

NATIVE AMERICAN STUDENT AND COMMUNITY CENTER

INTERNAL FACILITY USE AGREEMENT

STARRED FIELDS ARE REQUIRED

*Organization: _____ *PSU Index Code: _____

*Contact name: _____ Title: _____ Mail Code _____

*After-hours Event: _____ *Contact name: _____

*Phone: _____ Fax: _____ E-mail: _____

*Type of event: _____

*Space(s) requested: _____ Duration of event: _____ *Anticipated attendance: _____

*Date(s) requested: _____ Will there be children at this event? Yes ___ No ___

*Title of event: _____

*Brief Description: _____

*Will you be serving food? Yes ___ No ___ Food Waiver Request? (Attach PSU Food Waiver Request) Yes ___ No ___

Name of caterer: _____

*Set-up time: _____ *Start time: _____ *End time: _____ *Exit time: _____

Rental Cost: \$ _____ Auxiliary Contract Costs (Attach Auxiliary Contract) \$ _____

Special instructions: _____

All entities leasing the Center are required to sign a Facility Use Agreement and adhere to the provisions established by the Advisory Board. Execution of the agreement will commit those leasing the Center to assume liability for damages resulting from the event.

- ✓ Neither the NASCC nor PSU assumes responsibility for property placed in the Center or on its grounds by the above named User, or agents of the User, as indicated in the Facilities Use Agreement. The user agrees to defend and hold harmless NASCC from any and all liabilities. Costs and expenses which may be charged against or incurred by NASCC by reason of any personal injury or property damage suffered or claimed to have been suffered in any way from any accident or occurrence arising from the use or occupancy of the leased premises and grounds adjacent thereto.
- ✓ If the NASCC premises, furnishings, or grounds are damaged by an intentional or negligent act of the above named User or by any person(s) admitted to NASCC by the User, the NASCC, the Advisory Board, or PSU may require full or partial monies to return the Center to its original condition. **The User agrees to pay any additional cleaning costs**, as well as a partial reimbursement of rents lost if the premises are not useable for a time.
- ✓ The User promises to comply with all the NASCC and PSU rules and provisions as outlined in the NASCC Policy and the Guidelines for Use included in the renter's information packet, as well as those contained in this agreement.
- ✓ **A fully completed**, signed and approved Facility Use Agreement is required to confirm reservation of the space.

I have read and agree to the rules and provisions as listed in this document and detailed in the NASCC Policy and Guidelines for Use. I agree to submit any necessary forms, payment, and information required by NASCC, the Advisory Board, or PSU. I understand that: 1) Failure to do so may result in cancellation of my reservation or additional fees, 2) My completed copy of this form does not represent a confirmed reservation, 3) If any above the above information changes, I will provide a written notification to the NASCC staff within one business day.

* _____ * _____
Signature (Student Groups only Student Advisor Initial here) **Date**

Room set-up: Classroom Conference Lecture Arena Banquet Longhouse Other _____

Additional Furnishings: PSU Network Active telephone Overhead In-Focus TV/VCR Slide projector

Lectern Flip-chart & Pad Easel Microphone Video Conferencing Registration table Refreshment table

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Policy and Guidelines for Use

Policies, guidelines, and pricing are subject to change without notice. To be sure you have the most current information, contact Tabitha Whitefoot, Coordinator/NASCC. Phone: 503-725-9695 Email: whitefot@pdx.edu Fax: 503-725-9699

Availability:

- ✓ The Center is available for events appropriate to the space and the nature of the facility. All functions are booked at the discretion of the NASCC Advisory Board.
- ✓ Political fundraising events are not allowed because the Center is on state property.
- ✓ All event clients must be in good standing with Portland State University.
- ✓ Priority is given to groups with a current or a past relationship to PSU or its affiliates.
- ✓ The Center is open for events by groups such as recognized PSU campus groups and departments, and community nonprofit and for-profit organizations.

