

# **Diversity & Cultural Engagement's (DCE) Cultural Resource Centers (CRC) Reservation Policy at Oregon State University**

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## DIVERSITY & CULTURAL ENGAGEMENT

Diversity & Cultural Engagement (DCE) is the place where we bridge differences and build community. We provide opportunities for Oregon State University students to engage in shaping a better self and a better world.

### MISSION

DCE is committed to the overall development of underserved students. We create and advocate for inclusive and educationally purposeful initiatives that enhance deep learning, academic success, cross-cultural fluency and self-efficacy by fostering a climate that supports social equality, community engagement, and global membership.

### CORE OUTCOMES

Critical Inquiry; Equalized Academic Success; Community Engagement; Transformative Learning

## CULTURAL RESOURCE CENTERS

### STATEMENT OF PURPOSE

Recognizing we live in unjust societies, we actively work to deconstruct systems of oppression. Our CRC facilities provide community, celebration, and traditions that encourage students to become dynamic role models with innovative approaches to create social change.

### OUR FACILITIES

Our Cultural Resource Center (CRC) facilities provide community, celebration and traditions that educate students and members of the community about the CRC facility's designated culture, and provide leadership development through these events and activities.

#### [Asian & Pacific Cultural Center \(APCC\):](#)

The APCC was created for the purpose of facilitating activities that support Asian & Pacific Islander cultures and heritages.

#### [Centro Cultural César Chávez \(CCCC\):](#)

The CCCC was created for the purpose of facilitating activities that support Chicano/Latinx/Hispanic culture and heritage.

#### [Ettihad Cultural Center \(ECC\):](#)

The ECC was created for the purpose of facilitating activities that support central and southwestern Asian as well as northern African cultures and heritage.

#### [Lonnie B. Harris Black Cultural Center \(BCC\):](#)

The BCC was created for the purpose of facilitating activities that support African and African-American heritage and culture.

#### [Native American Longhouse Eena Haws \(NAL\):](#)

The NAL was created for the purpose of facilitating activities that support cultures and heritages of the Indigenous people of the Americas and Pacific Islands.

**Pride Center (PC):**

The PC was created for the purpose of facilitating activities that support the lesbian, gay, bisexual, transgender, queer, questioning, intersex, and asexual communities (LGBTQQIAA).

**Women’s Center (WC):**

The WC was created for the purpose of facilitating activities that challenge sexism and support individuals of all gender identities transform themselves and society.

**FACILITIES AVAILABLE FOR RESERVATIONS**

Five Cultural Resource Centers offer unique event spaces. Due to the importance of the CRC spaces as sites for transformational learning and community building, we require that all reservations align with our purposes. When considering hosting an event in one of our centers, please read all of our policies closely to make sure we're the right space for your event.

CRC Reservations do NOT provide access to the entire building. The following spaces in and around the CRCs are available for reservations:

**Asian & Pacific Cultural Center**

- Gathering Hall
- Paved area to the West and North of the Center - Not on the grass

**Lonnie B. Harris Black Cultural Center**

- Gathering Hall
- Patio and Grass lawn space to the South of the Gathering Hall

**Centro Cultural César Chávez**

- Gathering Hall
- Patio to the East of the Gathering Hall.
- Barbeque grill upon special request

**NAL Eena Haws**

- Gathering Hall

**Pride Center**

- Living Room
- Grass lawn space to the West of the Pride Center

[Please visit our website to submit a reservation request.](#)

For general reservation questions and inquires please contact us at: [CRCReservations@oregonstate.edu](mailto:CRCReservations@oregonstate.edu)

Use of the Ettihad Cultural Center and Women’s Center spaces for non-DCE events is limited. Please direct any inquiries to the following:

**Women’s Center Contact:**

- Whitney Archer, [Whitney.Archer@oregonstate.edu](mailto:Whitney.Archer@oregonstate.edu), 541-737-1330

**Ettihad Cultural Center Contact:**

- Amarah Kahn, [Amarah.Kahn@oregonstate.edu](mailto:Amarah.Kahn@oregonstate.edu), 541-737-6342

## BUILDING USE

### PURPOSE OF OUR FACILITIES

The Cultural Resource Centers (CRCs) are dedicated to fostering an inclusive community at OSU that is committed to social justice and liberation for all people. We also coordinate environments in which students can share their multiple identities and learn about issues of culture, heritage, history, identity, and self-expression in an atmosphere of positive engagement and mutual respect.

