

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

Created: March 2014
Updated: Summer 2021

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INDIGENOUS LAND RECOGNITION STATEMENT

Let it be acknowledged that Oregon State University in Corvallis, OR is located within the traditional homelands of the Mary's River or Ampinefu Band of Kalapuya. Following the Willamette Valley Treaty of 1855 (Kalapuya etc. Treaty), Kalapuya people were forcibly removed to reservations in Western Oregon. Today, living descendants of these people are a part of the Confederated Tribes of Grand Ronde Community of Oregon (<https://www.grandronde.org>) and the Confederated Tribes of the Siletz Indians (<https://ctsi.nsn.us>).

Please watch this [video](#) to learn how to properly pronounce the tribes' names.

STUDENT ENGAGEMENT & EXPERIENCES

Vision

We envision a community of skilled and empowered student leaders who are change makers for positive social impact.

Mission

Student Experiences & Engagement centers transformational and experiential learning by providing meaningful involvement and personal development for students. We challenge students to lead with care, align to their purpose, and build leadership skills. As a dynamic campus resource, we co-create opportunities for students to integrate the knowledge, skills, and wisdom gained inside and outside of the classroom to transform themselves and their communities.

Values

SEE uses the values of the Division of Student Affairs to guide our work. Our divisional values include knowledge, humanity, integrity, responsibility, and community.

Protocols

We believe in the importance of lifelong learning and holding space for complexity, ambiguity, and emotional intelligence to imagine better futures for all our communities. To do this work, we believe that:

- Strengthening our knowledge, skills, and awareness in social justice education, allows us to show up and do better
 - We seek to unpack the ways in which power, privilege, and oppression are in operation at the micro and macro levels. We believe that personal growth helps move people to action. By sharing the responsibility and taking accountability for individual and collective learning, we become the change we want to SEE.
- The success of all students is reliant upon our individual and collective wellness and resilience.
 - Our work must prioritize self-care and community-care. With the increase of mental and emotional health issues, it is essential to create holistic practices and spaces for students and staff to thrive.
- How we develop reciprocal relationships takes work and matters.
 - We believe that effective community building is a process. We lean into tension and initiate courageous conversations to build understanding, awareness, and

growth. We operationalize love by being compassionate, trusting, empathetic, and brave.

- By leveraging our resources in service of our vision and strategic goals we can provide better services for students.
 - There is strength in our unique assets professionally and personally, we co-create shared power in working together. We integrate regular feedback into our iteration process, using informed knowledge in our decision-making processes. Innovation requires failing forward; we utilize creativity and ethical experimentation to solve complex problems.

SEE consists of the following units ([SEE Organizational Chart](#)):

- [Craft Center](#)
- [Community Engagement & Leadership \(CEL\)](#)
- [Diversity & Cultural Engagement \(DCE\)](#)
- [Experiential Learning & Activities \(ELA\)](#)

DIVERSITY & CULTURAL ENGAGEMENT

Purpose:

Being an OSU student means more than going to class. It also means cultivating the skills you need to change the world. Diversity & Cultural Engagement is your platform for collaborating to build an inclusive, just community. Enriched by differences, our programs and initiatives empower students to develop multiple perspectives and foster self-awareness.

We strive to swim against the current to challenge societal norms—where needed conversations are often uncomfortable—embracing creativity and critical thinking along the way. At DCE, we collectively transform ourselves to make a better world.

Aspiration:

Together we aspire to create an inclusive community, where all individuals can fully engage their gifts and talents, and where we can dream of a more just future. We hope you will join us in sharing your hopes, cultural traditions, intellectual passions, ideas, curiosities, and successes. We also hope you find us when you need support, have a problem to work through, or just need someone to listen to you.

