



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.
- **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

Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Space Requested:  Conference Room  
 Center Space  
 Other: \_\_\_\_\_

Room Set-up:  Theater Style  
 Horseshoe  
 Circle  
 Other: \_\_\_\_\_