



Reservation Form

The Multicultural Center allows its student organizations to use the MCC Conference Room for meetings. To ensure fairness, student organizations must fill out a reservation form and submit it to the Center. Requests will be honored on a first submitted basis and are subject to approval.

Student Organization: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Date Needed: _____ **Time Needed:** _____

I agree to accept responsibility for the use of the MCC Conference Room for _____
(student organization). I will ensure that the Conference Room will be returned to the same shape in which it was when we first occupied it.

(Signature)

(Date)

For MCC use only.

Date request received: _____

Date approved: _____

Date notified: _____

Remember to initial each date.