

Iowa State University
Multicultural Student Affairs (MSA)
BLACK CULTURAL CENTER – Building Use Policy

I. MISSION

The Black Cultural Center (BCC) serves as a foundation for African American cultural identity, education and understanding between diverse communities at Iowa State University. This facility is overseen through the MSA office.

II. RESERVATION PROCEDURE

- A. Priority will be given to programs of or sponsored by the MSA and programs sponsored by ISU campus organizations.
- B. Rooms cannot be reserved for more than one semester in advance.
- C. Each reservation must provide a completed reservation form.
- D. A security deposit of \$100, by way of intramural, check or voucher, must be collected upon approval of requested reservation and received 7 days before the date of the event. Failure to do so will result in the loss of the reservation. An MSA Staff member will review the condition of the BCC after use. If no damages are incurred, the deposit will be returned to the event coordinator.
- E. No group, club or organization may transfer their reservation to another group.

III. FEES FOR ANY POLICY VIOLATION

- A. Cancellations of BCC reservations must be made at least 3 business days before an event. A cancellation fee of \$50 will be assessed for cancellations received less than 3 business days before the event.
- B. Failure to return key the following business day of the event, a late return key fee of \$25 will be assessed to the reserving group.
- C. For a lost key, the full cost of a lock change and new keys will be assessed to the reserving group.
- D. Failure to return the space in the same condition it was after using the facility, the full cost of custodial fees will be assessed to the reserving group.

IV. USE GUIDELINES

- A. Return the space to the same condition it was when you began using it.
 - 1. Leftover food is removed and nothing is stored or left in the refrigerator or other areas. Do not wash food down the sink. There is no disposal unit.
 - 2. Dishes (including pots, pans, and utensils) are washed, dried, and put away neatly.
 - 3. Kitchen countertop, sink, and all appliances are wiped clean and dry.

4. Tables and chairs are wiped clean and dry.
5. Floors are swept or vacuumed and spills are wiped clean and dry.
6. Toilets are flushed and sinks are wiped down.
7. All faucets are turned off and not dripping.
8. Cleaning supplies are organized neatly.
9. All trash is collected from garbage containers and placed in outside waste bin.
10. Appropriate size liners are replaced in garbage containers.
11. All windows and doors are closed and locked.
12. All lights are turned off except the office area hall light.

B. Comply with restrictions for use of decorations.

1. Nothing may be attached to the walls, doors, ceilings, or woodwork with tape or other adhesives.
2. Decorations may be free-standing if precautions are taken to prevent damage to the floors.
3. Lightweight decorations (paper letters, balloons, leaflets, etc.) may be attached to the blinds with tape.
4. Balcony railings may be used for hanging banners, crepe paper streamers, etc.
5. Confetti use is prohibited.
6. All decorations must be removed before you leave.

C. Alcoholic beverages of any kind are prohibited.

D. Candles, incenses, or any use of flame is prohibited.

E. No pets of any kind may be in the building except for animals used for guides and/or assistance.

F. Children must be supervised at all times.

G. Office spaces are for BCC administrative use only and should not be accessible to guests without prior written permission from MSA.

H. Storage of materials for the event is not permitted beyond the reservation times requested. Any items found after the event will be placed in the lost and found for 7 days before being thrown out.

I. All damage must be reported on the Damage Assessment Form and submitted to the MSA Staff.

J. All guests must comply with the City of Ames and ISU Fire and Safety Codes and the Iowa State University Code of Conduct.

K. Failure to follow any of the use guidelines could result in a charge to clean, restore or repair the facilities, and disqualification from use of the building in the future. If the charges surpass the amount of the security deposit, the organization or department is responsible for remitting a remaining balance upon said due date.

L. Anything not mentioned in the above use guidelines will be handled on a case by case basis.

V. ROOMS AVAILABLE

A. Lower Level

1. Carver Conference Room seats 15-20. Projector screen available for use. Side door available for entry.
2. Laptop computers and/or projectors are not provided for presentations. Patrons must bring his/her own.

B. Main Floor

1. Kitchen equipped with microwave, refrigerator, stove, sink, and coffee maker available for use. Bathroom adjacent to kitchen. Open to dining room and entrance to lower level. Back door available for entry.
2. Dining room adjacent to kitchen. Table seats 6 with the option to bring in additional chairs or utilize floor area. Open to kitchen and living area.
3. Living Room seats 8-10 comfortably with the option to bring in additional chairs. Television, Cable, VCR, and DVD player available for use. Adjacent to front door and stairs to second level.

C. Second Level

1. Jack Trice Memorial Library seats 10-12 comfortably. Tables available for study or game play. Games and browsing library available for use. Bathroom located near south end.
2. Study room located near northeast end of floor. Seats 4-6 comfortably.

D. Third Level

1. Rec room equipped with chairs seats 6-8 comfortably. Game system, videogames, and television available for use.

E. Outside

1. 3-level wheelchair accessible deck available for the main floor and second level. Bike rack available for use.
2. Parking available on Welch Ave and in the lot behind the BCC.