Office of Diversity & Community Engagement
Multicultural Center Special Request Form

(check appropriate box)

- □ Request for conference meeting room (SSB2.402).
- □ Request for funds.
- □ Request for equipment. (check requested item →)
- □ Request for a co-sponsored program with organization.
- □ Special equipment. (can only be used within the Center)
  - □ Projector
  - □ Laptop

Available Equipment

- □ Ice chest
- □ Orange water cooler
- □ Large push cart
- □ Two wheel dolly
- □ Games
- □ Small Flags
- □ Large Flags
- □ Promotional Items

Organization: _______________________________________________________________________

Organization Representative: __________________________________________________________

Contact Number: ___________________________   E-mail: _________________________________

RUO (if applicable) __________________________________________________________________

Event Title: ________________________________________________________________________

Event Date: ________________________   Location:_______________________________________

Start Time: ________________________   End Time: ______________________________________

General description of request: _________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

--------------------------------------------------------------------------------------------------------------------------

This request is not a guarantee of co-sponsorship. The request must meet the Multicultural Center co-sponsorship guidelines and responsibilities. Failure to comply with guidelines can result in loss of Multicultural Center privileges and/or disciplinary action. The request will be reviewed by a Multicultural Center official. Please attach any promotional or marketing material for the event, such as a webpages, flyers or e-mails. By signing this form, you understand and agree to all the Multicultural Center co-sponsorship guidelines and responsibilities listed on page 2.

--------------------------------------------------------------------------------------------------------------------------

Organization Representative Signature                __________________________

Date

Multicultural Center Representative                __________________________

Date
Multicultural Center
Special Request Guidelines and Responsibilities

I. Basic guidelines
   A. Organization must be registered with SOF and in good standing.
   B. Programs must be in accordance with the UTD student code of conduct.
   C. Programs must be in accordance with the UTD student affairs program guidelines.
   D. Programs must be open and accessible to any current UTD student.
   E. Program must be representative of the Multicultural Center mission and goals.
   F. Application form must be completed and signed.
   G. The Multicultural Center reserves the right to deny any requests for co-sponsorship.

II. Request for funds
   A. Must be submitted two weeks prior to event.
   B. Must have also submitted request for SOF funds.
   C. Must note any funds request, from other sources, on request form.
   D. Must include itemized list of items to be purchased
   E. Must include a statement describing use of funds.
   F. Funds can only be used for items described in request.
   G. Funds are not to be used for any items not in accordance with UTD policies and codes of
      conduct, such as alcohol related items.

III. Request for equipment
   A. Equipment can include items such as; ice chest, coolers, flags and any other needed supplies.
   B. Equipment must be used for designated program use only.
   C. Equipment must be cleaned and returned within forty eight hours of program or on Monday
      following a weekend program.
   D. Organization is responsible for any loss, damage or cleaning cost for any equipment.
   E. Organization is responsible for the proper disposable of any perishable items or supplies used
      during program.

IV. Request for room reservation
   A. Request must be made 24 hours in advance.
   B. Priority is given to Multicultural Center use.
   C. Room must be cleaned after use and furniture returned to set diagram.
   D. Organization is responsible for any loss, damage or cleaning cost that result of room use.
   E. Arrangements must be made to have an MC staff member present, during non-office hours.

V. Request for co-sponsored program
   A. Group representative must meet with Multicultural Center staff to outline any and all terms
      regarding co-sponsored program prior to approval.

The Multicultural Center is not responsible for any lost items or damage to any student
personal items used during any non-Multicultural Center program or event held in the
Multicultural Center.

The University of Texas at Dallas
Office of Diversity & Community Engagement/Multicultural Center
972-883-6390 ◊ multicultural@utdallas.edu