All requests are on a first-come, first-serve basis. Please fill out the form and bring it to the front desk of Mosaic.

- For the conference room, please note that it comfortably seats 6 to 8 individuals.
- For the center, our maximum capacity is 60 individuals, with theater style seating.

**Community Standards Agreement:**
All individuals or groups who intend to utilize the Mosaic Cross Cultural Center agree to abide by the following community standards.

- **Privacy:** Unless otherwise stated, attendees to events are not to be photographed or videotaped without consent. If a group would like to document their program, they must clearly state during the course of the program or post a visible sign for attendees.
- **Asking disruptive attendees to leave:** The Mosaic staff reserves the right to ask individuals who are acting disruptive to the purpose of the event or program to leave the Mosaic Cross Cultural Center, at the behest of the program’s organizers. Acting disruptive can include, but is not limited to, repeatedly interrupting presenters, repeatedly interrupting other attendees, acting aggressively toward other attendees, or repeated use of language that targets individuals and/or communities.
- **Pre-planning:** All groups who are asking to reserve the Mosaic Cross Cultural Center for a program or event must meet with Mosaic staff ahead of time in order to create a better shared understanding of the purpose and intention of programs in the space.
- **Staffing:** Mosaic staff will determine the level of staffing necessary for a program, not the organizers.
- **Open to all:** Events in Mosaic must be open to all students and the purpose of the event must align with the mission of the Mosaic Cross Cultural Center.
- **Refrigerator Use:** Use of the fridge is only for the day of the event.
- **Cleanliness:** The room must be cleaned and returned to the original set-up by the organization or individual reserving the space.

☐ We agree to abide by the Mosaic Community Standards Agreement.

Contact Name: __________________________________________ Organization/Dept.: __________________________

Contact Email: __________________________________________ Phone Number: __________________________

Event Name: ___________________________________________ Event Date: ___________ Attendance: __________

Reservation Start/End Time: ____________________________ Event Start/End Time: ____________________________

Food/Beverage Served: ☐ Yes ☐ Food Table Needed ☐ No Fridge Use Needed: ☐ Yes ☐ No

Event Description: ___________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Space Requested: ☐ Conference Room ☐ Center Space ☐ Other: ________________

Room Set-up: ☐ Theater Style ☐ Horseshoe ☐ Circle ☐ Other: ________________