Organizational:

- [DCE's Organizational Chart](#)
- [DCE General Contact List](#)
- [Cultural Resource Centers and Initiatives](#)
 - [Asian & Pacific Cultural Center](#) (APCC)
 - [Lonnie B. Harris Black Cultural Center](#) (BCC)
 - [Centro Cultural César Chávez](#) (CCCC)
 - [Ettihad Cultural Center](#) (ECC)
 - [Kaku-Ixt Mana Ina Haws](#) (Ina Haws or KIMIHI)
 - [Pride Center](#) (PC)
 - [SOL: LGBTQ+ Multicultural Support Network](#) (SOL)
 - [Hattie Redmond Women & Gender Center](#) (WGC)
 - [AYA: Womxn of Color](#)
 - [Masculinities Explorations](#)

DCE's Focus Areas

As a result of focus groups with student staff members, DCE identified the following six focus areas of our work.

- Academic Success
- Community & Sense of Belonging
- Identity Development
- Leadership
- Social Justice
- Well Being

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

[Kaku-Ixt Mana Ina 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:
culturalresourcecenters.office@oregonstate.edu

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

Hattie Redmond Women & Gender Center Contact:

- Whitney Archer, Whitney.Archer@oregonstate.edu, 541-737-1330

Ettihad Cultural Center Contact:

- Ismail Warsame, Ismail.Warsame@oregonstate.edu, 541-737-6342

All Diversity & Cultural Engagement spaces are Fragrance Free

To promote an environment of inclusivity, health and safety for the DCE community, we're requesting that all DCE spaces strive to maintain a fragrance-free environment. Please strive to refrain from using strongly scented art supplies (markers, pens, etc.) personal care (perfume, cologne, essential oils, aftershave, etc.), laundry, and cleaning products.

The ingredients in many fragrances and scents are known to irritate the respiratory tract, nervous system, and eyes; lower immunity to disease; and trigger allergies and other severe health reactions. In the case of asthma and epilepsy, reactions triggered by exposure to scented products can be life-threatening.

Thank you for your consideration of others in providing an environment in which every person on campus can feel safe and comfortable.

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 and 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.
- [Freedom of Expression](#)
- [Time, Place and Manner Policy](#)
- [Campus Response to Speech Activities – Philosophy, Procedures](#)
- [Restrictions on Political Campaigning for Public Employees](#)
- [Bias Incident Response](#)

Before requests are approved, DCE staff will evaluate alignment of the request with the purpose and aspirations of DCE and the specific CRC. To view our value alignment evaluation rubric, see [Appendix A](#).

RESERVATIONS

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

RESERVATION REQUEST PROCEDURES

- i. Fully review this reservation policy and the value alignment evaluation rubric, see [Appendix A](#)
- ii. 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.
 - c. All other reservations needing advanced approval will be reviewed on a case-by-case basis in consultation with Center Directors.
- iii. Hours Available for Reservations:
 - a. Reservations within CRC *Normal Hours of Operation*, which are defined below must be submitted at least one business week in advance.

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

Summer Hours: Monday –Thursday (1PM-5PM)

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

** Please double check hours with the specific CRC in case of any temporary changes to the normal hours of operations*

- 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 not begin earlier than 9AM and must conclude by 11PM.
 - iii. *After Hours* reservation requests may be denied if staff are unavailable.

- iv. No reservations will be approved that occur during Finals Week and academic breaks
 - v. 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.
- c. Building hours may be adjusted based on unexpected university closures, delays, emergencies, or cancellation of classes/programs (i.e. weather related changes). If this occurs, the user(s) will be immediately followed up by the Center Director and will have up to ten (10) business days to make arrangements with the CRC Center Director to reschedule the event.
- 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. Description/outline of the reservation
 - b. Your event is not approved until you have completed the reservations process AND received a confirmation email from the respective Center Director.
 - 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](#) section of this policy for rates.
 - ii. Reservations are only confirmed and cancelled through email; verbal confirmations or cancellations are not binding.

DETERMINING RESERVATION PRIORITY

All reservation requests are first come, first served. If requests are received at the same time, priority will be given to student fee funded programs.

ASSOCIATED COSTS

Base Reservation rates for CRC facilities are as follows:

CRC Facility Fees	2 Hour Rate	4 Hour Rate	8 Hour Rate
Asian & Pacific Cultural Center	\$52	\$95	\$183
Centro Cultural César Chávez	\$52	\$95	\$183
Lonnie B. Harris Black Cultural Center	\$52	\$95	\$183
Kaku-lxt Mana Ina Haws	\$52	\$95	\$183
Pride Center	\$30	\$53	\$98

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

Labor will be charged at a rate of \$15/hour for student staff and \$65/hour for Center Directors.