Users of the CRCs are expected to understand the rich history and purpose of the spaces they wish to use. More than just beautiful physical spaces, the CRCs are rooted in student activism as a means to seek justice as well as provide spaces to build community, support and alliances for the communities they represent. By requesting use of the space, users acknowledge that they understand the unique piece of OSU and social justice history the CRCs represent. Specifically, users recognize that the CRCs:

- Prioritize student use and needs first and foremost. Respecting that student spaces are dynamic is necessary, as students will be studying, building community, holding meetings, etc. in other parts of the center while events happen.
- Value being inclusive spaces of transformative education where we can learn more about ourselves and each other. Our spaces should be viewed as [brave spaces](#) where students learn more about their identities and engage in critical conversations that seek to find mutual respect for each other.
- Do not tolerate behavior that significantly disrupts the purpose of the CRC. The CRCs require that users act and speak in civil and respectful discourse. Users of the space who participate in significantly uncivil or disruptive behaviors will be asked to leave.
- Each have their own vision. Users should refer to the Statement of Purpose for the center prior to requesting use of that space to ensure that their use of the space is in alignment with the center's mission and vision. By requesting use of the CRCs, users acknowledge that the function for which they are requesting use relates to and is consistent with the mission and vision of Diversity & Cultural Engagement and the specific CRC they wish to use.
- [Time-Place and Manner protocol](#) (OSU Standard 576) will be observed for all events. Chalking on the sidewalks is governed by the time, place and manner standard at [\[link\]](#). Chalking is not permitted on the CRC building or within 6 feet of a CRC entrance, with the exception of OSU and /or CRC sponsored chalking.

Before requests are approved, DCE staff will evaluate alignment of the request with the mission and vision of DCE and the specific CRC. To view our mission alignment evaluation rubric, see Appendix C.

### USER CATEGORIES

In recognition of the above stated purposes of the CRC facilities, the following categories of building users may reserve and use CRC space in accordance with the terms, conditions, and procedures set forth in this policy.

#### A. **Student Organizations & DCE Affiliated Programs/Organizations/Entities**

This includes Oregon State Student Sponsored Organizations (SSO's), student fee funded organizations or groups (list of organizations can be found here: [SEAC Student Organization List](#)), Greek Life, and organizations and groups that are advised by and/or officially affiliated with DCE and DCE professional faculty.

- i. DCE Affiliated Programs/Organizations/Entities (see Appendix A) are given priority consideration when multiple requests within this category are received for the same time and space.

**B. DCE Partners/Stakeholders**

This category includes OSU units, programs and departments with historical ties and mission alignment to the work of Diversity & Cultural Engagement. For a full list of OSU-DCE Partners/Stakeholders, see Appendix B.

**C. University Community**

This category includes, but is not limited to: Division of Student Affairs, Enrollment Management, Outreach & Engagement, non-student fee funded groups, programs, departments and other non-fee funded entities of Oregon State University.

**D. External Groups**

This category includes all entities that operate separate from the University.

- i. The Oregon State University Alumni Association and the Foundation are examples of external groups
- ii. Category D users must be sponsored by Diversity & Cultural Engagement; without a sponsorship from DCE , the reservation will not be made.

