

Intercultural/International Studies Division

APPLICATION & CONTRACT FORM

Room use of the **MULTICULTURAL CENTER**

- Activity Area (MCC 14) cap 35 Conference Area (MCC 11) cap 20
Submit a minimum of **ONE WEEK** in advance of the event.

First Name: _____ Last Name _____ Group _____

Phone#: () - E-mail: _____

Request Day: M T W R F Date: _____, _____
 Month Day Year

Start time: ____: ____ am/pm End time: ____: ____ am/pm

Name of Advisor/Faculty/Staff _____
(in attendance)

Phone#: () - E-mail: _____

Meeting Lecture Social Event Club Conference Other _____

YES NO Have Event Included on a public calendar online (view only)?

<http://www.deanza.edu/iis>

Area Use Agreement

By checking each item, we comply with these use requirements:

1. A Faculty/Staff will supervise the event from beginning to end.
2. Posted signs directing guest will use blue tape and be removed.
3. Noise level will be appropriate/monitored for a shared space.
4. Tables will be wiped and trash removed to outside receptacles.
5. Tables/chairs will be returned to the original arrangement.
6. Documents/presentations on the computer will be trashed.
7. All doors to the building will be locked and checked upon exit.

Please **Submit** this form to the IIS Division Assistant [Jo Ann Okabe-Kubo](mailto:okabekubojoann@fhda.edu) at: okabekubojoann@fhda.edu