

**Multicultural Resource Center
Wyoming Union Room 103
Reservation Request Form***

*Submission of a request form does not guarantee approval of your event.
The MRC Coordinator will contact you to confirm whether your event request has been approved.

Date of Event: Start Time: End Time:

Name of Event Contact Person (Applicant):

Phone Number: Email:

UW Affiliation (check one): UW Student UW Staff UW Faculty Other

Organization or Sponsor:

Event Name:

Brief Description:

Anticipated Number of Attendees:

Will food be served at the event?: Yes No

Equipment Needed (select all that apply):

Laptop

TV screen (for showing PowerPoint or other electronic presentation)

TV/DVD

Other (list here):

Applicant Signature

By typing or printing name below and submitting this form, the applicant agrees to uphold the MRC Reservation Policies (on the next page) and assumes responsibility for any breach of the Policies by attendees at the event.

Applicant Name: Date:

Questions?

Contact the MRC Coordinator
Chicory Bechtel
cbechtel@uwyo.edu
(307)766-6643

For MRC Coordinator or MA Staff Use Only:

Sign to approve event

Date approved

Multicultural Resource Center (MRC)
RESERVATION POLICIES

- 1) The MRC is first and foremost a public space for UW students, staff, faculty, and UW partners. As such, **events held in the MRC must be open to the public** and allow for attendance/participation by any UW student or MRC user. Private parties are not allowed.

- 2) The use of alcohol, tobacco, or other drugs is STRICTLY PROHIBITED in the MRC.

- 3) The MRC may not be reserved for religious ceremonies, performances, political events, or any event that requires the use of major changes to the room setup.

- 4) The MRC has restrictions on use for regular meetings (daily, weekly, or bi-weekly) by any group larger than 7 participants.

- 5) Please note that each event reservation may be subject to a (2)-hour maximum time limit.

- 6) MRC Staff are not guaranteed to be present at the event to provide support.

- 7) Equipment use (TV, DVD, VCR, Laptop, Projector, etc.) must be requested at least 5 business days in advance.

- 8) The event contact person is responsible to make sure that the MRC is left in the same - or better - condition as s/he found it before hosting the event. Any furniture that was moved must be returned to its original position within the center at the end of the event.

- 9) MRC facilities and equipment must be left in good working order. The contact person must inform MRC Staff immediately if finding that any aspect of the MRC facilities or equipment are in poor condition upon arrival or due to damage during the event.

- 10) The event contact person is responsible for any material, financial, safety, and legal liabilities associated with the use of the MRC for the requested reservation.

- 11) The MRC Coordinator reserves the right to refuse any reservation request for any reason.

Thank you for your reservation request!

For questions, contact cbechtel@uwyo.edu or (307)766-6463.