User(s) who fail to comply with this CRC Reservation Policy may be placed on a *No-Reservation* list for a period of time to be determined by the Office of Diversity & Cultural Engagement. Educational activities may be prescribed as a prerequisite to being removed from the *No-Reservation* list

## RESERVATIONS

The following guidelines will be used to determine approval of both *one-time* and *reoccurring* CRC reservations.

### RESERVATION REQUEST PROCEDURES

- i. Reservation Timeline:
  - a. Reservations may be made for the current term only. Reservations for the following academic term become available three weeks prior to the start of the term. Requests for reservations may take up to one business week for approval.
  - b. If you are seeking use of CRC space for a regional/national conference reservation, confirmation can be provided one year in advance. All other reservations needing advanced approval will be reviewed on a case by case basis in consultation with CRC Assistant Directors.
- ii. Hours Available for Reservations:
  - a. Reservations within *CRC Normal Hours of Operation*, which are defined below must be made submitted at least one business week in advance.

**Academic Year:** Monday – Thursday (10AM-7PM), Friday (10AM-5PM)

**Summer Hours:** Monday –Friday (1PM-5PM)

*No Reservations will be taken or made Finals week through Break of each Quarter.*

- b. Reservation Requests that fall outside *Normal Hours of Operation* must be submitted at least three business weeks in advance.
  - i. Weekday reservations for events taking place outside CRC *Normal Hours of Operation* may not begin earlier than 8AM and must conclude by 11PM.
  - ii. Weekend reservations events may begin no earlier than 10AM and must conclude by 1AM.
  - iii. *After Hours* reservation requests may be denied if staff is unavailable.
  - iv. Hours during *Winter and Spring Breaks* will change according to staffing levels. All hours during *Winter and Spring Breaks* are considered as *After Hours*.
  - v. No reservations will be approved that occur during Finals Week.
  - vi. In addition to complying with all reservation terms and conditions stated in this policy, *After Hours* reservations must also abide by the following:
    - Any person in the CRC facilities after-hours may not prop open doors or allow unauthorized persons into the facility;
    - Individuals authorized to be in the CRC facilities after-hours are authorized only for specifically designated areas and are not allowed free access to all areas of the building that have not been indicated on the reservation or approved.
- iii. Length of Reservations:
  - a. Reservations within *Normal Hours of Operation* must be at least 1hr.
  - b. All *After Hours* reservations must be a minimum of one hour and no more than 2 hours
- iv. Submitting Reservation Requests:

Reservations must be submitted via [our website](#).

  - a. At the time of placing the reservation we request that you be prepared to provide the following:
    - i. Desired room set-up (use the following links for a visual aid of the layouts we provide: [Banquet](#); [Circle of Chairs](#); [Classroom](#); [Hallow Square](#); [Theater/Lecture](#); [U-Shape](#))
    - ii. Equipment Needs/Requests
    - iii. Anticipated Decorations
    - iv. Food/Catering Plans
    - v. Estimated Attendance
    - vi. Complete mission alignment form
  - b. Your event is not approved until you have completed the reservations process AND received a confirmation message.

- i. A quote of contract will be sent to the User(s) for the use of space. This signifies that DCE has confirmed that all necessary staffing levels will be adequate for the event. The price for the reservation will be included in the quote and contract. Refer to the *Associated Costs* (make a hyperlink) section of this policy for rates.
  - ii. Reservations are only confirmed and cancelled through email, verbal confirmations or cancellations are not binding.
- v. Student Presentations:
 

Students presenting a thesis or doctoral defense, and/or presenting capstone projects that align with the mission of the CRCs, may reserve a space on a one-time basis with approval from the Assistant Director of the CRC where they wish to hold their presentation.

  - a. To reserve a CRC for a Student Presentation students must submit their request in writing to the CRC Assistant Director.
  - b. If approved, the CRC Assistant Director will complete the reservation process and provide written confirmation to the student.
  - c. Student Presentations are subject to the [CRC food policies](#).

