

Multicultural Center Reservation Form

Please return the completed form to the Multicultural Center located on the 2nd floor of the D.P. Culp.

Program or Activity Title: _____

Office/ Department/ Sponsoring Group: _____

On-site Coordinator during the event: _____

Contact Information

Contact Person (if different from above): _____ Email: _____

Phone Number: _____ Office Number: _____

Event Details

Requested Room(s): Presentation Room Conference Room Student Lounge

Classification (check all that apply)

Meeting Conference Non-profit Sales/Solicitation Other

Date of Event (include multiple dates and times if applicable): _____

Event Start Time: _____ Event End Time: _____

Set up time: _____ Break down Time: _____

Detailed description of the event

Activity is open to: (check all that apply)

Faculty/Staff Administration Students General Public

How many attendees are expected? _____ Admission/Registration Fee? _____

Does the event require any of the following please provide details:

Food/Drinks Special Set-Up Audio Visual Equipment

Enter Details

Facilities Request Guidelines

Priority for reservations will be given to programs of the Multicultural Center, housed unit activities, departments and programs internal to ETSU, and external requests. Requests by external groups or persons not affiliated with ETSU will be considered on a space available basis. Requests for exceptions by university departments for official university business can be made to the executive director. External groups or persons not affiliated with ETSU must be sponsored by the Multicultural Center or an ETSU affiliated organization. All individuals, groups, and organizations internal and external to ETSU must comply with the established ETSU Policy on Use of Campus Property and Facilities.

Requests to reserve the Multicultural Center Lounge, Presentation Room, and Conference Room are made to the executive aide of the Multicultural Center with final approval given by the executive director consistent with ETSU policies. An ETSU student organization leader, a member of the ETSU faculty, or staff, must sign the request to reserve the site and be the responsible person present on-site for the duration of the activity.

- A. Operating Hours: The ETSU Multicultural Center follows the D.P. Culp Center's operating hours and schedule for academic breaks and holidays.

- B. Capacity: Presentation Room can hold up to 36 people with tables and chairs and 48 with just chairs. It has a large monitor and an electronics connection panel. The Conference Room also have an electronics connection panel and can hold 9 people. The Student Lounge can seat up to 50 people and has two collaborative workstations with monitors which are available for use.
- C. Food: Food may be set up in the reserved areas or along the wall opposite of the kitchen and next to the back double glass doors. ETSU contracted food service has exclusive rights to all food service supplied in the Culp. Please discuss specific details with the University Food Services (Sodexo), phone number 439-5893.
- D. The on-site coordinator must be present during the event. If using the facility after 4:30pm or on a weekend, the on-site coordinator is responsible for locking the Center after the event ends. The on-site coordinator is responsible for assuring furniture is put back in the original layout.
- E. It is the responsibility of the person requesting the use of the facilities to verify usage approval. An email will be sent to you if your reservation request was denied. If approved, you will be sent an email with a calendar invite.

I acknowledge that I have read the instructions as printed on this form and will abide by them.

My signature below attests to same.

Applicant Signature (must be signed) Date E-Mail

Mailing Address/ETSU P.O. Box Phone

Executive Aide Signature Received Date

Multicultural Center's Executive Director Approval Signature Date