

CROSS-CULTURAL CENTER ROOM USAGE POLICIES

GENERAL POLICIES AND PROCEDURES

1. Reservations may only be made for up to ten consecutive weeks, or for the current quarter.
2. A maximum of two reoccurring room reservations per week per organization are allowed for Official CCC Affiliate users.
3. A maximum of one reoccurring room reservation per week per organization is allowed for non-affiliate or pre-affiliate users.
4. Only principal members listed on the organization's registration form may reserve space for their organization.
5. The main contact listed on the reservation form is the responsible party and must be in attendance to ensure proper room usage and cleanup procedures are followed.

SET-UP and CLEAN-UP

Users are responsible for their own room set-up and take down. This includes, but is not limited to:

1. RETURNING THE CENTER TO ITS ORIGINAL ARRANGEMENT AND CONDITION. Please refer to room photos for reference on room set-up.
2. Vacuuming and/or sweeping when necessary.
3. Cleaning all dry erase boards.

KITCHEN USE

Groups may use the kitchen and appliances under the following stipulations:

1. The microwave and toaster oven may not be used at the same time in order to prevent a power outage.
2. The microwave and toaster oven must be wiped down after use.
3. If group uses all the CCC's cooled bottled water, a new water bottle should be placed in the water dispenser.
4. Coffee pot must be turned off, rinsed, and grounds emptied after use.
5. No food may be left in the refrigerator after use. Please bring Tupperware if leftovers are expected and take all extra food with you.
6. Kitchen counters must be wiped down after use.
7. All dishes must be washed and put away after use.

USE OF EQUIPMENT

1. The copy machine is for CCC staff use only. If you need to make a few copies, please ask CCC staff for permission. For multiple copies, please go to Imprints.
2. Audio Visual Equipment is available in the Comunidad room *by special arrangement only*. Arrangements must be made at time of reservation. If other equipment is needed users must make their own arrangements with Media Services at (858) 534-5784 or bring their own equipment.

ART DISPLAYS

When art is exhibited, please be careful and respectful of the displays. If an accident occurs and an art piece is damaged by you or one of your group members, please let CCC staff know ASAP. Your group may be held liable.

POSTING/FLYERS

1. Flyers, posters, mass flyers, brochures, etc. must be approved and stamped by CCC staff first.
2. Leaving mass flyers on tables, or in any of the rooms lying around on the floor or on tables is not allowed.
3. During events, groups are not allowed to tape flyers or other paper documents on the walls. Please do not post on walls, windows, doors, etc.

CONDUCT AND RESPONSIBILITY

1. Groups reserving space are responsible for the behavior of their guests and members.
2. It is understood that the organization promises and agrees to abide by University rules and regulations.
3. Users shall indemnify, defend, and hold harmless the University of California Regents, its officers, agents, and employees from and against claims, damages, expenses, including an amount equal to reasonable attorney's fees, or liabilities arising out of or damage to any property, or of death or injury to any person or persons.

EMERGENCY ASSISTANCE

Should an emergency situation arise during the event, a CCC staff member will allow use of the front desk phone. Dial campus security at 911 for assistance or information. For non-emergency situations dial (858) 534-HELP or (858) 693-3296.

CCC CONTACT

All questions or suggestions should be referred to the Cross-Cultural Center's staff at phone number (858) 534-9689, by fax at (858) 822-0173, or by email at cccenter@ucsd.edu. Any exceptions to the preceding policies must be submitted in writing and pre-approved by the CCC Director.