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: culturalresourcecenters.office@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) 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:

- ALL decorations must be pre-approved at least 48 hours prior to the event
- No items may be hung on the walls or from the ceiling of the facility
- No defacing of the facility (paint, tape, banners, etc.)
- No use of nails, staples or thumbtacks on doors, ceilings and walls
- 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.)
- Some CRCs have specific additional limitations regarding decoration use. Please direct all questions to culturalresourcecenters.office@oregonstate.edu

Audio Visual:

- Users are expected to communicate anticipated AV needs at the time they submit their reservation requests.
- Any changes to AV needs must be communicated at least 48 hours prior to the event.
- Users are expected to provide their own laptop if they plan to connect to our projectors or displays.
- 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](#)

- Recommended signage:
 - *“Photos will be taken at this event and potentially used in Oregon State University promotional materials. By attending this event, you consent to have your photo taken and allow Oregon State University to use these photographs. If you don’t want your photo taken, please let the organizers know.”*

General Equipment & Supplies

- No electric appliances may be used if they are not indicated on the request and without written approval by DCE 48-hours prior to the event
- 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.
- 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

To utilize amplified sound outdoors, Users must adhere to the following guidelines.

- The “Responsible Person” will be available throughout the event to respond to and cooperate with OSU Public Safety and Diversity & Cultural Engagement Representative.
- The “Responsible Person” will turn down or terminate amplified sound upon citizen complaint at the direction of OSU Public Safety or Diversity & Cultural Engagement Representative.
- The “Responsible Person” must coordinate with OSU Public Safety or Diversity & Cultural Engagement Representative so that people do not gather on the surrounding streets thereby impeding traffic.
- A valid noise complaint may result in forfeiture of a further sound permit(s) for the remainder of the school/calendar year.
- Academic Terms have a 2-hour maximum during weekdays:
 - Monday - Thursday from 8am – 10pm
 - Friday 8am – 4pm
 - Maximum 50 dB at thirty feet from the amplified equipment
- Weekends hours are:
 - Friday 4pm – 11pm
 - Saturday 8am – 11pm
 - Sunday 8am – 10pm
 - Maximum 110 dB at thirty feet from the amplified equipment.

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 B](#).

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 Building 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.

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.

Please review general OSU [Food Service Guidelines](#).

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

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 and Benton County licensed food source](#)
- Self-produced through the [Global Community Kitchen](#)
- Simple baked goods; commercially produced/home baked that *do not* need refrigeration and are individually wrapped and pre-approved by the CRC 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.

[GLOBAL COMMUNITY KITCHEN \(GCK\)](#)

Global Community Kitchen allows student organizations an opportunity to self-produce food for an event. GCK provides advising, resources and support in the planning, development and serving of food at an event, but advance planning is required. More information about GCK 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 CRCs. 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 **Kaku-Ixt Mana Ina 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:
culturalresourcecenters.office@oregonstate.edu

APPENDICES:

Appendix A

Before requests are approved, DCE staff will evaluate alignment of the request with the purpose and aspirations 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
Contribute to an inclusive campus community, a shared sense of connection and belonging, and dialogue within and across identity groups	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
Promote skill-building for and addresses needs of members of underserved communities	The event promotes skill-building for and/or addresses needs of members of underserved communities	The criteria is not evident in the request
Engage participants in transformative learning about identity, experiences of marginalized groups, and/or social justice	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

<p>Encourage self analysis around and understanding of systems of difference, power, and oppression</p>	<p>The event encourages participants' self analysis around and understanding of systems of difference, power, and oppression</p>	<p>The criteria is not evident in the request</p>
<p>Move participants from dialogue and knowledge-building toward addressing inequity and promoting positive social change</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 B

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

APPENDIX C

Other resources/guidance

- [Planning for In-person Events](#)