

MULTIPURPOSE ROOM, FOYER & KITCHEN

The purpose of the Multipurpose Room and Kitchen is to provide a central location for organizations and groups to meet and/ or dine. The facility provides many amenities for presentations, residential cooking, commercial (catering) cooking, among others things.

In an effort to provide and maintain the kind of environment Multicultural Student Life and the Frieson Black Cultural Center desires to maintain, the staff has developed the following policies and procedures. The first floor lends itself to a more social atmosphere. However, it is very important that everyone using the facility be respectful of the activities that are taking place in the immediate vicinity.

The Multipurpose Room will be the site of workshops, meetings, classes, tour groups, dining events and similar usage. Scheduling is done online.

POLICIES & PROCEDURES

1. Each group/ organization using the kitchen is required to bring your own kitchen supplies (i.e., dish towels, aluminum foil, plastic wrap, etc.)
2. Each group/ organization will be responsible for collecting all trash to be discarded at the end of the event and making sure that the area used is free of debris. A cleaning fee will be assessed for all parties who leave their area unclean.
3. Each group/ organization will be responsible for making sure that the counters, sinks, stove, refrigerator, coffee pots, utensils, etc., are cleaned before leaving the building.
4. Each group/ organization will be responsible for allowing ample time for guests to leave, and clean up to take place before the building is automatically locked by the security system.
5. Each group/ organization will be responsible for making sure that the foyer is left in acceptable condition following the event.
6. Each group/ organization will be responsible for making restitution of any item(s) used that was not included in the original reservation.
7. Multicultural Student Life and the Frieson Black Cultural Center staff are not responsible for lost, stolen or damaged items that are left in the FBCC unattended or overnight.

8. Multicultural Student Life and the Frieson Black Cultural Center's staff reserve the right to deny use to any group/ organization that continually fails to adhere to these policies.

The staff of Multicultural Student Life and the Frieson Black Cultural Center are excited about the opportunity to have space available for your organization's use. However, it will take a committed effort by each of us in making this work to meet your needs.

Thank you for reading the policies and procedures. Your reservation request submission not only acknowledges that you have read and understood the policies and procedures but also your willingness and commitment to make sure everything runs properly. If you have any questions, suggestions or comments, please do not hesitate to contact the Associate Director or Facility Assistant at 865-974-6861.