



# Multicultural Center Reservation/Evaluation Form

## RESERVATION

Today's Date: \_\_\_\_\_

Day/Date of Meeting: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact Name & Position with Dept./Org.: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

E-Mail of Contact: \_\_\_\_\_

I am reserving the (please tick one or both):

- Multicultural Center Lobby       Alton & Renay Scales Ethnic Studies Library/Conference Room

I will need (please tick all technical or facility materials you may need):

- Chairs       Lectern       Easel       CD/Cassette Player       Laptop Computer  
 Digital Projector       TV/VCR/DVD Player       Other (please list): \_\_\_\_\_

## EVALUATION

to be completed and returned upon end of every meeting

Name of Organization: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Number Attendees: \_\_\_\_\_ Day, Date, and Time of Meeting: \_\_\_\_\_

Did the Multicultural Center meet your needs today? (please indicate on the scale below)

1      2      3      4      5      6      7      8      9      10  
No, not at all      Yes, entirely

Explain, if necessary: \_\_\_\_\_

Would you use the Multicultural Center for your Organization's needs in the future? (circle one)      YES      NO

Would you recommend the Multicultural Center to OTHER Organizations? (circle one)      YES      NO

Why did you choose the Multicultural Center instead of other offices or facilities on campus? Please explain:

\_\_\_\_\_

Additional comments, recommendations, requests, or questions for the Multicultural Center:

\_\_\_\_\_