

## Diversity House

### Facility Use Agreement and Policies

**Facility Availability:** Guests are not permitted in any other area other than specified in the reservation/use request as approved by SDI. Use of the Diversity House and student center will typically be during normal business hours Monday through Friday 8:00 am to 4:30 pm excluding University Holidays. Events outside of normal business hours (before and after hours as well as Saturday and Sunday) will require an attendant from SDI be present. All events and festivities must be concluded no later than 9:00 pm at which time all guests must leave the facility.

**Reservations:** Reservations for events during normal business hours may be made up to one (1) month in advance for conference room, kitchen and welcome center; two (2) months in advance for student center and patio area. Events held after normal business hours must be made no less than one (1) month in advance. All space is first-come-first-served basis. Priority will be given to students/student organization that are served by the SDI. An online reservation request form must be submitted for an event to be considered. Events are not confirmed on the calendar until the Operations Manager has reviewed and confirmed with you by email.

**Food Service and Catering:** The Diversity House does not have approved providers at this time. Outside food and drink are allowed to be brought into the facility.

#### **Space and Capacities: Student Diversity**

- Black & Veatch Welcome Center (living room), 20
- Conference Room, 14 (TV Monitor available)
- Student Center, 20
- Patio – behind SDI House, 30 (propane grill is also available for use upon approval of SDI, \$15 propane fee will be accessed for use)
- A full kitchen is also available for use upon approval of SDI

**Accountability Guidelines for Student Organizations:** In order to keep the SDI well maintained and clean, organizations that leave messes/break items will be fined in addition to the cost of replacement or repair, as noted below, in order to encourage accountability and respect for the space as a collective venue for all groups, as well as to prevent further messes.

1. 1st Fine, \$25: Organizations will either read their accountability letter at the next meeting and/or send on their club list-serv (this will ensure that all understand the fine, not just the club representative who is alerted of the situation via email).
2. 2nd Fine, \$50: Organizations will pay an increased fine of \$50. They will also be informed that their next fine, if a third situation occurs, will be \$75 and will include a mandatory meeting with the SDI Operations Manager to talk through space usage.
3. 3rd Fine, \$75: Organizations will be fined \$75 and will include a mandatory meeting with the SDI Director, before their next event/meeting takes place.
4. Lastly, because it is not within the SDI's objectives to close our doors to any student group, after the 3rd fine student groups who have left messes will no longer be able to host events with food at the SDI (e.g. they can still have meetings, but not food or drinks of any kind allowed).

#### **Usage Rules and Conditions:**

- a. No more than the allowed number shall be present at any scheduled event. This includes both persons inside and outside.
- b. SDI reserves the right to decline any request.
- c. Vehicles are required to park in university provided parking lots or street parking. No parking allowed in the driveway.

- d. No use of propane heaters, fire pits or open flames of any kind shall not be permitted inside or outside at any time. Prior approval is needed for use of the kitchen stove and outside propane grill.
- e. Tobacco and Drug Free Zone: Tobacco and illegal drugs or controlled substances are strictly prohibited on the property at any time.
- f. No pets of any kind are allowed in the Diversity House or Student Center other than service animals, in which case proof of service animal licensing and certification must be provided to SDI prior to an event. All service animals are required to be on a leash or other restraint.
- g. During the period of an event, all sidewalks, driveway, doors and other passageways shall remain unobstructed at all times so as to comply with all fire regulations.
- h. Amplified music must be maintained at a reasonable volume and is only allowed inside the building during any event. Further, any music or any type of amplified music must comply with all local noise and nuisance ordinances.

### **Kitchen**

- Dirty dishes and utensils are to be washed, dried, and put away immediately after use.
- Counter-tops and stove should be wiped down after each cooking session, do not leave spills to dry later.
- Please only use the ingredients that belong to your club (label your club ingredients). General pots, pans, and spices will be provided for all to share.
- Put all cooking elements back in their homes.
- The refrigerator may be used to store your supplies and any left-over items.
- Perishable food items not eaten or claimed by Friday at 9:00am will be disposed of on a weekly basis.

**Decorations:** All decorations must be approved in advance by SDI staff and no tape, nails or staples shall be used on any building surfaces. No open flame candles shall be permitted. No furniture, house decorations, carpet or pictures shall be attached to or placed on any wall or any part of the facility.

**Personal Property:** All personal property placed on the premises before, during or after an event shall be the sole responsibility of the user and SDI shall not be liable for any damage and/or theft of User's personal property or any of User's guests' personal property of any type, for any reason or cause whatsoever.

**Damages:** User shall be responsible for any damage to the Diversity House and property, its furnishings, decorations and all support systems during an event. Any repairs necessitated by damage to the facility will be billed at replacement cost including material and labor. User will be responsible for any and all damage to the building or personal property contained herein, occurring in connection with User's event and will be charged for all repairs. Fees will also be charged for what is determined to be excessive cleaning caused by User.

**Safety and Fairness:** User is responsible for providing all necessary and appropriate safety instruction to all participants and attendees at User's activity. User shall not discriminate against any person on grounds based on race, color, national origin, ancestry, religion or sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status.

### **FREEDOM OF ASSEMBLY/CONTROVERSIAL EVENTS**

All classes, meetings or assemblages and use by individuals of any sort held in University buildings or on University grounds are subject to applicable U.S. and Missouri laws and University requirements, rules and regulations. In addition, it is expected that proper care will be taken of the facility and that simple rules of courtesy, decency and good manners will be observed at all times. Any failure to abide by these requirements may cause the permission for the use of the facility to be withdrawn at any time, or for future permission for the use of any University facilities to be denied.

The University reserves the right to set reasonable time, place and manner restrictions on all meetings, gatherings or get-togethers to assure that the most beneficial use of the buildings and grounds of the University are made and that there is no interference with the right of students to obtain an education.

The use of University facilities should not imply an endorsement of any individual, group or organization and the name of the University shall not be identified in any way with the aims, policies, programs, products, or opinions of any individual, groups or organizations which may meet in University buildings or on University grounds.

SDI management may determine certain events require security, definitions of responsibility, or media relations in order to preserve the safety/security of patrons as well as the rights to assembly and free speech. All costs associated with security and other services will be charged to the user. Decisions concerning these services are the responsibility of SDI management and are final.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Department or Student Organization: \_\_\_\_\_