The IRC offers a wide variety of programs and services to accomplish its goals including lectures, musical performances, discussion groups, seminars/workshops, poetry readings, meeting and study space, film screenings, and art exhibitions. The Intercultural House (ICH) is the residential component of the IRC. The ICH houses thirteen students and offers them the opportunity to learn more about different cultures while living in a communal environment.

Programs and Services provided by the Center include, but are not limited to:

- Cultural & Educational Programs
- Student Leadership and Internship Opportunities
- Volunteer Opportunities
- Community Resource Information
- Multicultural Library
- Art Exhibits
- Organizational Meeting Space

Reservation Policies and Procedures

The Intercultural Resource Center, part of the CC/SEAS Office of Multicultural Affairs, is designed to provide a forum for educational and social exchange that encourages self-discovery and a greater awareness and appreciation of cultural history within and between communities on campus.

The IRC has available meeting/programming space on the second floor for the Columbia community. When available, any University-related group may use the space for an approved event, with preference given to events related to Columbia College / the School of Engineering and Applied Science and their students.

Capacity:

The second floor space holds approximately 40 people for a standing reception and 25-30 people in row seating.

Hours:

The hours available for events are from 9:00am to 11:00pm, Monday through Friday. Weekend use of the IRC is not permitted except by special request.
Reservation procedures:

- Reservations can be made only with a fully completed form. Click here to download the reservation form. The reservation form may be submitted electronically by E-mail to mee2009@columbia.edu, dropped off at the Intercultural Resource Center, or faxed to 212-854-9801.
- The reservation form must be completed at least one week before the event.
- An email will be sent to the contact person designated on the form as confirmation of your reservation.

Food:

Orders for catering are to be handled by the individual booking the event. NO FOOD MAY BE LEFT IN LOUNGE AFTER EVENT. Please make sure someone is available to sign for food delivery prior to event. No one in the building will sign for delivery.

Clean Up:

All refuse must be removed, and the lounge cleaned directly following your event. The individual responsible for the event must make sure that tables are wiped clean, and trash is placed in receptacles. Cleaning materials will be available.

Furniture:

If furniture is moved to accommodate your event you must return all furniture to its original location. If used, stackable chairs and additional folding tables are to be returned to the closet.

Services:

- To arrange special set-ups, please fill out the “Set-up” section on the reservation form. A copy of your approved request will be forwarded to the assigned IRC staff for set-up.
- Folding chairs, extra tables, etc., must be noted on the reservation form.
- A television and DVD player are available for use.
- Microphones, speakers and other audio/visual equipment can be rented through Columbia’s Audio-Visual Department, http://www.columbia.edu/cu/as/i2.html.

THE IRC LIBRARY

The IRC Resource Library holds more than 300 titles and includes books, videos, DVD’s, periodicals, and journals covering the history and experiences of Native American, Latino, Black/African Heritage, Arab/Middle Eastern, Asian and LGBTQ people. Additionally, the library includes materials focusing on a variety of social justice, cultural and political issues in Higher Education, the United States, and the world. Columbia students are welcome to browse the stacks, utilize the reading room, and check out books and movies. To check out library materials, you must fill out a library lending form and submit it via e-mail to
multicultural@columbia.edu or in person to the Intercultural Resource Center. To see a complete listing of our materials and resources:

- Books
- Movies
- Lending Form

Charges:

- Events sponsored by Columbia University groups are free of room charges (excluding charges noted below).
- Charges for the use of the space by non-Columbia University groups (if approved) will be determined by the Office of Multicultural Affairs.
- Your group is responsible for any equipment/media rental charges (see “Services” above).
- The sponsoring group is responsible for leaving the area in good order. Any extraordinary charges necessitated by cleaning up or repair after an event will be billed to the sponsoring group.

General remarks:

- For the safety and security of our residents, please do not prop open the front door. The front door is to remain locked at all times, and it is the responsibility of the sponsoring group to admit its members/program participants to the house.
- Please keep noise down to respectful levels for our residents.
- Be sure to inspect the room before your event begins. If any damage is noted, please notify the IRC staff person on duty at once and request that the damage and time be officially noted. If any damage occurs to the room, your organization is responsible for the cost of the repairs.
- Nothing is to be tacked or nailed to the walls, including signs, posters or decorations.
- No smoking is permitted in the Intercultural Resource Center.