

# University of Wisconsin - Superior

## MULTICULTURAL CENTER USE AGREEMENT FORM

### Reservation Guidelines

1. You agree to abide by and enforce all specified guidelines and regulations governing University grounds, buildings and property. **Smoking is prohibited in all University buildings and on University grounds EXCEPT in designed outdoor smoking areas.**
2. You agree not to sell or dispose of, or permit to be sold or disposed of, tickets in excess of seating capacity and agrees not to admit a larger number of persons than established by fire safety regulations (maximum 100 people).
3. **CATERING:** See the University of Wisconsin-Superior's Food Handling Policy for information and rules regarding food service. Please note, the University Dining Services is able to provide food and beverages that comply with school policy. Contact (715) 394-8103 to make arrangements through the University for food and beverages services.
4. You agree to hold harmless and indemnify the State of Wisconsin, Board of Regents of the University of Wisconsin System and the University of Wisconsin-Superior, their officers, agents and employees, from any and all liability, loss, damages, costs or expenses which are sustained or incurred, arising out of actions in the use of described Multicultural Center facilities by the you or event guests. You agree to reimburse the University for any damages to Multicultural Center facilities and equipment or to other University property caused by you or event guests. You further agrees to waive any claim it might otherwise have regarding the inability of the Office of Multicultural Affairs, for any cause, to furnish use of the facilities described.
5. You agree to notify the Office of Multicultural Affairs staff *immediately* in the event that any property of the Multicultural Center is damaged, included (but not limited): floors, cultural artifacts, books, furniture, etc. Please be extremely careful if your event requires furniture to be rearranged; damages to the floor are not permissible.
6. In conjunction with policies listed on this agreement, you also agree to read and uphold the requirements listed in the **Multicultural Center Duties Checklist** and return a signed copy of the checklist (within 24 hours) as follow-up from your event. The checklist outlines a set of provisions regarding provided equipment, furniture placement, cleanliness, and after-hour instructions.

*By signing below, you agree to uphold and abide by all of the terms outlined above.*

### Main Contact Information

**Name (please print):** \_\_\_\_\_

**Organization/Event:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature of Advisor**

**or Program Director:** \_\_\_\_\_

**Food? (yes or no)** \_\_\_\_\_

**Technology Request: (yes or no)** \_\_\_\_\_

**Audio/Video (yes or no)** \_\_\_\_\_

*(Additional fees may apply)*

Dates Requested (DD/MM)					
Times Requested					

**In order to CONFIRM your reservation, please sign and return to Katrina Werchouski at Old Main 230 or email to [kwerchou@uwsuper.edu](mailto:kwerchou@uwsuper.edu) You will have a confirmation email.**

### Office Use Only

**Date Received:** \_\_\_\_\_

**OMA Supervisor Signature:** \_\_\_\_\_