

Guidelines & Policies for the PRISM Multicultural Center

HOURS OF OPERATION: Monday-Friday 8:45am to 4:45pm

- All requests for usage of the center must be submitted at least **two weeks** in advance.
- All requests are handled on a first come first served basis.
- Student organizations requesting to use the center after hours or on weekends must be accompanied at all times by the group's advisor.
- All groups or individuals are responsible for their own materials. The center does not make copies or supply materials, flyers or signage.
- Any programs, lectures, talks, displays, etc.; must be approved in advance and must be related to the stated purpose of the center.
- Computers, phones, copier and projector are off limits, unless prior approval has been granted.
- Only those items, furniture, etc. specifically approved on the application are to be used.
- Groups scheduling events, which will end after the official closing time of the PRISM Multicultural Center must make sure that room is clean, in order, doors are lock, lights turned off before leaving. The key to the center should be placed in the blue key lock-box outside of the center.
- If you are interested in co-sponsoring an event with PRISM, please schedule an appointment well in advance.

