



WESTERN MICHIGAN UNIVERSITY
Office of Diversity and Inclusion

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.

MCC Reservation Request

1. Reservation requests must be submitted **14 days in advance**.
2. Submit reservation request to multiculturalcenter-trimpe@wmich.edu. **Provide contact information, date, time, number of guest and description of event.**
3. The MCC may be occupied for no more than **four hours** for each event, this includes set up and tear down time.
4. Notification of cancellation must be provided at least **48 hours in advance**.
5. Wi-Fi is available. First-time users must register their computer. For more information see <https://www.wmich.edu/helpdesk/selfhelp/internet>
 - o We recommend that you download any media to your laptop so that Wi-Fi is not your only option to access data. The Trimpe Wi-Fi is a shared connection and due to our proximity to residential housing we cannot guarantee a strong signal in the multicultural center.
6. 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, see <http://www.wmich.edu/conduct/> and <http://www.wmich.edu/activities/docs/13-14%20Handbook.pdf>
7. The MCC is meant for University business, **not** personal use. It may **not** be used for baby showers, graduation parties, birthday parties, etc.

General Guidelines

1. MCC will not store any food, 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 service 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.
8. Reservation contact person must submit an ODI Multicultural Center Usage Report at the end of their event. The report can be found on the MCC website at <https://wmich.edu/diversity/center>

Additional guidelines

1. Guest must complete the daily health screening and present their badge to the reservation contact.
2. All guest must wear a mask – regardless of vaccination status.
3. Guest should practice social distancing.

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. The MCC, 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.
4. 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.
5. Decorations must never obstruct or hinder the use of any exit doors, mobility buttons for opening doors, or emergency equipment.

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.

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.

Fire, Tornado, and Inclement Weather Guidelines

Tornado Safety Guidelines (found at <https://wmich.edu/diversity/center>):
<https://www.wmich.edu/sites/default/files/attachments/u75/2014/wmu-tornado-safety-guidelines-02-2014.pdf>

Fire Safety Guidelines (found at <https://wmich.edu/diversity/center>):
https://www.wmich.edu/sites/default/files/attachments/u247/2013/evacbldgs_0.pdf

Weather Alert Radio:

Please make note of the following information regarding the weather alert radio found in the hallway adjacent to the Multicultural Center:

- The radio is set to receive alerts for Kalamazoo County only.
- There are 3 different sirens and 3 lights indicating the alert level:
 - Yellow: advisory
 - Orange: watch
 - Red: warning
- The batteries will keep the radio working without power for approximately 24 hours.
- The radio runs a weekly test, which ends after 30 seconds.

For more information or to make a reservation, refer to the website at <http://wmich.edu/diversity>. Please direct any questions or concerns to the MCC Supervisor at (269) 387-6324 or multiculturalcenter-trimpe@wmich.edu.