

## **Office of Multicultural Student Affairs (OMSA) Reservation Guidelines**

### ***Audio/Visual Equipment***

OMSA office equipment is NOT to be used during any space reservation. OMSA is not responsible for providing laptops, projectors, and/or screens for non-OMSA sponsored events. This equipment can be reserved through Media Support Services at Cabell Library by calling 828-1098.

### ***Office Hours***

The Office of Multicultural Student Affairs is available to reserve during the following time periods:

Monday - Friday 8am – 7pm (reservation to end by 9pm)

Saturday - Sunday CLOSED

### ***Decorations/Posting***

No materials or signs of any kind may be affixed to walls, ceilings, equipment or other areas of the office without permission of OMSA staff.

### ***Event Setup***

Approved reservation requests require an event meeting with Mr. Isom a minimum of one (1) week prior to the event or reservation will be cancelled. On the day of your event, please plan on arriving 30 minutes early to ensure proper setup.

### ***Trash and Recycling***

At the end of the event, the sponsoring organization must remove all trash. OMSA Reservation privileges may be revoked if the office is unreasonably dirty.

### **The following will constitute revocation of OMSA reservation privileges-**

- *Any damage to walls, ceilings, floors, and/or office equipment*
- *Failure to return office to established work day set-up (Attachment 1)*
- *Arriving and/or leaving later than established reservation times*

**1<sup>st</sup> offense-cannot reserve OMSA space for one (1) month.**

**2<sup>nd</sup> offense-cannot reserve OMSA space for one (1) semester.**

**3<sup>rd</sup> offense-cannot reserve OMSA space for one (1) year.**

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Requesting Organization Representative (Print)

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OMSA Staff Member (Print)

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Requesting Organization Representative (Sign/Date)

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OMSA Staff Member (Sign/Date)