**DETERMINING RESERVATION PRIORITY**

*All reservation requests are first come, first served.* Reservations requests, if received at the same time from different user categories, will be given priority as follows: Category A\*, Category B, Category C and then Category D.

All reservations must be in alignment with the mission and vision of DCE and the respective Cultural Resource Centers—this will be determined by completing a mission alignment rubric form upon submission of reservation.

\*Within Category A priority is given to DCE Affiliated Programs/Organizations/Entities (see Appendix A)

**ASSOCIATED COSTS**

Base Reservation rates for CRC facilities are as follows:

Reservation Type	Category A	Category B	Category C	Category D
<b>Hourly Rates</b>	0	*80.00	*98.00	124.00

\*Assumes user does not charge admission, assess fees, or in any way attempt to recoup costs associated with the event, as discussed below.

Co-sponsored events between multiple groups will be charged the lowest rate between the two groups.

The rates for reservations made by User Categories A, B, and C during Normal *Hours of Operation* for Categories A, B, and C is conditioned upon these groups not charging admission, assessing fees, or in any way attempt to recoup costs associated with the event, other than the amount charged by [approved caterers](#) for catering services. If the user fails to meet this condition, they will be charged as follows:

- Category A will be charged the Category B rate
- Category B will be charged the Category C rate
- Category C will be charged the Category D rate



**These rates do not include the use of any special equipment, or other variable costs such as labor. When a reservation request is processed a full quote will be provided.**

Additional cleaning fees will be assessed after the event has ended, if necessary.

### **CANCELLATION POLICY**

To cancel your reservation, please provide at least 48 hours' notice in writing, by e-mail to : [CRCReservations@oregonstate.edu](mailto:CRCReservations@oregonstate.edu)

- Cancellations with less than 48 hours' notice will be considered "no shows" and will be charged 100% of the reservation rate.
- When a User fails to cancel their reservation, or fails to show up for the booked event, a written warning will be issued stating that booking privileges may be suspended should another no-show occur. Further no-shows may result in the loss of booking privileges for the duration of the academic year at the Cultural Resource Centers.

### **CONDITIONS OF USE**

To ensure that our facilities are well maintained, the following terms have been set in place and are required for all groups who use CRC facilities. In the event that the User(s) does not comply with reservation terms and conditions stated in this policy, or the additional policies set forth below, then User(s), regardless of Category, may have restrictions placed upon their ability to make future reservations.

### **GENERAL FACILITY USAGE**

- All CRC facilities will be used as intended and as indicated on the reservation requests.
- Users must receive preapproval from the DCE prior to bringing any additional equipment (i.e. flip charts, supplies, AV) including decorations, not listed and/or provided with the building usage reservation.
- Those who are allowed access to specialized areas such as the CRC kitchen spaces in the CRC facilities must follow established safety guidelines for those areas. Specialized areas are understood to include areas where specialized equipment or materials are kept
- Moving any art, gallery installations, equipment or non-rental furniture is prohibited
- User MUST vacate the reserved location immediately at the completion of their requested and approved scheduled time. Clean-up MUST be completed before time is to expire.
- Users will pick up all trash, garbage, and recyclables at the end of the event and place them in the appropriate provided containers.

### **DECORATIONS & USER SUPPLIED EQUIPMENT**

The Cultural Resource Centers have very limited supplies available for use during rentals and we recognize some reservation requests will require the Users to bring additional materials, equipment and decorations into our facilities. The following guidelines must be followed when Users bring equipment and supplies for use during their rental.

