and Organization

1. Posters, banners, fliers, etc. may not be taped, stapled, or affixed in any manner to walls, windows, or doors in the MCC.
2. All original fixtures (posters, banners, etc.) in the MCC must remain in place.
3. Posters and fliers must meet University Posting Regulations. See The RSO Handbook, Published by Student Activities and Leadership Programs (SA&LP) for details.
4. The MCC, kitchen, storage room, and furniture must be returned to their original furniture configuration after each use. Refer to the framed room configurations hanging near the corner walls in the MCC.
5. Paper towels and cleaner are located under the podium for guests to clean the tables after use. There is a vacuum in the storage room to be used after each event if need.

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6. Decorations must never obstruct or hinder the use of any exit doors, mobility buttons for opening doors, or emergency equipment.

**Fire Safety**

1. No open-flame lighting devices shall be used. Candles are not allowed in the MCC.
2. The safety lights must remain on during events in the MCC. This includes the hall lights and the small lights in the MCC. The large fluorescent lights may be turned off.

**Sound Restrictions**

1. Event coordinators must assure a respectful noise level, which does not disrupt other operations occurring in the building. This is especially important during regular business hours Mon – Fri 9 a.m. to 5 p.m.

**General Policies and Procedures**

1. The MCC will not store any decorative items or equipment.
2. Per University policy, students and RSOs are prohibited from possessing or consuming alcoholic beverages on University property or in University buildings.
3. Organizations will be held responsible for the condition of rooms used. Any damage will result in a direct charge to the organization or the event coordinator.
4. The only animals permitted in the MCC are approved assistance animals.
5. No bicycles, skateboards, or skates of any variety are permitted in the MCC or sidewalks. Use outside racks for bicycles.
6. Activities in the public areas involving groups of people, furniture, and/or equipment should not block exits.
7. All Registered Student Organizations (RSOs) must follow all other policies and procedures governing RSOs outlined in the RSO Handbook. All WMU units must follow Human Resources policies.

For more information or to make a reservation, refer to the website at [http://wmich.edu/diversity](http://wmich.edu/diversity). Please direct any questions or concerns to the MCC Supervisor at (269) 387-1574 or multiculturalcenter-trimpe@wmich.edu.