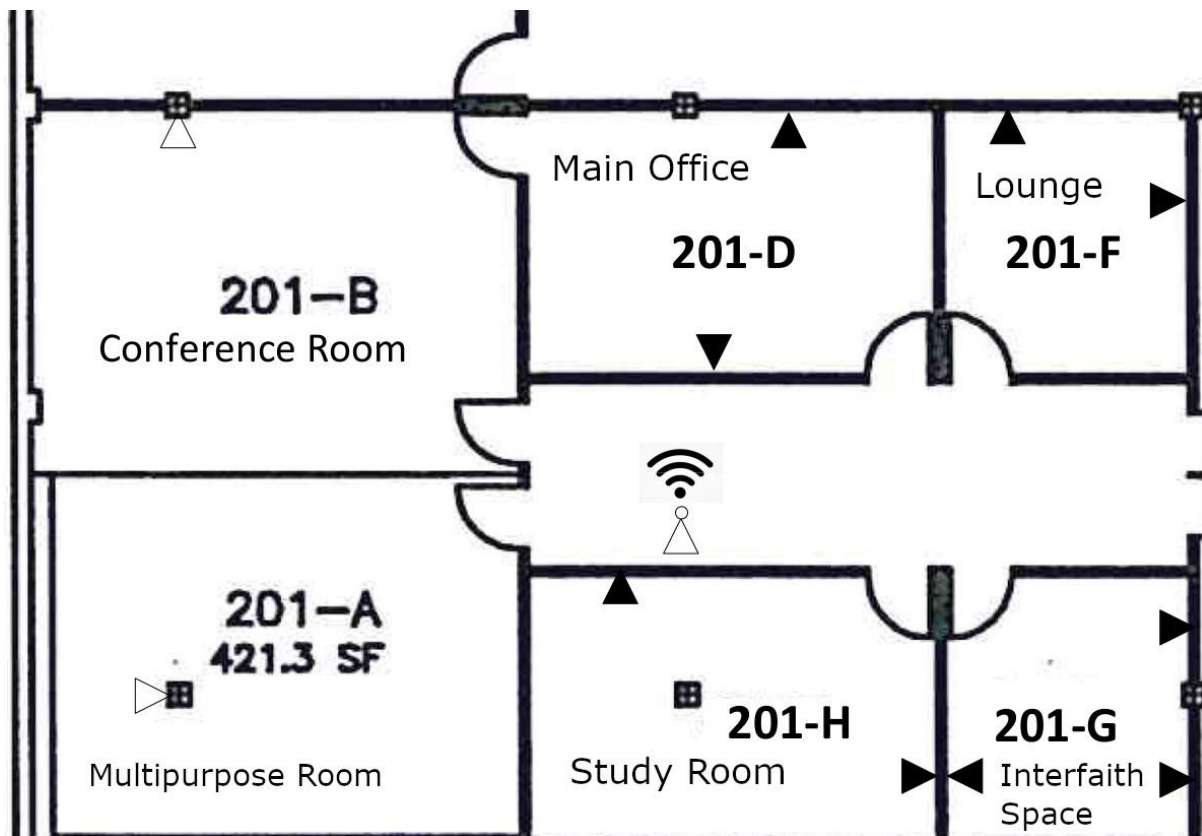


Diversity Engagement Center – Multicultural Lounge Use Guidelines

The Multicultural Lounge is located in the University Center on the 2nd Floor in the Gallery Lounge. The following rooms are available for reservations: conference room 201B, multipurpose room 201A, and the study room 201H. The multipurpose room is not available for reservations on Friday as it is reserved for Prayer/Meditation. If requesting to use the space after 4:30 PM a key must be checked out. If you have any questions regarding these guidelines, please email us at diversity@uno.edu



How do I make a reservation?

1. Check the current availability of the space using the online Calendar at: <https://www.uno.edu/diversity-affairs/events>
2. Once you have found a date and time that is available, click the “Request an Event” link on the same webpage and follow the step-by-step instructions.
3. It is recommended that you submit your request at least five business days prior to the scheduled event. This does not guarantee the availability of the space.
4. The reserving party is responsible for requesting adequate setup and cleanup time on their “Facility Reservation Request Form” to ensure that events prior to, and following, their event are not interrupted.

5. You will receive a confirmation e-mail once your reservation has been processed from diversity@uno.edu, usually within two business days of the request.

How do I cancel a reservation?

1. Email diversity@uno.edu to cancel your event as soon as possible.
2. If necessary, contact other departments (i.e. Chartwells, Facility Services, IT Services, etc.) to cancel all related services.
3. Please note that the Diversity Engagement Center will not cancel or reschedule a reservation that has been previously made in order to accommodate another party.

What may I use in the Lounge?

- 10 stackable chairs
- 5 armchairs
- 2 portable whiteboards (markers and erasers provided)
- Television in Lounge space
- Projector and Screen in conference room where you can easily hook up your portable devices, such as a laptop.

Use of Lounge implies agreement with the following guidelines:

Before the Event

1. It is the reserving party's responsibility to set up for the event. Setup time should be included on the "Request an Event" form.
2. Any requests of IT Services, Facility Services, Chartwells, or other departments are the responsibility of the reserving party.
3. Chairs and tables can be rearranged as needed for the event.
4. Diversity Engagement Center property (i.e. furniture, murals, flags, etc.) may not be removed from Space.
5. Food. Catered food must be through Chartwells.

During the Event

1. Due to its open environment, Multicultural Lounge is not appropriate for confidential or recorded events.
2. Supplies necessary for carrying out the event are the responsibility of the reserving party; the Diversity Engagement Center has limited supplies that are available for students clubs and organizations use.
4. The reserving party is expected to take reasonable steps to ensure proper care of Lounge.
5. Events, including clean up, must end by the time designated on the "Request an Event" Form.

After the Event

1. The reserving party is responsible for returning Lounge spaces to the arrangement specified on the diagram located in each room on the wall.
2. The reserving party is responsible for cleanup. This includes but is not limited to:
 - Wiping down tables
 - Picking up trash
 - Erasing the whiteboard
 - Removing any posters hung up during the event
 - Reporting spills or any other damages immediately to the staff via email at diversity@uno.edu
 - Throwing away any trash outside of Lounge if trashcans inside are not sufficient
3. Accidental damage, repair, and replacement costs to Lounge are the responsibility of the reserving party.
4. The reserving party is responsible for arranging the timely pick-up (within 24 hours) of any outside items brought in by IT Services, Facility Services, Chartwells, etc.

Use privileges may be revoked if these guidelines are not followed. Thank you for your cooperation