The procedures outlined here are intended to streamline the event planning process, create consistent event experiences, create efficiencies to help maximize space usage, and maintain the integrity of the facilities.

We thank you and welcome to the Multicultural House.

**Multicultural House Guidelines**

**Statement of Purpose**

The Multicultural House is dedicated to developing a welcoming, supportive, and inclusive campus atmosphere for students of historically marginalized groups. The center allows for student cultural groups to openly express themselves and bring the campus together to celebrate culture and heritage while embracing unity in diversity.

The Multicultural House is open to all New Mexico Tech students, faculty, staff, administrators, alums, and community members.

**Facility Usage**

The facilities of the Multicultural House are available for university use and can be reserved through the Student Leadership and Engagement Office. NMT staff may be required to attend programs hosted outside regular business hours.

The facilities of the Multicultural House will be used as intended and indicated on reservation requests. All University students, employees, and visitors must adhere to NMT policies. Students are required to abide by New Mexico Tech’s Student Code of Conduct. Any conduct that violates University policies and procedures will be reported to the appropriate University authorities.

All groups requesting use of the space will be asked to demonstrate how the space will relate to multiculturalism and enhance the experience of marginalized and underrepresented student populations. Please be sure to state how your event does so when requesting your reservation.

**Hours of Operation**

Building Hours: 8:00 a.m. – 9:00 p.m.

All hours may be subject to change. No reservation will be permitted beyond 9 p.m. Approval of reservations is based on availability. The Multicultural House adheres to the university calendar and will not permit reservations during university closures.

**Event Groups**

* Registered Student Club: A student club registered and recognized by the Student Government Association.
* University Department / Organization: A Department or Office of New Mexico Tech.

**Room Reservations**

The Multicultural House requires a reservation request through the SLE.

* Reservations require a minimum request of 24 hours.
* Reservations may be subject to an advisor being in attendance.
* Furniture may not be moved in or out of the original assigned location. If you rearrange furniture, you return to the original setup before leaving.
* Sponsoring organizations are responsible for maintaining the reserved space. Organizations will be financially accountable for damages incurred. Damages include but are not limited to, structural damage to the facility, damage to furniture and equipment, damage caused by adhesive materials used in decoration, and stolen property of the Multicultural House.
* Any additional cleanup or damage to Multicultural House may result in a cleanup or replacement charge to the group.

**Cancellations / No-Shows**

Late Cancellations or No-Shows prevent others from making use of our space. We ask that you communicate adequately with the staff regarding your reservation. Extenuating circumstances resulting in a cancellation will be taken into account.

**Right to Revoke Reservations**

We have the right to stop any activity that violates the Student Code of Conduct or any University Policies or affects the safety of individuals. No refunds for any applicable charges will be issued if this procedure has to be enforced.

We also reserve the right to revoke any and all reservation capabilities for groups/organizations that damage, harm, or abuse spaces within or around the Multicultural House. Groups found in violation will be placed on a suspension status, with all future reservations being canceled. The group may request to have this status lifted and capabilities restored pending a review by the department and have paid all associated fines/fees. Repeated violations will result in permanent revocation of room reservation privileges.

**Kitchen Facility**

The kitchen is available for use and by reservation.

* The expectation is that all users keep the kitchen clean and in working condition. Failure to do so will result in losing access to the Multicultural House. (See Right to Revoke Reservation Procedure)

**Food Preparation & Service**

* The Multicultural House adheres to the NMT Food Guidelines.
* Students may only bring in food for personal consumption with prior approval.
* Food and beverages are permitted in meeting rooms. Occupants are responsible for the cleaning of any spilled food or drink. If reoccurring spills are left unattended, these privileges will prohibited.
* The intent to provide food for events and meetings must be communicated with the reservation request.
* Outside food requires a completed food usage waiver.
* All food prepared by student organizations must be approved before the event/meeting. In order to gain approval, groups will need to meet with staff to discuss the logistics of food preparation and serving; this will include whether or not food will be prepared on or off-site. This also includes foods intended to be sold as part of a fundraiser.
* Please adhere to the guidelines to avoid losing food privileges for the remainder of the academic year. Reoccurring violations will result in the loss of food privileges indefinitely. (See Right to Revoke Reservation Procedure)

**Advertisements, Promotional Material, and Decorations**

**Promotional Materials**

* Submissions must include the name of the sponsoring group, the time and date of the event, and the phone number or email of a contact person.
* All submissions must be affiliated with the university and be recognized as an official student organization.

