

Jefferson Multicultural Center Reservation Request Form

Please read the Multicultural Center Room Use information thoroughly prior to submitting a reservation request.

Multicultural Center Room Use Information: Reservation requests must be submitted **one week** prior to event. All reservation requests submitted after the deadline will be handled at the discretion of the Center. Cancellations for reservations must be made **one day (24 hours)** in advance. Filling out the reservation request form does not confirm the reservation. Reservations are not confirmed until a confirmation email has been received from a Multicultural Center representative. The Center is available for use by University-affiliated groups and community partners to hold business meetings, classes, educational discussions or group forums, as well as educational activities, events, and meet & greets. Before confirming the reservation, the hosting party must agree to the terms and conditions of the Center use including being responsible for damages created by attendees, cleaning the center after each use, and returning the room to its regular furniture configuration. The conduct of Multicultural Center users should align with the mission and values of Jefferson Community and Technical College by adhering to the Student Code and Employee Handbook.

Multicultural Center Hours of Operation:

MONDAY – FRIDAY 9:00AM – 4:00PM
SATURDAY/SUNDAY CLOSED

If you would like to reserve the Center outside of operational hours or during the weekend, please contact Brittany Barnes at Brittany.barnes@kctcs.edu.

Today's Date: _____ Dept./Jefferson affiliated Group: _____

Contact Name: _____

Contact Phone Number: _____ Contact E-mail Address: _____

Event Date (MM/DD/YY): _____ Start Time (include set-up time): _____ AM ___ PM_

End Time (include tear-down time): _____ AM ___ PM_ (Reflects when the group vacates the Center)

Type of Function: _____ Expected number of attendees: _____

Will food be served at this event? (If food is served, you are responsible for clean-up): Yes No

Do you need access to wi-fi?: Yes No

Special Requests: Kitchen Additional Chairs Outside Patio

Included with the Center: TV, Wireless speaker, Desktop computers (2), Card and Board Games (7)

Signature: _____ Date: _____

Please return completed form to the Multicultural Center in Chestnut Hall, lower level room B14.

FOR MULTICULTURAL CENTER USE ONLY Date Received: _____ Room Available? _____

Yes: Date of the event: _____ Verified by (Initials & Date): _____

Initials & Date for Confirmation E-mail Sent: _____

No: Initials & Date of "Room Unavailable" E-mail Sent: _____

Date Cancelled: _____ Name of Person Cancelling Reservation: _____

Date/Initials e-mail sent confirming cancellation: _____

Initials & Date Cancellation Noted in Calendar: _____

Jefferson's Multicultural Center, Brittany Barnes: Brittany.barnes@kctcs.edu