

Guidelines for Use of the International Centre

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.

1. **The Centre's normal operating hours are 8:00 a.m. – 8:00 p.m. Monday through Friday; closed on weekends.** Special arrangements can be made for use outside of open hours (weekends and holidays) by contacting the Office of International Programs (OIP) Office Manager, tatjana.richards@email.und.edu
 - a. **All programs must be over and cleanup completed by 8:00 p.m. unless other arrangements are made with the OIP Office Manager.**
 - b. **No cooking is allowed after 8:00 p.m. or during the night as per University's Safety Regulations.**
2. A reservation of the International Centre does not include a reservation of the Lotus Meditation Center, and vice versa. If the use of the International Centre is needed with a Lotus Center reservation, please reserve the International Centre as well.

At times there may be separate events occurring in both spaces simultaneously. Your cooperation in respecting and not disturbing those utilizing either space is greatly appreciated. If there is a need to access the Lotus Center while an event is being held in the International Centre, please use the southeast door that leads directly into the Lotus Center.
3. All individuals and groups must adhere to all University rules, regulations and policies (please refer to the UND Code of Student Life).
4. 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.
5. Smoking is prohibited on the UND campus, including the International Centre and the area surrounding the Centre. Your assistance in enforcing this policy is greatly appreciated.
6. **A \$25.00 refundable deposit will be required** 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). In order to receive a deposit refund, 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. Set up for an event and clean up following an event is the responsibility of the person and/or group reserving the International Centre.
8. 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 in the Centre kitchen.
9. **Groups are responsible for providing their own beverages, cups, napkins, plates, and utensils.**
 - a. 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.
 - b. **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.
10. In order to preserve the quality of carpet, individuals or groups must wipe up spills immediately.
11. Children are always welcome at the International Centre, but we ask that they be carefully supervised while here. The stairs leading to the Lower level & 2nd floor are off limits.
12. The OIP equipment (TV, media cart, computers etc.) in the Cultural room should not be disconnected at any time. The TV remote control is available at the front desk and is to be returned after use.
13. Supplies for table tennis (balls, paddles, and net) are available upon request at the front desk.
14. Report any damages or required repairs to the International Centre staff.

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

Printed Name

Signature

Date

July 2011

