

GUIDELINES ON THE USE OF ISAAC'S CAFE

Implicit in its name, Isaac's Cafe serves primarily as a functional public space for food and entertainment/social activities. Designed for and utilized by MC students, staff and faculty, Isaac's is available for open, participatory activities as well as activities targeting a particular audience.

With these points in mind, the following guidelines must be adhered to:

- An event may target a particular audience as long as the availability of regular food service is not interrupted and the event complies with the open and inclusive requirement for student organizations, as outlined in the Student Handbook (an evening event must occur Monday - Friday 7pm - 11pm.)
- All MC events must be approved and scheduled by the Director of Student Involvement or the Student Activities Intern.
- If an event is being facilitated by a student organization, the faculty/staff advisor must be notified and may be required to attend.
- Any group using Isaac's must be prepared to move all furniture back to its original position and clean up the entire area immediately at the conclusion of an event.
- Time availability will vary based on the nature of the activity, the reservation schedule, and the day of the week.
- If Isaac's availability is needed during closed hours on weekends, the same reservation rules apply, including the conclusion of all events by 11:00pm.
- Sound equipment will be available after either a student leader or organization advisor has been shown how to operate it by the Director of Student Involvement or the Student Activities Intern. Both the student organization leader and advisor must sign a waiver that their organization will be responsible for any equipment damage.
- Non-Maryville College entities will have access to the facility during closed hours on weekends only when the reservation calendar is open and the activity is approved by the Director of Conference & Event Services.