**Decorations:**

- a) ALL decorations must be pre-approved at least 48 hours prior to the event
- b) No items may be hung on the walls or from the ceiling of the facility
- c) No defacing of the facility (paint, tape, banners, etc.)
- d) No use of nails, staples or thumbtacks on doors, ceilings and walls
- e) No flammable materials and/or lighting devices may be used (i.e. straw, hay, oil, gasoline, candles, lanterns, oil lamps, open flames, gas power engines, etc.)
- f) Some CRCs have specific additional limitations regarding decoration use. Please direct all questions to [CRReservations@oregonstate.edu](mailto:CRReservations@oregonstate.edu)

**Audio Visual:**

- a) Users are expected to communicate anticipated AV needs at the time they submit their reservation requests.
- b) Any changes to AV needs must be communicated at least 48 hours prior to the event.
- c) Users are expected to provide their own laptop if they plan to connect to our projectors or displays.
- d) The University requires that a model release form be signed whenever photographing an individual or small group. If you will be taking photos or filming at your event, please have participants complete and sign a [model release form](#)

**General Equipment & Supplies**

- a) No electronic appliances may be used if they are not indicated on the request and without written approval by DCE 48-hours prior to the event
- b) All supplies being used during and event, including office supplies such as flip-charts and markers, must be communicated and approved at least 48 hours prior to the reservation.
- c) No CRC equipment or supplies can be removed from the facility.

All decorations, materials, supplies used for the event must be removed by the User immediately after the event. Failure to do so will result in additional cleaning fees.

**OUTDOOR USE OF AMPLIFIED SOUND**

We recognize that in order to be a full functioning University, we must provide for the out-of-class experiences that students value, which creates a dynamic sense of University community. Many of these student-centered experiences desire or require the use of amplified sound and/or generate noise in order to be completely effective.

Therefore, DCE requires that all groups planning outdoor functions and all departments responsible for facilitating, administrating, or advising such programs and venues, adhere to the following guidelines. Special circumstances may be cause for modification of procedures by the Assistant Vice Provost of Student Affairs/Director Diversity & Cultural Engagement.

**Commitment to the OSU Campus Environment:**

- a) Outdoor amplified sound is permitted during two periods of time; the weekend and Primary Academic periods as defined in c below.
- b) Weekend outdoor amplified sound is defined as Fridays from 4PM to 11PM, Saturdays from 8AM to 11PM, and Sundays from 8AM to 10PM. Maximum sound decibel output during this period is 110db
- c) Primary Academic period is defined as Monday – Thursday, from 8AM to 10PM and Friday from 8AM to 4PM. During this period, each registered event has a maximum duration of amplified sound use of two (2) hours. The maximum sound decibel level

during the primary academic period is 50db, which will be measured at the base of the nearest academic building, or any building in the vicinity of the event venue

### **PRE/POST EVENT FACILITY REVIEW**

To ensure that the conditions of use are upheld by the reserving party we will conduct a Pre and Post facility review. This review requires an in-person walk through prior to the start of the reservation. The Pre and Post Facilities Checklist can be found in Appendix D .

### **CLEANING POLICIES & PROCEDURES**


All use is self-serve and all users are responsible for the condition of the space during and at the conclusion of the reservation. All users are responsible for the following:

- Place all trash and recycling must be placed in the designated bins.
- Remove all decorations, equipment and supplies.
- Wipe down tables, chairs and counters as needed
- Return tables, chairs and other furniture to their original locations
- If dishes and utensils are used, they need to be cleaned and stored in designated areas

CRC staff, in consultation with MU Cleaning Services, will determine if the space has been returned to its normal condition. In the event that the facility or equipment is damaged and/or not returned to the condition in which it was found, the user will be charged for all University expenditures needed to restore the location to its original condition.

### **CHALKING POLICY**

The University recognizes and supports the rights of free expression and speech. It is the purpose of these regulations to balance the free speech rights of non-OSU groups/individuals with the significant interests OSU has in preserving its limited space and employee resources for OSU needs.

 No speech activities shall unreasonably disrupt regular or authorized activities in University facilities and on grounds.

Use of Chalk as a speech activity is admitted except:

- On buildings, structures, or staircases;
- Within 6 feet of the Cultural Resource Centers unless the chalking is within City of Corvallis limits.
- In spaces that have been reserved by OSU groups for OSU events;.

