

Event date & time: \_\_\_\_\_

Purpose/name of event: \_\_\_\_\_

Contact person for event/ Sp@ce user: \_\_\_\_\_

Event hosts should be familiar with and adhere to the following shared space ground-rules when using or working in the DLC Design Sp@ce so that our campus community and friends can continue to enjoy and benefit from the Sp@ce. Check off the items below as you complete your discussion of during the orientation:

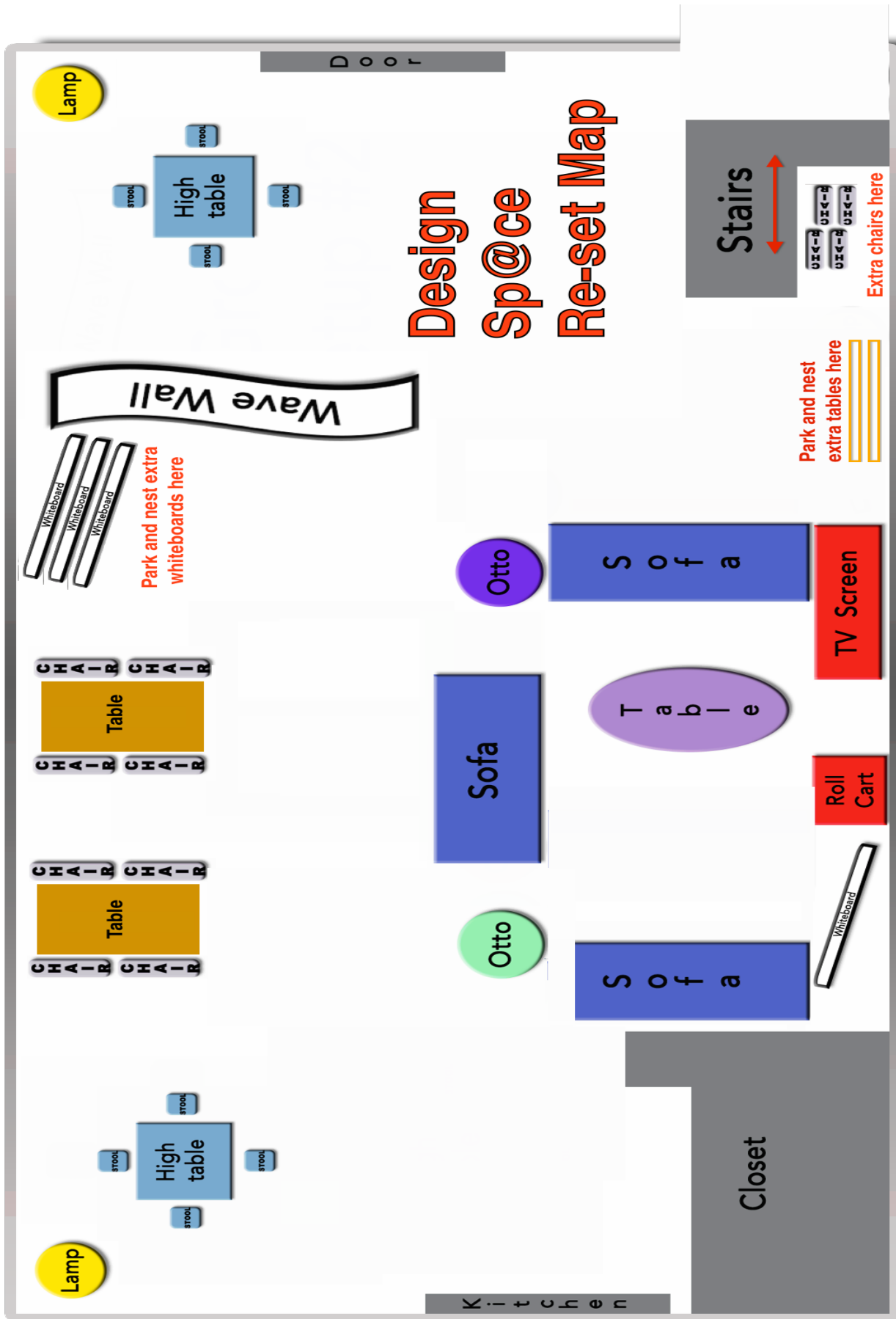
1. \_\_\_\_ **Orient yourself:** review available resources (tables, chairs, sofas, whiteboards, proto-typing materials), technology (LCD TVs, computers, Apple TV)
  
2. \_\_\_\_ **Additional Equipment Use** Review procedures for turning DLC-owned technology equipment (LCD TV and Mac Mini) on and off. For additional equipment (microphones, amplifiers, etc., please contact **Campus Media Services 831-647-4150** or mediaservices@miis.edu)
  
3. \_\_\_\_ **After Hours Check-in with Security** Event contact persons or host should check-in in-person with Campus Security (office next to the Admissions Adobe) with your official identification, you should call ahead to let Security know that you are coming. MIIS Security: **831-647-4153**.
  
4. \_\_\_\_ **Breathe Clean Air** Smoking is not permitted at any time inside campus buildings, and our living 'green balcony' would not appreciate it.
  
5. \_\_\_\_ **Eat & Drink Mindfully** Food and drinks should not be consumed on or around couches – please use available tables, be mindful of spills, and clean up after yourselves.
  
6. \_\_\_\_ **Mind the Front Door** Keep the Calle Principal entrance to the DLC closed to street traffic and notify MIIS Campus Security if you plan to leave the D Sp@ce unattended at any time.
  
7. \_\_\_\_ **Reset the Furniture** You and your guests are expected to “re-set” and straighten up the D Sp@ce after your event is over. This means that you return tables, chairs, furniture, whiteboards and other resources back where you found them. **Refer to Design Sp@ce re-set map on reverse.**
  
8. \_\_\_\_ **Tidy the Kitchen** Additionally, if D Sp@ce refrigerator or kitchenware is used, remove all left over items as well as rinse and place all kitchenware into the dishwasher for cleaning.
  
9. \_\_\_\_ **After Hours Check-Out** Lastly, the event reservation contact person or event host must check out with Campus Security by calling 647-4153.
  
10. \_\_\_\_ **Plan to help us Improve the Sp@ce** After your event we will be in touch and ask you to complete a very brief survey about your experience and suggestions to help us improve.

**Thank You!**

Design Sp@ce orientation checklist completed by: \_\_\_\_\_

Event contact signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Turn over to Review Re-set Map →**



# Design Sp@ce Re-set Map

Park and nest  
extra tables here

Extra chairs here