



***WESTERN MICHIGAN UNIVERSITY***  
Office of Diversity and Inclusion

# **Multicultural Center**

## **Manual**

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## INTRODUCTION

The Multicultural Center is available to the entire campus community. Since 2004, the Multicultural Center has provided space for diversity and inclusion events such as the Real Talk Diversity Series, SpeakOut! Speakers Bureaus Panel training, business meetings, Registered Student Organization (RSO) events, as well as, a space to host department staff trainings.

The Office of Diversity and Inclusion welcomes WMU campus community members to reserve the Multicultural Center and enjoy it as a resource. The space has a capacity of 137 guests.

## MULTICULTURAL RESERVATION REQUEST

1. All events must have some educational value to the WMU campus community.
2. Reservation requests must be submitted **14 business days in advance**.
3. Submit reservation request by filling out the [Reservation Request Form](#)

**Multicultural Center Reservation  
Request 25-26**



4. Notification of cancellation must be provided at least **48 hours in advance**.
5. The Multicultural Center is meant for University business, **not** personal use. It may **not** be used for baby showers, graduation parties, birthday parties, etc.

### **GENERAL GUIDELINES**

1. The Office of Diversity and Inclusion will not store any food, decorative items or equipment for your event.
2. Per University policy, students and RSOs are prohibited from possessing or consuming alcoholic beverages on University property or in University buildings.
3. The only animals permitted in the Multicultural Center are service animals.
4. No bicycles, skateboards, or skates of any variety are permitted in the Multicultural Center or sidewalks. Use outside racks for bicycles.
5. Activities in the public areas involving groups of people, furniture, and/or equipment should not block exits.
6. Conduct must adhere to Western Michigan University policies. For more information, see <http://www.wmich.edu/conduct/>.
  - a. All RSOs must follow all other policies and procedures governing RSOs outlined in the RSO Handbook.
  - b. All WMU units must follow Human Resources policies.
7. Groups are responsible for damages created by attendees, cleaning the room after each use, and returning the room to its regular furniture configuration. Any damage will result in a direct charge to the organization or the event coordinator
8. Reservation contact person must submit an ODI Multicultural Center Usage Report at the end of their event. The report can be found on the Multicultural Center website at <https://wmich.edu/diversity/center>.

### **Parking**

The Office of Diversity and Inclusion is not responsible for parking fees. The FAQ for parking is found at <https://wmich.edu/parking/faq>. Hours of enforcement are 2:00am-5:00pm Monday to Thursday and 2:00am-4:00pm Friday.

## ROOM GUIDELINES

### Setup and Cleanup

ODI Office Assistants, if on duty, will assist with room set up and returning the room back to the original position at the conclusion of the event.

There are four styles available to choose from.

- Classroom (lecture style arrangement seating a specified number of people)



- Theater (theater style arrangement seating a specified number of people)



- Conference (rectangle shaped arrangement seating 4-10 people)



- Large Meeting (u-shaped arrangement seating 10+ people)



The Office of Diversity and Inclusion has an additional 30 chairs and two 6-foot tables that can be used in the Multicultural Center. If you would like to use the chairs or tables, please specify how many in your reservation request. At the end of your event, stack the chairs no more than five chairs high and leave in Multicultural Center.

### **Posting, Cleanliness, Decorations, and Organization**

1. Posters, banners, fliers, etc. may **not** be taped, stapled, or affixed in any manner to walls, windows, or doors in the Multicultural Center.
2. All original fixtures (posters, banners, etc.) in the Multicultural Center must remain in place.
3. Sanitizing wipes are located under the podium for guests to clean the tables after use.
4. Decorations must never obstruct or hinder the use of any exit doors, mobility buttons for opening doors, or emergency equipment.
5. Glitter and candles (open flame lighting devices) are **NOT** allowed.

### **Sound Restrictions**

Event coordinators must assure a respectful noise level, which does not disrupt other operations occurring in the building. This is especially important during regular business hours Mon – Fri 9 a.m. to 5 p.m.

## TECHNOLOGY

### Internet Access

Wi-Fi is available in Trimpe. First-time users must register their computer. For more information see <https://www.wmich.edu/helpdesk/selfhelp/internet>

We recommend that you download any media to your laptop so that Wi-Fi is not your only option to access data. The Trimpe Wi-Fi is a shared connection and due to our proximity to residential housing we cannot guarantee a strong signal in the multicultural center.

### Using the TV

Do not use the speaker stand or the cords under the stand to connect. Please only use the TV connection. Extra HDMI cord extensions are in the bottom drawer behind the stand. There is an HDMI provided already connected to the wall. If it is not connected, please use the port labeled “HDMI 2”. Follow the directions below.

1. Plug laptop into the “HDMI 2” port using the provided cord.
2. Press the power button on the wall mount. Follow on-screen prompt.
3. Wait a moment and the TV will turn on. Make sure you are not full-screened in an application before turning the TV on.

Note:

- Do not use the buttons on the TV or the TV remote to operate the TV. Connect to the wall mount as mentioned above and it will automatically turn on.

## **SAFETY**

### **Fire Safety**

1. Candles (open-flame lighting devices) are not allowed in the Multicultural Center.
2. The safety lights must remain on during evening events in the Multicultural Center.  
The large fluorescent lights may be turned off.

**Fire Safety Guidelines found at <https://wmich.edu/diversity/center>.**

Exit the building using the nearest exit. Meet your group by Kohrman Hall.

**Tornado Safety Guidelines found at <https://wmich.edu/diversity/center>.**

The tornado shelter areas in Trimpe are the restrooms.

### **Weather Alert Radio:**

Please make note of the following information regarding the weather alert radio found in the 1000 series hallway adjacent to the Multicultural Center:

- The radio is set to receive alerts for Kalamazoo County only.
- There are 3 different sirens and 3 lights indicating the alert level:
  - Yellow: advisory
  - Orange: watch
  - Red: warning
- The batteries will keep the radio working without power for approximately 24 hours.
- The radio runs a weekly test, which ends after 30 seconds.

**For more information or to make a reservation, refer to the website at <https://wmich.edu/diversity/center>. Please direct any questions or concerns to the [multiculturalcenter-trimpe@wmich.edu](mailto:multiculturalcenter-trimpe@wmich.edu) email. For immediate assistance, contact the ODI main office at (269) 387-6313.**