**McKinnon Center for Global Affairs/Johnson Hall**

**Protocol for Event Reservations and Food/Drinks**

1. The Choi Auditorium (200)

Reservations (other than classes scheduled from the start of the semester) are made through Master Calendar.

No food or drink allowed (in either the main seating area or the adjacent small lobby/vestibule on the south side of the auditorium).

2. Varelas Innovation Lab (103) and MC for GA Conference Room (201)

Reservations (other than classes scheduled from the start of the semester) are made through Master Calendar and require approval from Global Affairs (Chamnan Lim).

Food and drinks are allowed with prior approval from Global Affairs (Chamnan Lim).

3. Global Forum (Atrium/Lobby area) (100)

Reservations are made through Master Calendar and require approval from the Office of the Dean for Academic Affairs and the McKinnon Center Committee.

Food and drinks are allowed with prior approval from the Office of the Dean, Academic Affairs and the McKinnon Center Committee. If the event includes hot food, then a Campus Dining Events Services staff member must be present.

4. Johnson Hall Classrooms (including the 3rd floor Galleries)

Reservations (other than classes scheduled from the start of the semester) are made through Master Calendar.

Catered events are allowed with approval/supervision from faculty/staff who are organizing the event. Food that requires heated chaffing dishes is not permitted in classrooms.

For any event in the building that includes food and/or beverages, the responsibility for clean up following the event rests with the event organizer. The event organizer may receive written confirmation from dining services and/or facilities that they will clean up following the event, but there may be circumstances where this will not be the case. (If clean up by event organizer is not sufficient to return the area to its proper condition, a cleaning fee shall be charged.)