In instances where the chalking represents a bias incident please photograph and send electronic image to the Cultural Center that is affected. Do not wash away the chalk—it is important to report the chalking incident.

### **FOOD & BEVERAGE POLICY**

In the event that food will be provided during an event, the user is expected to disclose their intent to provide food when submitting their reservation request. All requests to serve food must be approved at least 48 hours prior to the reservation. When food is provided at an event, the User is accepting responsibility for removing all packaging, food and beverage residue, and associated trash at the conclusion of their meeting.

This policy is intended to be utilized as a baseline for food service in all CRCs to establish an environment of care around potentially hazardous food. The type of food permitted at events held in the CRCs varies based on event type and detailed below. The following guidelines must be upheld when food is served during a reservation.

Please note: Due to a University wide “Pepsi” contract, no other brand of canned or bottled beverage is allowed during any food event.

**CLOSED MEETINGS OR EVENTS/ACTIVITIES**

Food at meetings or closed activities is allowed only when:

- Only members and pre-identified guests of the organization and/or activity
- The meeting has not been publicly advertised
- The food is commercially produced or, where applicable, home baked (confections only)
- The food meets the requirements listed below

Item	Allowed	Unacceptable
<p><b>Baked Goods</b></p> <p>Bake Sales require a sign indicating these items not produced in a licensed facility.</p>	<p>Commercial and Home Baked Cookies, cakes, brownies, etc. individually wrapped</p>	<p>Hazardous, temperature sensitive items, i.e.; custards, cheese cake, puddings, etc.</p>
<p><b>Beverages</b></p>	<p>Pepsi Brand Soda, Water and Juice Products</p>	<p>Any brand of soft drink, juice or power drink that has a comparable Pepsi product</p>
<p><b>Sandwiches, Hot meals, Frozen items, refrigerated items, etc.</b></p>	<p>Produced, delivered served and clean-up by a licensed caterer or through the <a href="#">Community &amp; Cultural Foods Program</a></p>	<p>Home produced</p>
<p><b>Pizza</b></p>	<p>Must be produced commercially or through the <a href="#">Community &amp; Cultural Foods Program</a> and delivered to site by Pizza company and eaten immediately after delivery</p>	<p>Home (self) made or baked</p>
<p><b>Snacks</b></p>	<p>Whole Fruit, Chips, Candy Commercially prepared fruit &amp; vegetable platters Commercially produced individually packaged served with the proper serving utensil in a serving container other than the original packaging</p>	<p>Serving from bulk packaging of any food item</p>

## OPEN MEETINGS OR EVENTS/ACTIVITIES

Food at open meeting/events/activities is allowed only when the food and beverage are:

- Provided by a **University approved** (see below) **and Benton County licensed food source**
- Self-produced through the SEAC [Community & Cultural Foods Program](#)
- Simple baked goods; commercially produced/home baked that *do not* need refrigeration and are individually wrapped and pre-approved by the faculty in which it is being held.
- Distributed from a safe environment (i.e.; canopy, table covers, hand washing access/station, off ground storage, trash and recycling on-site, maintenance of all food temperature requirements, proper food handling, etc.)

## CATERING

Users may hire a licensed caterer for events held in the CRCs. Payment and all catering arrangements are the responsibility of the User. A list of University approved caterers can be found [here](#).

The caterer is responsible for:

- Obtaining a Benton County “Temporary Restaurant License for Open Events”
- Maintaining all Benton Country health and sanitation guidelines for handling, preparing, cooking, transporting, holding and serving food.
- Completing all food preparation before come to campus. No facility is available for visiting caterers to prepare, cook or reheat food.
- Coordinating the on-site food service. No self-service is allowed
- Providing service ware. Compostable materials are preferred
- The caterer assumes all responsibility of liability that arises from the service of the food.