**Physical Posters / Flyers & Decorations**

* There shall be no hanging of signs, posters, or fliers on any internal or external windows or left on surfaces associated with the facility unless approved by the Student Leadership and Engagement Office.
* Only Painters or Masking tape may be used on painted surfaces.
* The sponsoring organization is responsible for removing all decorations and materials immediately following the event. This includes picking up all trash generated from the event.
* Groups planning to craft projects such as cards, banners, signs, artwork, etc., must follow the requirements below.
* All tables need to be covered with some type of tarp, plastic, or newspaper to protect the tables and easier to clean up. Covering the floors is highly suggested.
* Please use only blue tape if taping covers the tables or other surfaces of the space. Do not tape on any of the painted surfaces.
* No Glitter, confetti, artificial snow, sand, or other similar decorations that are difficult to clean up and track easily are not allowed. This includes wax, powder, or similar materials.
* Disposable brushes and palettes are recommended. If all painting materials are not disposed of at the event, the group is responsible for removing them and cleaning them elsewhere.
* Please utilize the kitchen sink to clean out brushes and other materials, not the restrooms. Make sure to thoroughly wash out the sinks after cleaning your supplies.
* No aerosol paint cans, airbrushes, or oil paints are allowed.
* Groups are responsible for ensuring no fluids of any type contact the floor. Groups are responsible for cleaning up after the event.
* If something gets spilled or damaged, please notify the SLE staff immediately. This will allow us to treat the area to prevent permanent damage or assess the damage with the group.
* Any additional cleanup or damage to the Multicultural House may result in a cleanup or replacement charge to the group. (See Right to Revoke Reservation)

**Theft of Property**

The University does not take responsibility for any item(s) left unattended, including personal equipment. Do not leave personal items unattended.

As stated in the NMT’s Student Code of Conduct, attempted or actual property theft is prohibited. Please report any instances of theft to Campus Police and the SLE.

**Pets & Other Animals**

* Animals are not permitted in the Multicultural House, except for service animals, as defined by NMT policy.
* Students who use a service animal must register the animal with Student Access Services.

**Sleeping and Overnight Activities**

The Multicultural House strictly prohibits any overnight programs and or events. All programs must conclude by 9:00 p.m. on the day of the use.

**Exclusions**

* The use of bicycles, skateboards, roller skates, and roller blades is not permitted in the building.
* No hazardous materials may be used, stored, or transported in the Multicultural House except by authorized personnel.

**Alcohol & Drugs**

* Alcoholic beverages are NOT permitted within or around the facility.
* The Multicultural House will follow New Mexico Tech’s Drug-Free Policy.

**Smoking**

* The Multicultural House is a smoke-free facility. There are no designated smoking areas. Please refer to the University Policy.

**Vandalism / Damage**

* All acts of vandalism are to be reported to Campus Police and the SLE.
* Report damage to the room, furniture, or equipment immediately. Unreported damage will be treated as vandalism and reported to Campus Police.
* Groups responsible for damage to facility space will be assessed a fee for repair or replacement of materials.
* All reservations held by a group will be suspended until payment is received.
* Groups may also be subject to additional disciplinary proceedings related to New Mexico Tech’s Student Code of Conduct.

**Technology**

* **No Wi-Fi at this time (Coming soon)**

**Building Capacity**

**Outdoor Area Capacity**