Background
It is the procedure of the Milwaukee Area Technical College District to make Cooley Auditorium available to MATC departments, faculty, staff, and student organizations for their use in providing employee training and informational activities, enhancing educational programs, and promoting multicultural enrichment consistent with the MATC Mission Statement. Examples of these types of activities include: orientations and training sessions, lectures, seminars, and workshops. Student activities also include entertainment scheduled by the Programming Board, Multicultural Affairs, and various student organizations (see exceptions).

Below is a procedural checklist requestors must follow to reserve Cooley Auditorium:

1. All requests for Cooley Auditorium by faculty and staff must be made in the Class Scheduling Department. A completed "Application for Use of Facilities and Related Services" form must be submitted at the time of the request (see attached form).

2. Student organizations must obtain and complete the Event Registration Form, which is available in the Student Affairs Office prior to submitting it to the Class Scheduling Department (see form attached).

3. If Cooley Auditorium is available on the requested date and the requested use is in accordance with the educational, cultural, and community service mission of MATC and in the best interest of students, faculty, and administration, the application will be approved by the general manager of Operations.

   (Cooley Auditorium will be reserved "Tentatively," pending general manager of Operations' approval.)

4. After review by the general manager of Operations, the internal application (event registration form) will be returned to Class Scheduling stamped with "Approved by general manager of Operations," or "Not Approved by the general manager of Operations." The requestor(s) will be notified of the decision.

Exceptions
(i.e., Bands with electronic instruments should be scheduled after hours, or in the Technical Auditorium, to avoid disturbing normal office activities and classes in the vicinity of Cooley Auditorium.)