

Multicultural Resource Center Facility Usage Guidelines

Welcome to the Multicultural Resource Center!

We want you to enjoy the use of our space for your event, but please follow the guidelines below to ensure that others will also be able to enjoy the same beautiful facilities.

- **All food and food related items must be removed or disposed of before you leave the premises.**
- **You must notify the front desk to have a custodian lock up the space before you leave. Please do not leave until you see that the space is locked. You assume responsibility (liability) for all MRC items and the space when you reserve it.**
- **Please be sure that all papers, cups and other trash are picked up and tables cleaned off if food has been served.**
- **The key to the restrooms (located directly across the hall by the water fountain) is located in the top drawer of the circulation desk. Please make sure that the restrooms are locked after use and return the key to the drawer after using.**
- **Please return the furniture to its original position before you leave. See the reverse side of this flyer for a map of furniture placement.**

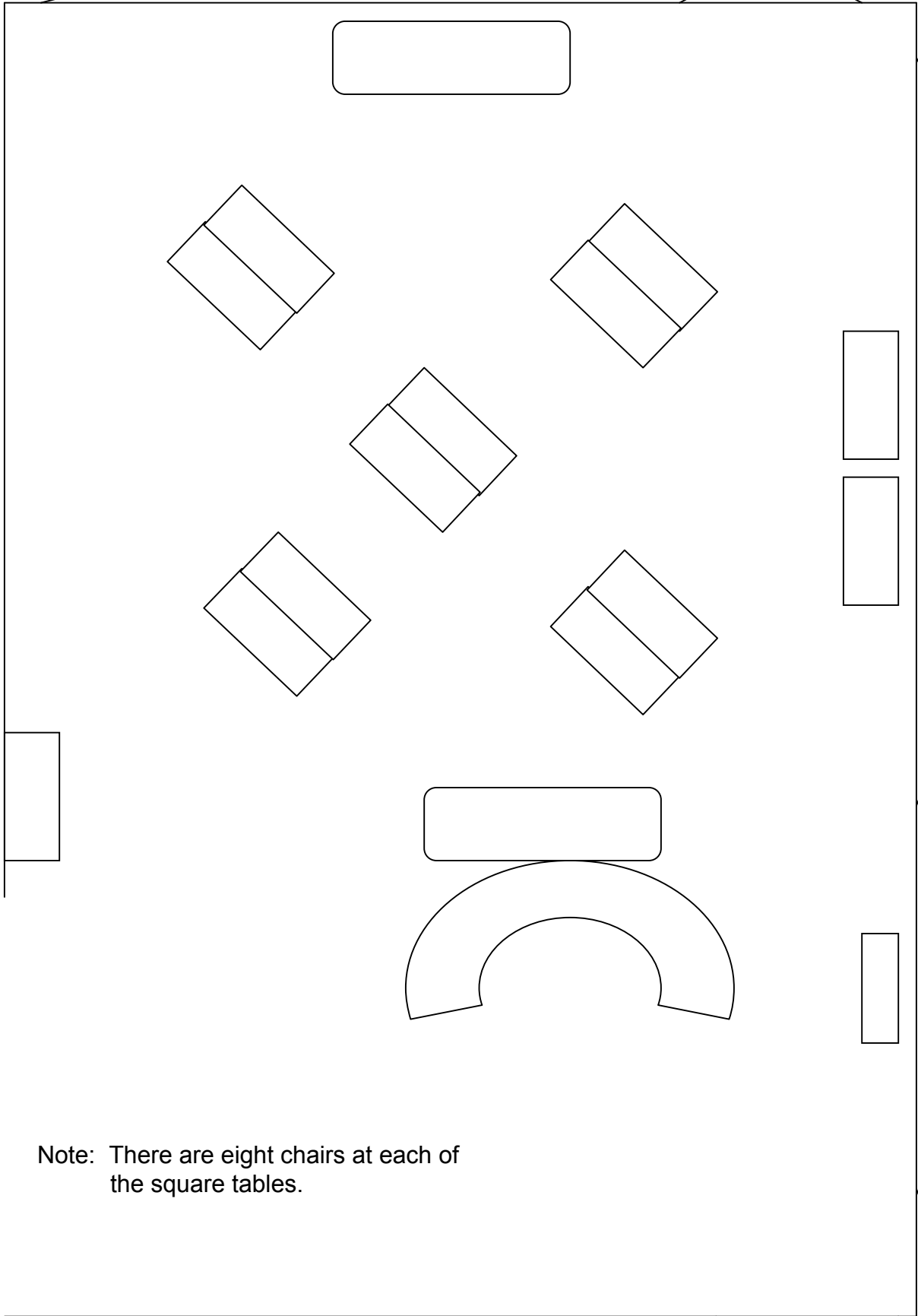
Thanks!



MULTICULTURAL RESOURCE CENTER
A collaborative project of Saint Paul Public Schools Office of Educational Equity and the East Metro Integration District.



Parking Lot



Note: There are eight chairs at each of the square tables.

Hallway