

**Center for Diversity and Inclusion
Space Reservation Policies
*To begin Spring 2020***

Spencer Weinstein Center for Community and Justice (SWCCJ)

Reservation Requests

The Spencer Weinstein Center for Community and Justice may be reserved by any recognized student organization, faculty and staff lead class or program at Davidson College. The space serves to foster mutual respect and understanding among—and for all—people of different cultures, backgrounds, experiences and worldviews, and to help the college achieve its stated commitment to diversity. Students, faculty and staff create and implement learning experiences that promote social, cultural and educational programs that advance pluralism and inclusivity across the campus. All involved act to make our community more socially just because we recognize the dignity and worth of every person.

Reservations for the Spencer Weinstein Center space can be made via EMS by campus departments and organizations. Please request any additional services such as Catering via EMS in your reservation. Staff in the Center for Diversity and Inclusion will not be able to support with additional services. The space has five areas: Basement, Conference Room, Kitchen, Office Space, Sunroom and Upstairs Lounge.

Each space in the Spencer Weinstein Center must be reserved separately by the department/organization. Any room reserved in the upstairs spaces may block out reservations from any of the other upstairs spaces to alleviate any disruptions between programs, but this cannot be guaranteed. Events booked in the basement and upstairs spaces can be booked at concurrent times.

Individual Reservable Spaces

Upstairs Lounge:

The Upstairs Lounge has a capacity for 30 people. Please do not move furniture in the Upstairs Lounge. Chairs located in the Sunroom may be pulled into the Upstairs Lounge if more seating is needed. Please place chairs back in Sunroom when event concludes.

To make sure that the Lounge of the Spencer Weinstein Center is available for walk-ins, independent study and informal discussions, reservations for the lounge will be limited and based on the discretion of the Assistant Dean of Students for Diversity & Inclusion. The Upstairs Lounge of the Spencer Weinstein Center has one large television with HDMI access for projection and one whiteboard with markers. The large television does not have the ability to provide sound. If you have questions on set-up for TV presentations/videos please contact [cdi@davidson.edu](mailto:cdi@ davidson.edu).

*Each space in the Spencer Weinstein Center must be reserved separately by the department/organization. Any room reserved in the upstairs spaces may block out reservations from any of the other upstairs spaces to alleviate any disruptions between programs, but this cannot be guaranteed. Events booked in the basement and upstairs spaces can be booked at concurrent times. If you anticipate having a need for the kitchen, or other smaller spaces for your event you need to reserve those as well. The Upstairs Lounge reservation does not guarantee you will have the entire upstairs spaces.

Basement:

The Basement of the Spencer Weinstein Center has one large television with HDMI access for projection, one DVD player, and 20 chairs. Chairs will always be located inside of the room. The large television does not have the ability to provide sound. If you have questions on set-up for TV presentations/videos please contact cdi@davidson.edu.

Conference Room:

The Conference Room of the Spencer Weinstein Center has a capacity for 10-12 people. It comes with a white board, markers, eraser and one large television with HDMI access for projection. If you have questions on set-up for TV presentations/videos please contact cdi@davidson.edu.

The Conference Room and Kitchen both have a key lock-box with a code to access the key. The code and instructions on how to use the lock-box will be sent in a separate email upon confirmation of your reservation request.

Kitchen Area:

The Kitchen of Spencer Weinstein Center can be used for special events. After your event, the 'Kitchen Clean Up Checklist' located on the front door of the kitchen must be completed in full. The Center for Diversity and Inclusion and Facilities staff are not responsible for cleaning up. Please leave the kitchen as clean or cleaner than you found it. You will be contacted if you do not leave the kitchen neatly. Please take anything that will not fit into the trash cans and/or recycling out to the appropriate dumpsters behind the building. Please note, you will be asked to come back and clean up if you leave items after your event. You may be charged by Facilities a cleaning fee if deemed necessary by their staff. You/your organization can potentially be blocked from reservations for the SWCCJ for the semester.

The Conference Room and Kitchen both have a key lock-box with a code to access the key. The code and instructions on how to use the lock-box will be sent in a separate email upon confirmation of your reservation request.

Ablution Room:

There is an Ablution Room in the upstairs space to provide a space for the cleansing process prior to prayer. There are materials located in this room for the cleansing process.

Sunroom:

This space is intended for meditation, yoga and other mindfulness or spiritual based practices. The space capacity is 20 people. There are mats and pillows available in the space.