## COMMUNITY & CULTURAL FOODS PROGRAM (CCFP)

Mentioned above, this program is administered under the Student Events & Activities Center (SEAC) and allows student organizations an opportunity to self-produce food for an event. CCFP provides advising, resources and support in the planning, development and serving of food at an event but advance planning is required. More information about CCFP can be found [here](#).

## CULTURAL RESOURCE CENTER KITCHENS

The CRC kitchens are non-commercial use kitchens. Therefore, are not licensed under the state of Oregon Law and may not be used for food prep during reservations. Pot-luck type of event/programs are prohibited unless approved by DCE at the time the reservation is confirmed.

## ALCOHOL & OTHER DRUGS

Alcohol use in the CRCs is limited to the guidelines outlined below and is only allowed in certain of our facilities. No controlled substances are allowed on our premises or in the body. Controlled substances are defined as, but not limited to, cocaine, marijuana, PCP, psilocybin, LSD, peyote, heroin, amphetamine, mescaline, opium and its derivatives, rohypnol (“roofies”) and designer drugs.

### Policy on Alcoholic Beverages

- a) Alcohol use at the CRCs must follow all Oregon State University guidelines, and must be registered and preapproved by *Oregon State University’s Office of Risk Management* and DCE.
- b) No alcohol is allowed on the premises, nor may anyone be visibly intoxicated at, at the **Native American Longhouse Eena Haws** or the **Pride Center** at any time.

- c) Alcohol registration must be done, via [online web registration](#), no later than three weeks (21 days) prior to the event.
- d) Alcoholic beverages are limited to beer and wine only.
- e) It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal.
- f) It is a violation of the *Oregon State Alcohol Policy* for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. Violators are subject to University disciplinary action, as well as the possibility of criminal prosecution, fine and imprisonment.
- g) All additional guidelines, as created and enforced by *Oregon State University's Office of Risk Management* will be enforced.

Please refer any questions regarding reservations or policies outlined in this document to:  
[CRCReservations@oregonstate.edu](mailto:CRCReservations@oregonstate.edu)

# APPENDICES:

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Appendix A – Category of User and Rates

Appendix B – Values Alignment Rubric

Appendix C – Facilities Checklist

## APPENDIX A

### Category A:

DCE Affiliated Programs/Organizations/Entities

Organizations and programs where DCE has shared FTE, affiliate faculty status, and advises.

#### Student Organizations:

African Student Association

Alpha Pi Omega, Sorority Inc. (APiO)

American Indian Science & Engineering Society  
(AISES – currently dormant)

Asian Pacific American Student Union

Association of Latin American Students (ALAS)

Black Graduate Student Association

Black Student Union

Cambodian Student Association

Delta Phi Omega (DPO)

EPIC

Feminist Majority Leadership Alliance (FMLA)

Gamma Alpha Omega Sorority, Inc.

(GAO/Gammas)

Hillel

HMONG OSU

Hui O' Hawai'i

Hula Club

Indian Student Association

Isang Bansang Pilipino (IBP)

Iraqi Student Association

Japanese Student Association

Kalmekak

Kappa Delta Chi Sorority Inc. (KDChi)

Korean Student Association

Lambda Theta Phi Latin Fraternity, Inc.

(Lambdas)

Lao Student Association

Meso American Student Association (MASA)

Movimiento Estudiantil Chicano de Aztlán  
(MEChA)

Multicultural Greek Organizations

Muslim Student Association

National Association of the Advancement of  
Color People (NAACP)- OSU Chapter

National Pan-Hellenic Council/ Divine Nine Black

National Society for Black Engineers

Native American Student Association (NASA)

Omega Delta Phi (ODPhi)

Panhellenic Council

Polynesian Cultural Club

Rainbow Continuum (RC)

SACNAS

Saudi Arabia Student Association

Science, Technology, Engineering, and Math  
education (STEM)

Sigma Beta Rho (SigRho)

Society for Hispanic & Professional Engineers  
(SHPE)

