



# Morris Family Multicultural Student Center

## Operating Procedures

### **FACILITY STATEMENT OF PURPOSE**

The Morris Family Multicultural Student Center (MFMSC) is a place dedicated to developing a welcoming, supportive and inclusive campus atmosphere for students of color and other historically marginalized groups. The center allows for student cultural groups to openly express themselves and bring campus together to celebrate culture and heritage while embracing unity in diversity. The Morris Family Multicultural Student Center is open to all Kansas State University students, faculty, staff, administrators, alumni, and members of the community.

### **FACILITY USAGE**

The facilities of the Morris Family Multicultural Student Center (MFMSC) are available for public use and can be reserved through the [Diversity & Multicultural Student Life online reservation system](#) (emailed requests will not accepted). Please note university staff may be required to be in attendance for programs hosted outside of regular business hours. The facilities of the MFMSC will be used as intended and indicated on reservation requests. All University students, employees, and visitors must adhere to the [University Policies and Procedures Manual](#). Students are required to abide by [Kansas State University's Student Code of Conduct](#). Any conduct that violates University policies and procedures will be reported to the appropriate University authorities.

### **BUILDING HOURS OF OPERATION**

- Administrative office hours are 8:00 a.m. - 5:00 p.m. Monday – Friday.
- Regular building hours of operation are 8:00 a.m. – 9:00 p.m. Monday – Friday, closed on Saturdays and 1:00 p.m. – 7:00 p.m. on Sundays. These hours shall be in effect during the fall and spring semesters while courses are in session.
- During semester breaks and summer session, the hours are 8:00 a.m. – 5:00 p.m. Monday – Friday and closed on Saturday – Sunday. All hours may be subject to change.
- The building shall be accessed beyond regular hours of operation by reservations only. No reservation will be permitted to go beyond 10 p.m. Approval of reservations are based on staffing availability.
- The MFMSC adheres to the university calendar and will not permit reservations during university closures or state observed holidays.



## **SCHEDULING OF FACILITIES**

- Spaces in the MFMSC will require a reservation request through the [Online Reservation System](#) found at [www.k-state.edu/diversity/multicultural-center](http://www.k-state.edu/diversity/multicultural-center) (emailed requests will not accepted).
- Reservation priority will be given to student organizations that are classified as a multicultural student organization with the Center for Student Involvement.
- All reservations must demonstrate the ability to promote diversity and multiculturalism, while aligning with the mission of [Diversity & Multicultural Student Life](#).
- Reservations that occur during the regular Monday – Thursday hours of operation (see building hours of operations) require a minimum request of 24-hours.
- Reservations taking place Friday – Sunday will require a minimum request of 72-hours (3 business days).
- All event reservations of 50 people or more will require a request be made a minimum of 72-hour (3 business days) in advance no matter the day.
- Any request made beyond minimum request window is subject to approval depending on staffing availability.
- Reservations shall not exceed 1.5 hours in length unless approved by Director of Diversity & Multicultural Student Life.
- Reservations may be subject to an advisor being in attendance.
- Event reservations will require organizations to meet with MFMSC staff prior to the event to discuss logistics.
- Furniture may not be moved in or out original assigned location. If you rearrange furniture, you must arrange to original setup prior to leaving.
- MFMSC staff, nor does the University take responsibility for any item(s) including personal equipment left unattended. Do not leave personal items unattended in the rooms. If you discover belongings in the room, turn them in to building staff.
- Sponsoring organizations are responsible for maintaining the reserved space. Organizations will be financially accountable for damages incurred. Damages include, but not limited to, structural damage to facility, damage to furniture and equipment, and damage caused by adhesive materials used in decoration.



## **COMMUNITY KITCHEN**

- The community kitchen is available for public use and by reservation.
- ***Public use includes the ability to use:*** microwaves, sinks, refrigerator, freezer, ice machine and seating areas.
- ***Reservations include the ability to use:*** microwaves, sink, refrigerator, freezer, ice machine, cooktops, ovens, dishwasher, cooking supplies and seating areas.
- All reservations will require a minimum of 72 hour advanced reservation and training on cooktop usage prior to day of scheduled reservation.
- The expectation is that the kitchen is kept clean by all users public or by reservation. Failure to do so, will result in the loss of kitchen privileges.