Rooms:

Room, Room Number, and Size	Set-up	Capacity
Gathering Area (110) - 2770 sq. ft.	Seated meal, round tables.....	72-78
	Seated meal, traditional tables...	140
	Lecture seating.....	160
	Stand-up reception.....	200
Gallery/Lounge (104) - 1654 sq. ft.	Stand up reception.....	180
Classroom (170) - 507 sq. ft.	Seated at tables.....	24
	Lecture seating.....	40
Resource room (160) - 510 sq. ft.	Standard set-up.....	14
Conference room (180) - 477 sq. ft.	Standard set-up.....	24
Board room (150) - 372 sq. ft.	Standard set-up.....	20
Kitchen (111) - 311 sq. ft.		
Rooftop garden	Standard set-up.....	104
Place of honor - 939 sq. ft.		
Overlook - 205 sq. ft.		
Shattuck parking lot		42 regular and 2 accessible spaces

Event Hours:

Listed below are the hours the Center is available for scheduled events. These times are inclusive of set-up and clean-up times for the scheduled event. The Gallery/Lounge and the Resource Room are not available for events before 4 p.m. on weekdays. Events booked beyond the regular hours of operation are subject to additional electricity, heating, and staffing charges. Overtime evening, weekend, and holiday events are contingent on staff availability.

Hours of Operation	Monday – Friday: 10 a.m. - 6 p.m.
	Saturday: 10 a.m. - 4 p.m.
Hours for Events	Monday – Friday: 8 a.m. - 10 p.m.
	Weekends: 8 a.m. – 10 p.m.

All events scheduled outside regular operating hours will be subject to minimum staffing fees.

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Facility Use Agreement:

- ✓ A signed NASCC Facility Use Agreement will be required by any group seeking to rent space at NASCC. The Agreement outlines provisions for rental and execution of the agreement will commit the renting entity to liability for any and all damages resulting from their event.
- ✓ The Facility Use Agreement must be signed and submitted to reserve a date. No date is confirmed until the agreement has been received and approved. The Event client will be invoiced following the event, and payment must be received within 30 days.
- ✓ Food waiver is required for all food service.
- ✓ **No alcoholic beverages are to be served in the NASCC.**
- ✓ Full facility audit following each event.

Event Client Responsibilities:

- ✓ All clients are required to schedule a pre-event meeting and facility walk-through in advance of the function.
- ✓ Internal Users provide Index code at the time of the reservation
- ✓ Each client will provide the name and contact information for a representative who will act as greeter (host) during the function.
- ✓ If there is need for canceling a reservation, please let NASCC know as soon as possible so the building will be available to other interested clients. **Failure to provide written notice of your cancellation will result in a charge of 50% of the rental cost.**

Garbage Removal:

- ✓ For events where food is served, the client or contracted caterer is responsible for removal of any garbage as a result of the function. This includes all recyclable items such as glass and/or plastic bottles and cans.
- ✓ Separate arrangements can be made with PHC for clean-up which will carry an additional fee.
- ✓ There will be a \$25.00 charge per incident for clean-up by NASCC staff.

Kitchen Use/Catering:

Please see the separate **Agreement for Kitchen Use**

- ✓ The kitchen is commercially licensed by Multnomah Health Department, annually rather than by event.
- ✓ Caterers assume liability with contract.
- ✓ Use of facility includes
 - Food preparations for events
 - Food sales for possible fundraising
 - Use of service and preparation items (flatware, pans, dishes, glassware, paper products, and so on)
- ✓ Clean-up responsibilities are outlined in the Agreement for Kitchen Use.

Furniture:

- ✓ NASCC is equipped with permanent tables and chairs all areas. Arrangements must be made ahead of time for changes and additional fees will be assessed for reset. Some furniture may be impossible to move.
- ✓ All tables and chairs used inside or outside NASCC must have rubber tips on legs to prevent marring floor surfaces.
- ✓ Any equipment required for an event must meet with prior approval from PSU Facilities, NASCC, or an outside rental company approved by NASCC staff.
- ