



Policy Manual

The Morris Family Multicultural
Student Center



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Director of Diversity & Multicultural Student Life

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Room 021 - MSC

785-532-6284

mfmsc@k-state.edu

The policies and procedures outlined here are intended to streamline the event planning process, create consistent event experiences, create efficiencies to help maximize space usage and maintain the integrity of the facilities.

We thank you and welcome you to the Morris Family Multicultural Student Center!

POLICY MANUAL



Statement of Purpose

The Morris Family Multicultural Student Center (MFMSC) is a place dedicated to developing a welcoming, supportive and inclusive campus atmosphere for students of color and other historically marginalized groups. The center allows for student cultural groups to openly express themselves and bring campus together to celebrate culture and heritage while embracing unity in diversity.

The Morris Family Multicultural Student Center is open to all Kansas State University students, faculty, staff, administrators, alumni, and members of the community.

Facility Usage

The facilities of the MFMSC are available for public use and can be reserved through the [online reservation system](#) (emailed requests will not be accepted). Please note; university staff may be required to be in attendance for programs hosted outside of regular business hours.

The facilities of the MFMSC will be used as intended and indicated on reservation requests. All University students, employees, and visitors must adhere to the [University Policies and Procedures Manual](#). Students are required to abide by [Kansas State University's Student Code of Conduct](#). Any conduct that violates University policies and procedures will be reported to the appropriate University authorities.

Hours of Operation

Administrative Office Hours: 8:00 a.m. - 5:00 p.m. Monday – Friday.

Regular Building Hours: 8:00 a.m. – 9:00 p.m. Monday – Thursday
8:00 a.m. – 7:00 p.m. Friday
Closed on Saturdays
1:00 p.m. – 5:00 p.m. Sundays

These hours shall be in effect during the fall and spring semesters while classes are in session.

Semester Breaks and Summer Session Hours:

8:00 a.m. – 5:00 p.m. Monday – Friday
Closed Saturday – Sunday.

All hours may be subject to change. No reservation will be permitted to go beyond 9 p.m. Approval of reservations are based on staffing availability. The MFMSC adheres to the university calendar and will not permit reservations during university closures or state observed holidays.



Event Groups

Registered Student Organization (RSO)

A student organization registered and recognized by the Center for Student Involvement.

University Department / Organization

A Department or Office of Kansas State University.

Off-Campus / Commercial:

All other entities or groups not within the University seeking space in the MFMSC, including Affiliate Organizations of the University.

Room Reservations

Spaces in the MFMSC require a reservation request through the Online Reservation System found at www.k-state.edu/diversity/multicultural-center (emailed requests will not be accepted).

- Reservations that occur during the regular Monday – Thursday hours of operation require a minimum request of **24-hours**.
- Reservations taking place Friday / Sunday will require a minimum request of **72-hours** (3 business days).
- All event reservations of 50 people or more will require a request be made a minimum of **72-hour** (3 business days) in advance no matter the day.
- Reservations may be subject to an advisor being in attendance.
- Event reservations will require organizations to meet with MFMSC staff prior to the event to discuss logistics.
- Furniture may not be moved in or out of the original assigned location. If you rearrange furniture, you must arrange to original setup prior to leaving.
- Sponsoring organizations are responsible for maintaining the reserved space. Organizations will be financially accountable for damages incurred. Damages include, but not limited to, structural damage to facility, damage to furniture and equipment, damage caused by adhesive materials used in decoration, and stolen property of the MFMSC.
- Any additional clean up or damage to MFMSC spaces, may result in a cleanup or replacement charge to the group.



Schedule of Charges

The MFMSC is available for reservation on a group reservation basis only. Recognized students organizations will not be charged for reservations of spaces throughout the MFMSC. All other on-campus & off-campus groups may reserve space at a cost.

All groups requesting use of the space will be asked to demonstrate how the space will relate to multiculturalism and enhance the experience of marginalized and underrepresented student populations. Please be sure to state how your event does so when requesting your reservation. Invoices will be billed to the respective department or event organizer as indicated in the reservation request. Charges are reflective of a reservation of up to 4 Hours. Reservations exceeding 4 hours will be charged the listed rate twice.

	Student Orgs	On-Campus	Off-Campus
Yahaya Family Performance Room (002)	\$0	\$40	\$140
Phillips 66 Atrium	\$0	\$50	\$295
Student Foundation Collaboration Room (113)	\$0	\$45	\$140
Ardent Mills Collaboration Room (114)	\$0	\$40	\$140
Yahaya Collaboration Room (115)	\$0	\$40	\$140
Oneok Room (120)	\$0	\$50	\$160
Gabriel Hernandez Commons	\$0	\$40	\$160
Fang Family Kitchen	\$0	\$100	\$300
204 Meeting Room	\$0	\$50	\$160
205 Meeting Room	\$0	\$50	\$160
Combined Meeting Room 204/205	\$0	\$100	\$320
Dempsy Outdoor Plaza	\$0	\$100	\$160

Updated: 03/27/2023



Cancellations / No Shows

Late Cancellations or No Shows prevent others from making use of our space. We ask that you provide adequate communication with the staff regarding your reservation. Extenuating circumstances resulting in a cancellation will be taken into account.

Late Reservation Changes

Should an event need to make adjustments or changes to their reservation on the day of the reservation, they must contact the MFMSC staff. The MFMSC staff will attempt to accommodate these requests, but staff may not be able to accommodate all late changes requests.

Right to Revoke Reservations

We have the right to stop any activity that violates [Student Code of Conduct](#) or any University Policies as outline in the [Policies & Procedures Manual \(PPM\)](#), or affects the safety of individuals. No refunds for any applicable charges will be issued if this policy has to be enforced.

We also reserve the right to revoke any and all reservation capabilities for groups/organizations that damage, harm, or abuse spaces within or around the Multicultural Student Center. Groups found in violation will be placed on a suspension status with all future reservations being cancelled. The group may request to have this status lifted and capabilities restored pending a review by the department and having paid any and all associated fines/fees. Repeated violations will result in permanent revocation of room reservation privileges.

Academic Space

Academic classes are not permitted to hold classes in the MFMSC unless otherwise permitted. Please connect with your appropriate College or Department for spaces in your academic buildings.



KITCHEN FACILITY

The community kitchen is available for public use and by reservation.

- **Public Use** includes the ability to use: microwaves, sinks, refrigerator, freezer, ice machine and seating areas.
- **Reservations** include the ability to use: cooktops, ovens, dishwasher, & cooking supplies. Please request a full list of cooking supplies from MFMSC Staff.
 - All reservations will require a minimum of 72 hour advanced reservation and training on cooktop usage prior to day of scheduled reservation.
- The expectation is that the kitchen is kept clean and in working condition by all users. Failure to do so, will result in the loss of kitchen privileges. (*See Right to Revoke Reservation Policy*)

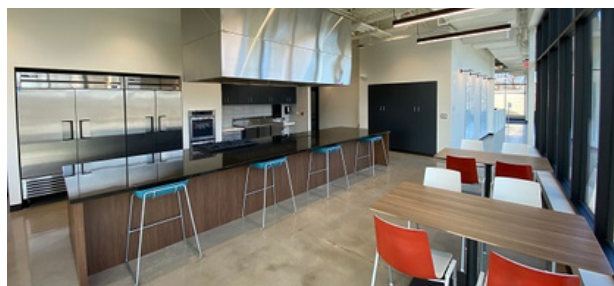
FOOD PREPARATION & SERVICE

The MFMSC adheres to [University Policy 3720.030](#) on dispensing of food.

- Students may bring in food for personal consumption without approval. Food and beverages are permitted in meeting rooms. Occupants are responsible for the cleaning of any spilled food or beverage. If reoccurring spills are left unattended, these privileges will be prohibited.
- Student organizations are permitted to provide food for public consumption with reservations only.
- Intent to provide food for events and meetings must be communicated at the time of reservation.
- Pre-packaged foods or foods provided by a licensed/insured vendor does not require additional approval outside of original requested reservation.
- All food prepared by student organizations will need to be approved prior to event/meeting. In order to gain approval, groups will need to meet with MFMSC staff to discuss logistics of food preparation and serving, this will include whether or not food will be prepared on-or-off site. This also includes foods intended to be sold as part of a fundraiser.

Failure to adhere to policy will result in the loss of food privileges for the remainder of the academic year. Reoccurring violations will result in the loss of food privileges indefinitely. (*See Right to Revoke Reservation Policy*)

Please Review the Fang Family Kitchen Event Guide for additional information.





STORAGE LOCKERS

Storage lockers/drawers are available to reserve by groups classified as a multicultural student organization with the Center for Student Involvement only.

- Lockers will only be able to be reserved for the duration of one academic year. Student organizations will have the ability to renew their space at the beginning of the following year.
- Groups are only allowed to reserve one storage space. Reservations can be made by emailing MFMSC@k-state.edu with the subject "MSO Storage."
- Any approved locker reservation will be accompanied with a key. It is the responsibility of the reserving group to return the key at the end of reservation term. For lost or stolen keys, the reserving organization will assume the costs of the replacement.
- Please note, no personal items and/or event equipment are to be stored within community areas; this includes but is not limited to kitchen, meeting rooms, lobby etc.

PROMOTIONAL TABLE RESERVATIONS

Promotional tabling may be requested by student organizations and university departments. Priority will be given to those classified as a multicultural student organization with the Center for Student Involvement. Promotional tabling is only permitted in the northeast corner of the Phillips 66 lobby.

- Tables will need to be reserved through MFMSC staff. Only tables provided by the MFMSC are permitted in the building.
- Table reservation request are to be submitted 24 hours in advance and via email with the subject "**Tabling Request**"
- No more than one table can be reserved at any given time.
- MFMSC will provide one table and two chairs per reservation. Easels will be made available upon request.
- Sponsoring group/individual will be responsible for providing own table covering.
- Signage should not block walkways, disrupt the flow of traffic or hinder the line of sight.
- Audio-visual equipment must be played at moderate levels. If volume is deemed too high, you will receive a warning from MFMSC staff. If increased volume persist, your reservation will conclude immediately.
- Sponsoring individuals shall remain at table for duration of reservation. They shall not impede on the personal space of MFMSC guests



ADVERTISEMENT, PROMOTIONAL MATERIAL, AND DECORATIONS

Digital Advertisement / Promotional Materials

- All notices, posters, etc., must be submitted in electronic format to be featured on the center's digital information monitor.
- Request must be submitted by noon the Friday prior to event to MFMSC@ksu.edu with subject "Monitor Request."
- Submissions must include: name of the sponsoring group, time and date of the event, and phone number or email of a contact person.
- All submissions should be sized to 1920x1080 and saved in JPEG format.
- All submissions must be affiliated with the university and is recognized as an official student organization.

Physical Posters / Flyers & Decorations

- There shall be no hanging of signs, posters or fliers on any internal or external windows or left on surfaces associated with the facility unless approved by the Director of Diversity & Multicultural Student Life.
- All decorations must be approved prior to the event.
- No nails, thumbtacks, staples, or tape may be used on painted surfaces.
- The sponsoring organization is responsible for removing all decorations and materials immediately following the event. This includes picking up all trash generated from the event.

GALLERY & EXPRESSION WALLS

Gallery Space

- Blank wall spaces on the gallery wall shall be for department use only.
- If there is student artwork that is desired to be displayed, this will need to be approved and coordinated by the Director of Diversity & Multicultural Student Life.

Expression Walls

- The glass panels on the east side of the building on levels 1 and 2 shall be used as expression space.
- The intent is for students to utilize glass panels to share positive and inclusive messages.
- Messages can come in the form of quotes, drawings, words of affirmation and the like.
- Only a dry erase marker is allowed to be used on these surfaces.
- Any communications that violate the [Kansas State University's Student Code of Conduct](#) shall be met with the appropriate disciplinary actions.
- MFMSC staff clear the walls frequently to keep the space clean.



CRAFTING POLICY

Groups planning crafting projects such as cards, banners, signs, artwork, etc. will need to let the MFMSC Staff know so appropriate space and tables can be provided for the group. Groups will need to follow the below requirements.

- All tables need to be covered with either some type of tarp, plastic, or newspaper to protect the tables and easier clean up. Covering the floors is highly suggested.
- Please use only blue tape, if taping covering to the tables or other surfaces of the space. Do not tape on any of the painted surfaces.
- No Glitter, confetti, artificial snow, sand, or other similar decorations which are difficult to clean up and track easily are not allowed. This includes wax, powder, or similar materials.
- Disposable brushes and palettes are recommended. If all painting materials are not disposed of at the event; then the group is responsible for removing all the material and cleaning them elsewhere.
- Please utilize the kitchen sink to clean out brushes and other materials, not the restrooms. Make sure to thoroughly wash out the sinks after cleaning your supplies.
- No aerosol paint cans, air brushes, or oil paints are allowed.
- Groups are responsible for ensuring no fluids of any type contact the floor.
- Groups are responsible for cleaning up after the event.
- In the event something does get spilled or damaged please notify the MFMSC Staff immediately. This will allow us to treat the area to hopefully prevent permanent damage or assess the damage with the group.
- Any additional clean up or damage to MFMSC spaces, may result in a cleanup or replacement charge to the group. (*See Right to Revoke Reservation & Room Reservation Rates*)

FUNDRAISING, SELLING, AND SOLICITATIONS

Fundraising activity is permitted and reserved for organizations classified with the Center for Student Involvement as a Multicultural Student Organization only. Unless approved by the Director of Diversity & Multicultural Student Life.

Non-students or non-university affiliate organizations are prohibited from sponsoring any fundraising activities within the MFMSC directly or indirectly.

- The MFMSC does not permit the selling or auctioning of any items and or services in which monies are exchanged or negotiated for personal gain. All violators will be asked to leave the premises immediately.
- Student organizations may solicit donations for a charitable cause.
- Donation bins may be placed on level one along the southwest wall of the Phillips 66 Lobby for no more than 4 weeks.
- All bins must include name of organization and contact information.
- All fundraising and donation efforts must be pre-approved by email to MFMSC@ksu.edu.



PARKING

Parking arrangements may be made by contacting [K-State Parking Services](#) for groups using the MFMSC.

LOST & FOUND

- All found items are to be turned into the Director of Diversity & Multicultural Student Life.
- Items will be placed in the lost and found which can be found on the ground floor.
- Unclaimed items will be disposed of at the end of each semester.

THEFT OF PROPERTY

- MFMSC staff, nor does the University take responsibility for any item(s) including personal equipment left unattended. Do not leave personal items unattended.
- Attempted or actual theft of property is prohibited as stated in the [Kansas State University's Student Code of Conduct](#). Please report any instances of theft to the K-State Police Department **and** a MFMSC staff member.

PETS & OTHER ANIMALS

- Animals are not permitted in the MFMSC with the exception of service animals as defined in [PPM 7840.080](#).
- Students who use a service animal are required to register the animal with [Student Access Center](#).

SLEEPING AND OVERNIGHT ACTIVITIES

- The MFMSC strictly prohibits any overnight programs and or events. All programs must conclude by the end of operational building hours for that respective day.

EXCLUSIONS

- Use of bicycles, skateboards, roller skates and roller blades are not permitted in the building.
- No hazardous materials may be used, stored or transported in the MFMSC except by authorized personnel



ALCOHOL & DRUGS

- Alcoholic beverages are **NOT** permitted within or around the facility unless approved by the President or President's approval designee. Please refer to [University Policy 3053](#).
- The MFMSC will follow [Kansas State University Drug Free Policy](#).

SMOKING

- The MFMSC is a **smoke free** facility. There are no designated smoking areas. Please refer to [University Policy 3720.080](#).

VANDALISM / DAMAGE

- All acts of vandalism are to be reported to the Director of Diversity & Multicultural Student Life at MFMSC@k-state.edu. Report damage to room, furniture or equipment immediately.
- Unreported damage will be treated as an act of vandalism and reported to University Police.
- Groups responsible for damage to facility space will be assessed a fee for repair or replacement of materials. All reservations held by a group will be suspended until payment is received by the MFMSC. Groups may also be subject to additional disciplinary proceedings as they relate to [Kansas State University's Student Code of Conduct](#).



BUILDING SAFETY

FIRE AND SEVERE WEATHER

In Case of Fire

- Patrons will need to follow the exit instructions located at the main entrance of occupied room.
- Use the nearest exit leading outside of the building.
- Do not take the elevator to advance to another level.
- If on the 2nd level and you have a disability that requires the use of the elevator, take elevator to level 1. From there, exit the building at main entrance.
- Please gather in front of Kedzie Hall, across the street from the MFMSC.

In Case of Severe Weather

- Patrons will be instructed to gather on the ground level of the building. There, they will be directed to the appropriate shelter location.

EMERGENCIES

- In the case of emergency, contact Kansas State University Police Department by pressing the emergency button located on any of the 3 levels in the building or phone at 785-532-6412. Upon contacting KSUPD, please notify the Director of Diversity & Multicultural Student Life at 785-532-6284.



APPENDIX



ROOMS & CAPACITIES

Ground Floor

- **Yahaya Family Performance Room (002)**
 - Max occupancy of 20 individuals.
 - Equipped with computer and projector.
 - Polycom cube camera for zoom capability.
 - JBL speakers with aux input and bluetooth capability.
 - Clip on lapel microphone.

1st Floor

- **Phillip 66 Atrium**
 - Seats 40 individuals
 - Max occupancy of 60
 - Equipped with monitor and meeting Owl Pro 360 for zoom capability.
- **Student Foundation Collaboration Room (113)**
 - Seats 10 individuals.
 - Equipped with monitor for laptop connection only (HDMI cord provided).
 - Meeting Owl Pro 360 for zoom capability.
 - Wall serves as markerboard surface.
- **Ardent Mills Collaboration Room (114)**
 - Seats 4 individuals.
 - Equipped with monitor for laptop connection only (HDMI cord provided).
 - Meeting Owl Pro 360 for zoom capability.
 - Wall serves as markerboard surface
- **AbdulRasak & Alicia Yahaya Collaboration Room (115)**
 - Seats 4 individuals.
 - 2 table trays.
 - Wall serves as markerboard surface.
- **ONEOK Meeting Room (120)**
 - Seats 36 individuals.
 - Equipped with computer and projector.
 - Polycom cube camera.
 - 2 ceiling microphones.
 - Clip on lapel microphone.

2nd Floor

- **Gabriel Hernandez Commons**
 - Seats 20 individuals.
 - Max Occupancy of 40
- **Fang Family Kitchen**
 - Seats 14 individuals.
 - Max occupancy of 25.
 - Equipped with 2 Microwaves, 2 ovens, gas cooktop, electric cooktop, ice machine, refrigerator, freezer, and dishwasher
 - Requires 72 hour advanced reservation for events that involve cooking.
- **204 Meeting Room**
 - Seats 40 individuals.
 - Equipped with computer, projector and wall monitor.
 - Polycom cube camera for zoom capability.
 - Handheld microphone.
 - Traditional Whiteboard
- **205 Meeting Room**
 - Seats 32 individuals.
 - Equipped with computer and wall monitor.
 - Polycom cube camera for zoom capability.
 - Calisto 7200 microphone.
 - Traditional Whiteboard

Outdoor Area

- **Dempsey Family Plaza**
 - Seats ~18 people
 - Ground Floor, Adjacent to Phillips 66 Atrium
 - Accessible from both inside and out.



ROOMS & CAPACITIES CONT.

Restroom Facilities

- Each Floor of the MFMSC has restroom facilities located in the middle of the building, adjacent to the elevator.
- All facilities have individual, lockable stalls with a shared sink space.
- Each Restroom has an ADA accessible stall.
- The ground floor restroom features a Wudu/Ablution Room.

Dr. Pat Bosco Prayer Room (019)

- No reservations are required to use the room, but we ask that the door is locked when in use.
- Complementary Pray Rugs, Mats are available for use
- To accommodate all faiths, shoes are not permitted in the room. Please remove shoes before entering and place them in the shoe locker located to the right of the space.

Ablution / Wudu

- Dedicated prayer washing space located in the ground floor restroom.
- Towels are not provided, but there is access to paper towel dispensers in the restroom.

Technology

- Located on the ground floor of the Center, guests can find 3 computer stations for use.
- Charging ports are located throughout the building for easy access to charge your phones and other devices.
- Check with Center staff regarding the technology capabilities of each room.

Accessibility

- All outside entrances to the MFMSC building are equipped with automatic push button doors. The main entrance has a ramp as well.
- The building hosts a spacious elevator located in the middle of the building to allow for guests to reach each floor.
- Another accessible entrance to the Center can also be found inside the K-State Student Union on the ground floor.

K-State DREAM Zone

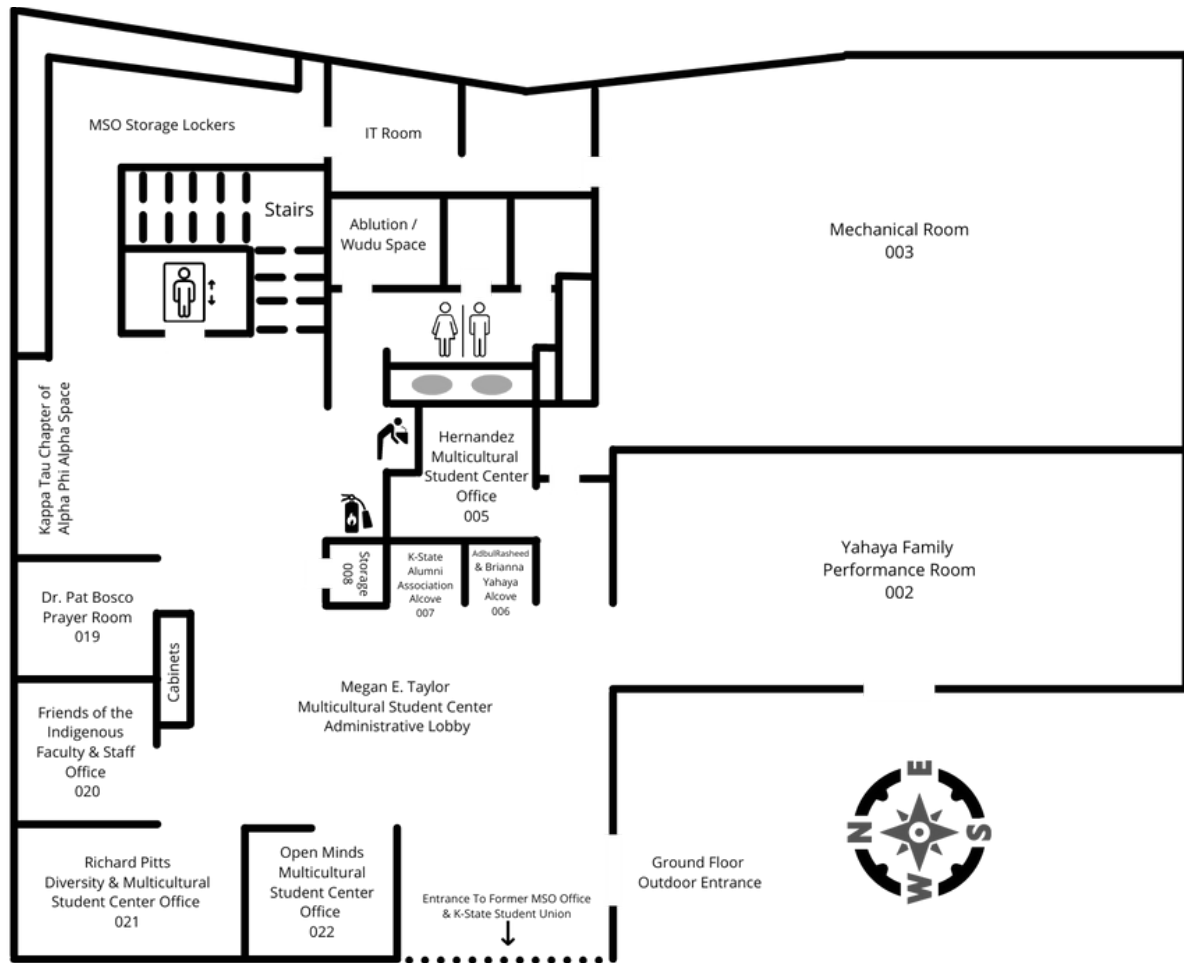
- Located in the former MSO office space, the K-State DREAM Zone is a safe space designated for providing support to undocumented, DACA-mented students, and those from mized-status families.
- Information regarding scholarships, applying to K-State, and other resources can be found here.
- Project IMPACT programs and student mentorship resources are also hosted in this space.



APPENDIX

FLOOR PLANS

Ground Floor

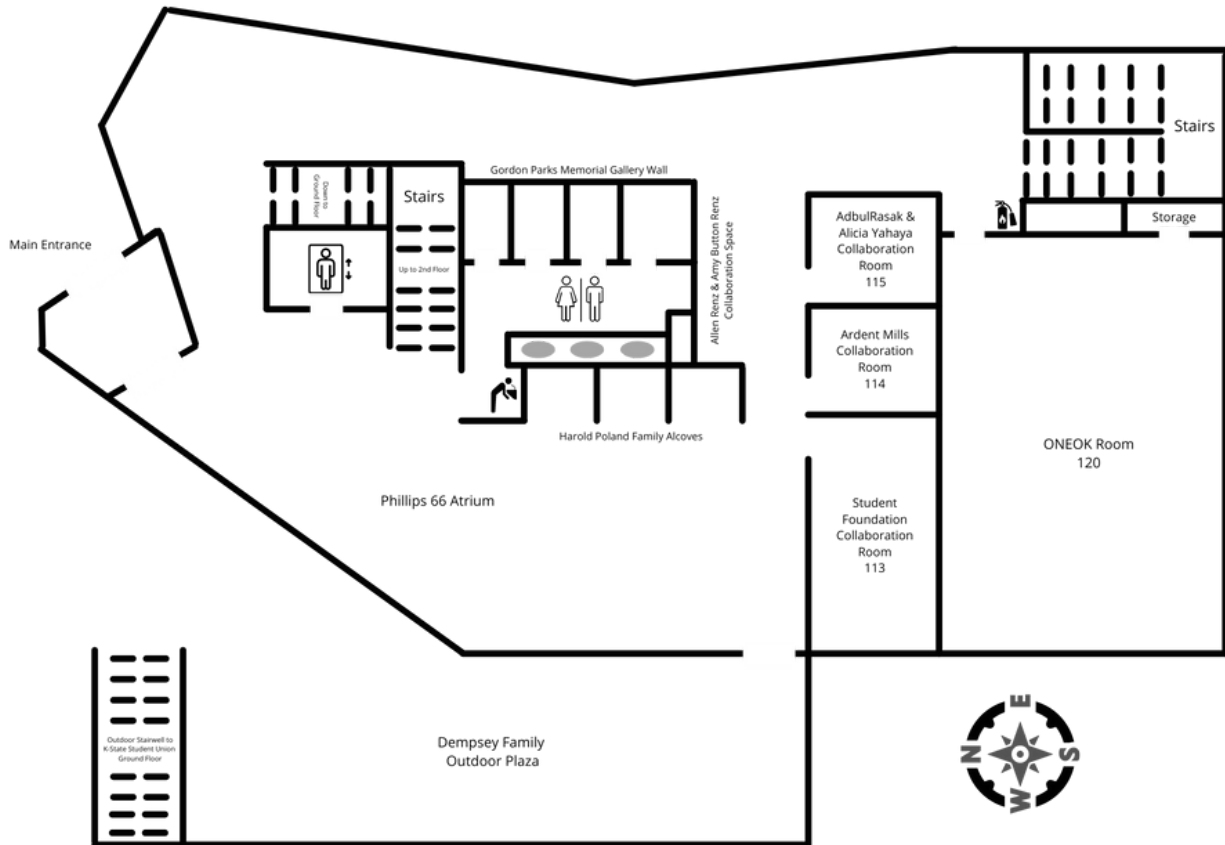




APPENDIX

FLOOR PLANS

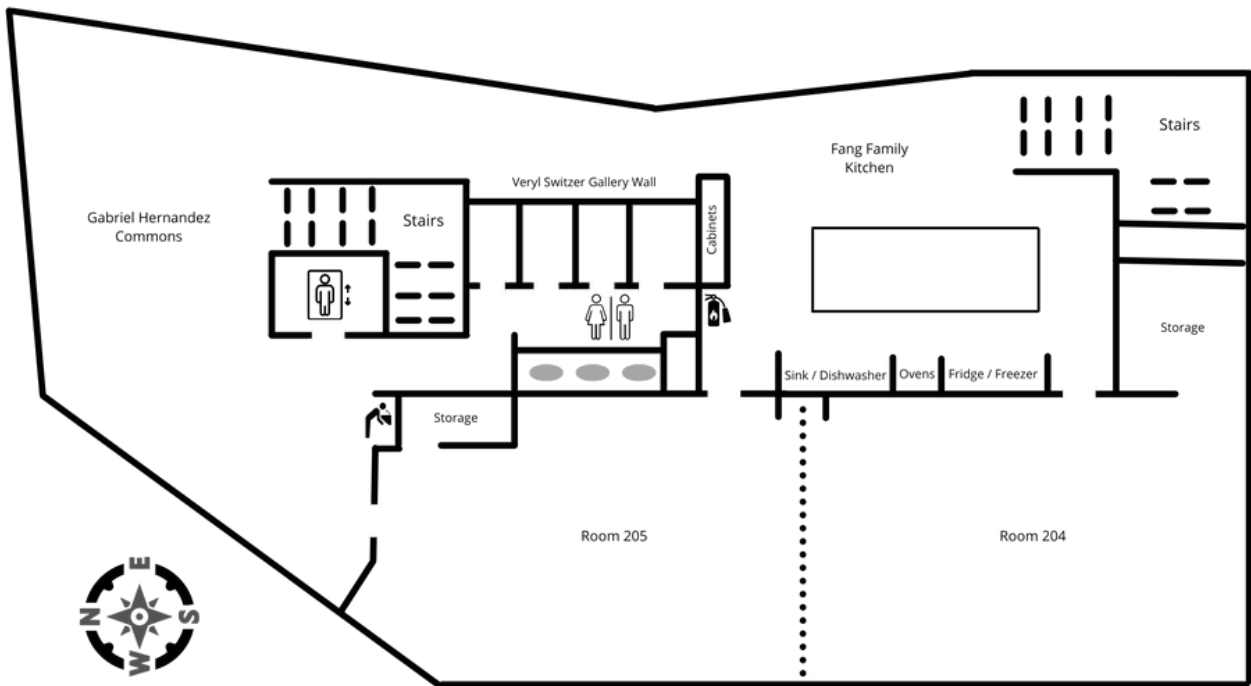
1st Floor





FLOOR PLANS

2nd Floor





Thank you for adhering to the operating policies of the facility.
For any questions or concern, feel free to contact Diversity & Multicultural
Student Affairs at 785-532-6284 or mfmsc@k-state.edu

Revised 06.07.2023