## **FOOD, FOOD PREPARATION AND SERVICE**

- The MFMSC adheres to [university policy 3720.030 on dispensing of food](#).
- Students may bring in food for personal consumption without approval.
- Food and beverages are permitted in meeting rooms. Occupants are responsible for the cleaning of any spilled food or beverage. If reoccurring spills are left unattended, these privileges will be prohibited.
- Student organizations are permitted to provide food for public consumption with reservations only.
- Intent to provide food for events and meetings must be communicated at the time of reservation.
- Pre-packaged foods or foods provided by a licensed/insured vendor does not require additional approval outside of original requested reservation.
- All food prepared by student organizations will need to be approved prior to event/meeting. In order to gain approval, groups will need to meet with MFMSC staff to discuss logistics of food preparation and serving, this will include whether or not food will be prepared on-or-off site. This also includes foods intended to be sold as part of a fundraiser.
- Failure to adhere to policy will result in the loss of food privileges for the remainder of the academic year. Reoccurring violations will result in the loss of food privileges indefinitely.



## **STORAGE**

- Storage lockers/drawers are available to reserve by groups classified as a multicultural student organization with the Center for Student Involvement only.
- Lockers will only be able to be reserved for the duration of one semester. Student organizations will have the ability to reserve another space at the beginning of the following semester.
- Groups are only allowed to reserve one storage space per semester. Reservations can be made by emailing [MFMSC@k-state.edu](mailto:MFMSC@k-state.edu) with the subject “MSO Storage.”
- Any approved locker reservation will be accompanied with a key. It is the responsibility of the reserving group to return the key at the end of reservation term. For lost or stolen keys, the reserving organization will assume the cost of replacement lockers keys.
- Please note, no personal items and/or event equipment are to be stored within community areas; this includes but is not limited to kitchen, meeting rooms, lobby etc.

## **PROMOTIONAL TABLE RESERVATIONS**

- Promotional tabling may be requested by student organizations and university departments.
- Priority will be given to those classified as a multicultural student organization with the Center for Student Involvement.
- Promotional tabling is only permitted in the northeast corner of the Phillips 66 lobby.
- Tables will need to be reserved through MFMSC staff. Only Tables provided by the MFMSC are permitted in the building.
- Table reservation request are to be submitted 24 hours in advance and via email to [MFMSC@ksu.edu](mailto:MFMSC@ksu.edu) with the subject “Tabling Request.”
- No more than one table can be reserved at any given time.
- MFMSC will provide one table and two chairs per reservation. Easels will be made available upon request.
- Sponsoring group/individual will be responsible for providing own table covering.
- Signage should not block walkways, disrupt the flow of traffic or hinder the line of sight.
- Audio-visual equipment must be played at moderate levels. If volume is deemed too high, you will receive a warning from MFMSC staff. If increased volume persist, your reservation will conclude immediately.
- Sponsoring individuals shall remain at table for duration of reservation. They shall not impede on the personal space of guest.



## **ADVERTISEMENT, PROMOTIONAL MATERIAL AND DECORATIONS**

- All notices, posters, etc., must be submitted in electronic format to be featured on the center's digital information monitor.
- Request must be submitted by noon the Friday prior to event to [MFMSC@ksu.edu](mailto:MFMSC@ksu.edu) with subject "Monitor Request."
- Submissions must include: name of the sponsoring group, time and date of the event, and phone number or email of a contact person.
- All submissions should be sized to 1920x1080 and saved in JPEG format.
- All submissions must be affiliated with the university and is recognized as an official student organization.
- There shall be no hanging of signs, posters or fliers on any internal or external windows associated with the facility unless approved by the Director of Diversity & Multicultural Student Life.
- All decorations must be approved prior to the event.
- No thumbtacks, staples, or tape may be used on painted surfaces.
- The sponsoring organization is responsible for removing all decorations and materials immediately following the event. This includes picking up all trash generated from the event.

