

David A. Portlock Black Cultural Center Policies

EPI Riley Temple Art Gallery

1. The art exhibitions are to always be respected and untouched.
2. The Gallery must always be kept neat and presentable.
3. Any group that utilizes the space for a meeting, dinner, social gathering, or otherwise is responsible for ensuring that the room be converted back to its original composition.

Kitchen

1. The stove must always be kept clean and the sink free of dishes.
2. Although the garbage is removed daily, any full bags or rotten food should be removed and placed in the trash collection area behind the house.
3. Keep the microwave clean.
4. Items in the refrigerator will be thrown away at the end of each week.
5. Be considerate of other people's grocery items.
6. Any group that utilizes the kitchen is responsible for ensuring that the room be cleaned after their event.

Aaron O. Hoff Library and 2nd Floor Lounge

1. The library and lounge spaces should always be orderly.
2. Books may be checked out from the library only if there is a staff member present.
3. The television and other electronics should be turned off after use.
4. Food, dishes and personal items should not be left in the room.

Offices

1. The Main Office is for the Director's use only.
2. Students who wish to use the computer, printer or copier in the Intercultural Assistant office may do so upon approval by staff members.
3. Keep the offices clean and organized.
4. Personal files may not be downloaded or saved to any of the hard drives.
5. Files pertaining to any office work or projects should be saved to the P:Drive (BCC Folder).

Back Porch

1. This space should always be organized.
2. The grills, tables, and chairs have specific storage arrangements.

Closets

1. All closets should remain organized.
2. Those with keys should be always locked.

Failure to adhere to these policies will result in the removal of building access for individual students and/or student organizations.

Portlock Black Cultural Center Building Access Guide

General Access

The Portlock Black Cultural Center (PBCC) is open Monday through Friday from 9am-5pm and the public spaces (Kitchen and Aaron O. Hoff Library/Lounge) are available to any Lafayette student, staff or faculty member who has a checkpoint key. Guests who do not have checkpoint access must ring the doorbell or use the call box for building entry during office hours.

The EPI Riley Temple Art Gallery space on the first floor is also available Monday through Friday from 9am-5pm as a study area or for meetings, special programs and events. All requests for the Art Gallery (including after office hours) must be submitted using the College's official online room reservation process that involves seeking approval from the Office of Intercultural Development. Please Note that the OID maintains the right to use PBCC as necessary and may occasionally ask individuals and/or groups to vacate the space.

Special Access

Students, staff and faculty who frequently hold meetings, programs and other events in the PBCC will be granted access to the building via checkpoint from 9am-10pm seven days a week. Student organizations must still employ the College's official room reservation process. Student organizations that are normally approved to host meetings and events in the PBCC and have special checkpoint access are:

- Africans Creating African Consciousness and Interest Abroad (ACACIA)
- Alternative Student Break (ASB)
- Amnesty International
- Asian Cultural Association (ACA)
- Association of Black Collegians (ABC)
- Association of Lafayette Feminists (ALF)
- Brothers of Lafayette (BOL)
- Engineers w/o Borders (EWB)
- Fellowship of Christian Athletes (FCA)
- German Club
- Hillel
- Hispanic Society of Lafayette (HSL)
- Heritage of Latin America (HOLA)
- International Students Association (ISA)
- Japanese Interest Floor
- Lafayette African & Caribbean Students Association (LACSA)
- Lafayette Activities Forum (LAF)
- Lafayette Christian Fellowship (LCF)
- Lafayette Environmental Awareness and Protection (LEAP)
- Le Cercle Francais (French Club)
- Minority Scientists & Engineers (MSE)
- Muslim Student Association (MSA)
- Newman Association
- NIA (Multicultural Women's Support Group)
- Participation in Academics and Campus Life (PAC)
- Precision (Step Club)
- Questioning Established Sexual Taboos (QuEST)
- Rise
- Russian Club
- Society of Women Engineers (SWE)
- TED Club
- WORDS

Unlimited Access

The OID staff along with a short list of student life administrators and art gallery liaisons have 24-hour access to the building seven days a week via checkpoint.