



Office of
Diversity and Inclusion

WESTERN MICHIGAN UNIVERSITY

Multicultural Center (MCC)

Manual

Revised August 23, 2016

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 **48 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, see <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.
7. The Staff on Duty (SOD) assigned to an event held in the MCC are not responsible for technology support beyond on/off operation.

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.

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4. 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.
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.
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.

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>):

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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.

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