Taiwanese Student Association

Unified Greek Council

Vietnamese Student Association

#### DCE Programs & Initiatives:

Adelante

ADVANCE/AFAPC

Arts + Social Justice Living-Learning Community (ASJLLC)

Men's Development and Engagement (MDE)

Minority Male Initiative

PROMISE

Women of Color Coalition (WOCC)

Multiracial Beavers, co-curricular and curricular programs

Educational Opportunities Program +Tutoring programs/ College Assistance Migrant Program (CAMP)

Student Support Services (SSS)

**Category B: \$80.00/hr**

**DCE partners and stakeholders who work very closely with DCE programs on a regular and consistent basis.**

Admissions—New Student Family Programs

Division of Student Affairs

Career Development Center (CDC)

Dixon Recreation

Dean of Student Life (DOSL)

Memorial Union (MU)

Student Health Services (SHS)

Student Leadership and Involvement (SLI)

UHDS

School of Language Culture & Society

Anthropology (ANTH)

Ethnic Studies (ES)

Women Gender & Sexuality Studies (WGSS)

Queer Studies (QS)

Equal Opportunity & Access (EOA)

Office of Institutional Diversity (OID)

School of History, Philosophy, and Religion

Philosophy (PHL)

History

School of Public Policy

Sociology

Public Policy

Political Science



World Languages and Cultures

**Category C: \$98.00/hr**

**All other Oregon State University programs, departments, offices**

**Category D: \$124.00/hr**

**All external entities to Oregon State University: State, Federal, Business, Industry, Community organizations, and individuals—unless co-sponsored by a DCE program—**

## Appendix B

Before requests are approved, DCE staff will evaluate alignment of the request with the mission and vision of DCE and the specific CRC using the following rubric. A request must show evidence of commitment to at least one of the following criteria. If individuals are reserving space for staff development retreats at least one of the topic areas during the retreat must include one of the criteria as an outcome.

Criteria	Shows Commitment	Does Not Show Commitment
<b>Contribute to an inclusive campus community, a shared sense of connection and belonging, and dialogue within and across identity groups</b>	The event contributes to an inclusive campus community, a shared sense of connection and belonging, and/or dialogue within and across identity groups	The criteria is not evident in the request
<b>Promote skill-building for and addresses needs of members of underserved communities</b>	The event promotes skill-building for and/or addresses needs of members of underserved communities	The criteria is not evident in the request
<b>Engage participants in transformative learning about identity, experiences of marginalized groups, and/or social justice</b>	The event engages participants in transformative learning about identity, experiences of marginalized groups, and/or social justice	The criteria is not evident in the request
<b>Encourage self analysis around and understanding of</b>	The event encourages participants' self analysis around and	The criteria is not evident in the request

<p><b>systems of difference, power, and oppression</b></p>	<p>understanding of systems of difference, power, and oppression</p>	
<p><b>Move participants from dialogue and knowledge-building toward addressing inequity and promoting positive social change</b></p>	<p>The event moves participants from dialogue and knowledge-building toward addressing inequity and promoting positive social change</p>	<p>The criteria is not evident in the request</p>

## APPENDIX C

### Facilities Checklist

#### Pre-event:

- Review guest guidelines so you're aware of the do's and don'ts of the space, i.e. not moving furniture around, not posting materials on the walls, etc
- Do a walk through with the staff and take note of the space as you'll need to return the space to its initial state, i.e. cleanliness, layout, etc
- If using the A/V equipment, ask staff to show you how

#### Post-event:

- Clean the space and return the space back to its initial state, i.e. chairs/tables setup, no trash on furniture/floors, etc
- If using A/V equipment:
  - Make sure they are turned off
  - Return all accessories to the staff, i.e. HDMI cable, VGA cable, microphones, etc
  - Check with staff on shift prior to leaving the space
  - Note any damages
  - Let staff know of any overflowing trash bins
  - Let staff know if there are any major spills/mess