



Guidelines for Facility Use

Office of International Programs

University of North Dakota

(701) 777-4231



The International Centre is open to the public and we encourage people and organizations to use the Centre's facilities. The following policy outlines the expectations of people and groups who use the Centre. All groups are responsible for making the necessary arrangements with the Centre staff for setup.

GENERAL POLICIES REGARDING FACILITY USE

1. All individuals and groups must adhere to all University rules, regulations and policies (please refer to the Code of Student Life).
2. Absolutely no alcoholic beverages or drugs may be served or consumed in the Centre. The State Board of Higher Education prohibits possession or consumption on campus. Groups or individuals disregarding this regulation will forfeit their right to use the Centre.
3. Smoking is prohibited in all University buildings, including the International Centre. University policy dictates that smokers must be 20 feet from the building.
4. In order to preserve the quality of carpet, individuals or groups must wipe up spills immediately.
5. The Centre's normal operating hours are 8am – 10pm. **All programs must be over and cleanup completed by 10pm. No cooking is allowed after 10 p.m. or during the night as per University's Safety Regulations.**
6. If an individual or group uses the Centre for entertainment purposes, and/or if food is planned to be served (whether cooked at the Centre or catered) a \$25.00 refundable deposit will be required. In order to receive your deposit back, the Centre must be cleaned, including emptying garbage bins, cleaning the kitchen if used, replacing tables and chairs, and vacuuming the room if necessary.
7. Proper Sanitary Conditions and Food Safety requirements are to be observed before and/or while handling any meal preparation. Please read carefully Food Safety Manual which is included in your cultural night procedure packet.
8. Some kitchen utensils are available at the Centre. If there are specific utensils individual or group needs that are not available at the Centre, the individual or group must make their own arrangements for those items. **Centre supplies and kitchen utensils may not be taken out of the Centre.** If Centre supplies or utensils are damaged, the individual or group is responsible for replacing them. **Groups are responsible for providing their own plates, utensils, and drinks.**
9. Children are always welcome at the International Centre, but we ask that they be carefully supervised while here. The stairs leading to the 2nd floor are off limits.
10. The OIP equipment (DVD, VCR, computer etc.) in the Cultural room should not be disconnected at any time.
11. Report any damages or required repairs to the International Centre staff.
12. Emergency phone numbers:

Emergency	911
Campus Police	777-3491
City Police	746-2500
Plant Services	777-2491 or 777-4326

Thank you for your co-operation. If you have any questions or concerns, please call 777-4231.

I have read and understood the guidelines for the use of the International Centre and hereby agree to the terms.

Signed _____

Dated _____



Request for Use of the International Centre



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1. Contact Person: _____
Address: _____
Phone: (w) _____ (h) _____ email _____

2. Name of organization / group: _____
Date(s) needed: _____
Time needed: From: _____ To: _____
Number of persons expected: _____
Event to be held: _____

\$25.00 refundable deposit collected and guidelines for use discussed

3. Setup required: No. of tables: _____ round _____ chairs
_____ 6' rectangle
_____ none

Special needs: _____

Note: Availability of space at the International Centre is not confirmed until this form is returned to the Office of International Programs and the \$25.00 refundable deposit has been collected. Please refer to the Guidelines for Facility Use attached. Donations are appreciated.