

INTERCULTURAL COMMUNITY CENTER / ICC SPACE USAGE GUIDELINES

The Intercultural Community Center (ICC) is a student-centered space intended to spark dialogue, facilitate programming and enhance a sense of community at Oxy. The space is intended to prioritize student events and maintain space for underrepresented students and communities at Occidental College.

STUDENT EVENT GUIDELINES:

- Students should submit all space requests at least two weeks in advance directly to the ICC, using the linked [form](#).
- Students should coordinate directly with the ICC in regards to event time frames and duration.
- The ICC Staff will be responsible for inputting student events into 25Live.

NON-STUDENT GUIDELINES:

- Event reservations for College Departments and outside groups are based on availability, after consideration for students and student centered events.
- College Departments should submit all space requests at least two weeks in advance, through the Office of Master Calendar. ICC will approve or deny space requests based upon guidelines and availability.
- Once the event is confirmed, an [Event Services Request Form](#) may be required for additional event support, including furniture support by Facilities Management.
- Catering by Campus Dining or an external vendor is allowed, provided the external vendor meets the College's [Outside Food Guidelines](#). All catering must align with the College's [Catering Policies](#).