Building Information**Restrooms:**

There are three all-gender and accessible restrooms on the first floor area of the Spencer Weinstein Center Community and Justice. There are no restroom facilities on the basement level of the building. There is a changing room located in one of the restrooms on the first floor.

Spiritual Observation:

We are happy to offer the building for religious and/or spiritual based practices. Please contact staff at cdi@davidson.edu for any requests related to these practices. We will make appropriate accommodations based on the needs on an individual request basis.

Building Accessibility:

The Upstairs areas are wheelchair accessible from the front entrance of the building. The Basement is wheelchair accessible from the side entrance of the building. All three all-gender restrooms on the first floor are wheelchair accessible.

Set-Up and Clean-Up Policies

Please note that Center for Diversity and Inclusion staff does not provide room set-up for any event. You will be required to set up the room as you need it and you are expected to leave the room as the photographs located on signs will show original set-up of the room.

Food and Beverages

If you provide food and beverages for your event, you are required to clean up after your program. This includes taking all food and beverage waste and materials to the dumpster outside. If you are found to leave food in the space after your event concludes you may be subject to probation period of reservations for you/your organization. If you have food that can be donated to Lula Bell's, please see information cards on the bar area of the Upstairs Lounge. If it cannot be donated to Lula Bell's, please discard. If your event is on a weekend or if it is overflowing the trash on a weekday/weekend, please take trash out to the dumpsters after your event concludes. Facilities cleaning staff take the trash out Monday-Friday during the Academic Year. Please do not leave food in the kitchen storage areas or refrigerator after your event concludes. Please ask your guests not to pour non-water beverages into the water fountain.

Spills, Damage and Equipment

*If you have a spill in any of the spaces, please email cdi@davidson.edu ASAP. Organizations and/or departments that do not communicate spills may be subject to probation period of reservations.

Damage to any property in the space may result in charges to you/your organization.

If equipment is not working in the space, please email cdi@davidson.edu within a timely manner.

Building Hours

The Spencer Weinstein Center is open weekdays and weekends from 8:00am to 10:00pm. All students, faculty and staff have swipe in access during these hours.

Questions?

Please contact cdi@davidson.edu or call (704)894-3103.

Lavender Lounge

Reservation Requests

Thank you for reserving the Lavender Lounge.

Reservations for the Lavender Lounge in the Basement of Belk Residence Hall can be made via EMS by student organizations. Please request any additional services such as Catering via EMS in your reservation. Staff in the Center for Diversity and Inclusion will not be able to support with additional services.

This space is exclusively used for programming through the Center for Diversity & Inclusion and LGBTQIA student group events and meetings. All other events will not be approved. For questions, contact LGBTQ@davidson.edu.

The Lavender Lounge is open 24 hours on weekdays and weekends. The lounge is staffed by the Center for Diversity and Inclusion student staff Tuesday-Thursday from 2:00-5:00pm.

Set-Up and Clean-Up Policies

Please note that Center for Diversity and Inclusion staff does not provide room set-up for any event. You will be required to set up the room as you need it and you are expected to leave the room as you found it prior to set up.

Food

If you provide food for your event, you are required to clean up after your program, this includes taking all food waste and materials to the dumpster outside. If you are found to leave food in the space after your event concludes you may be subject to probation period of reservations for you/your organization.

If you have food that can be donated to Lula Bell's, please see information cards on student staff desk in the Lavender Lounge. If it cannot be donated to Lula Bell's, please discard. If your event is on a weekend or if it is overflowing the trash on a weekday/weekend, please take trash out to the dumpsters after your event concludes. Facilities cleaning staff take the trash out Monday-Friday during the Academic Year.

Spills, Damage and Equipment

*If you have a spill in any of the spaces, please email lihammond@davidson.edu ASAP. Organizations and/or departments that do not communicate spills may be subject to probation period of reservations.

Damage to any property in the space may result in charges to you/your organization.

If equipment is not working in the space, please email cdi@davidson.edu within a timely manner.

TVs

The Center for Diversity and Inclusion has a ScreenCloud slideshow playing on the TV in the Lavender Lounge. Please read instructions located on the furniture in front of the TV to plug into other HDMI support. After your reservation has ended, please put the TV back on the HDMI with the ScreenCloud slideshow.

Questions?

Please contact cdi@davidson.edu or call (704)894-3103.