## **Gallery & Expression Walls**

- Blank wall spaces on the gallery wall shall be for department use only.
- If there is student artwork that is desired to be displayed, this will need to be approved and coordinated by the Director of Diversity & Multicultural Student Life.
- The glass panels on the east side of the building on levels 1 and 2 shall be used as expression space.
- The intent is for students to utilize glass panels to share positive and inclusive messages.
- Messages can come in the form of quotes, drawings, words of affirmation and the like.
- Only a dry erase marker is allowed to be used on these surfaces.
- Any communications that violate the [Kansas State University's Student Code of Conduct](#) shall be met with the appropriate disciplinary actions.



## **FUNDRAISING, SELLING, AND SOLICITATIONS**

- Fundraising activity is permitted and reserved for organizations classified with the Center for Student Involvement as a Multicultural Student Organization only. Unless approved by the Director of Diversity & Multicultural Student Life.
- Non-students or non-university affiliate organizations are prohibited from sponsoring any fundraising activities within the MFMSC directly or indirectly.
- The MFMSC does not permit the selling or auctioning of any items and or services in which monies are exchanged or negotiated for personal gain. All violators will be asked to leave the premises immediately.
- Student organizations may solicit donations for a charitable cause.
- Donation bins may be placed on level one along the southwest wall of the Phillips 66 Lobby for no more than 4 weeks.
- All bins must be less than 15 inches in height and 20 inches in width and must include name of organization and contact information.
- All fundraising and donation efforts must be pre-approved by email to [MFMSC@ksu.edu](mailto:MFMSC@ksu.edu).

## **LOST AND FOUND**

- All found items are to be turned into the Director of Diversity & Multicultural Student Life.
- Upon receiving, an attempt will be made to locate and notify the owner.
- After initial attempt, items will be placed in the lost and found which can be found in the administrative suite on the ground floor.
- Unclaimed items unclaimed will be disposed of at the end of each semester.

## **FIRE AND SEVERE WEATHER**

- In case of a fire, patrons will need to follow the exit instructions located at the main entrance of occupied room.
- For fires, patrons are to use the nearest exit leading outside of the building.
- Do not take the elevator to advance to another level.
- If on the 2<sup>nd</sup> level and you have a disability that requires the use of the elevator, take elevator to level 1. From there, exit the building at main entrance.
- In case of severe weather, patrons will be instructed to gather on the ground level of the building. There, they will be directed to the appropriate shelter location.



## **PETS**

- Animals are not permitted in the MFMSC except as described in PPM 7840.080.

## **SLEEPING AND OVERNIGHT ACTIVITY**

- The MFMSC strictly prohibits any overnight programs and or events. All programs must conclude by 10:00pm.

## **ALCOHOL**

- Alcoholic beverages are NOT permitted within or around the facility unless approved by the President or President's approval designee. Please refer to [university policy 3053](#).

## **SMOKING**

- The MFMSC is a smoke free facility. There are no designated smoking areas.

## **VANDALISM**

- All acts of vandalism are to be reported to the Director of Diversity & Multicultural Student Life at [MFMSC@k-state.edu](mailto:MFMSC@k-state.edu).
- Report damage to room, furniture or equipment immediately.
- Unreported damage will be treated as an act of vandalism and reported to University Police.

## **EMERGENCIES**

- In the case of emergency, contact Kansas State University Police Department by pressing the emergency button located on any of the 3 levels in the building or phone at 785-532-6412. Upon contacting KSUPD, notify the Director of Diversity & Multicultural Student Life at 785-532-6284.

## **EXCLUSIONS**

- Use of bicycles, skateboards, roller skates and roller blades are not permitted in the building.
- No hazardous materials may be used, stored or transported in the MFMSC except by authorized personnel.

Thank you for adhering to the operating policies of the facility. For questions of concern, feel free to contact Diversity & Multicultural Student Affairs at 785-532-6276 or [ksudiversity@k-state.edu](mailto:ksudiversity@k-state.edu)

