**PLEASE READ THE GUIDELINES BELOW BEFORE SUBMITTING A RESERVATION FORM**

**Reservation Policies**

* The Resource Centers (La Casita, LGBTQ, International) may be reserved for events, meetings, programs and/or workshops occurring between the hours of 8am to 7pm
	+ For reservations that begin after 7pm, please go to the office or send an email to ISU-MSP@mail.indstate.edu before submitting a request
* Resource Centers may not be reserved after the last day of classes, during finals weeks, university holidays, during class breaks, and/or during breaks between semesters
* Please submit your request at least 4(four) business days before your event, meetings, programs and/or workshops
	+ Individuals, groups or organizations requesting last minute reservations please send an e-mail directly to Dr. Elonda Ervin, elonda.ervin@indstate.edu, with the date of your event in the subject line
* If you need additional time for set-up and/or tear-down, please account for that time in your request. Your reservation start time is the earliest time you may enter the room, and the end time is that latest you can be in the room

**Room Use Policies**

* You are responsible for resetting furniture and turning off all A/V equipment and lights
* All chairs, tables, and equipment should remain in the room. Your reservation only gives you access to equipment and furniture in that room
* Any amplified sound, music, singing, etc. should be respectful to other events on the floor
* Please clean up and dispose of all trash
* Candles, lighters, incense, or any open flame are prohibited
* If the room is misused in any way, you and your group may be denied future reservations for the remaining semester or academic year

**Evening and Weekend Policies**

* Many  of the campus buildings are locked on the weekends and after 10pm on weekdays
* Holding meetings after 7pm on weekdays and/or on Saturday or Sunday may be allowed on a case by case basis
* The Office of Multicultural Services and Programs does not distribute keys to rooms or the building

To access the reservation form, please go to: <https://indstate.qualtrics.com/SE/?SID=SV_5gUkloZB3l7WKLr>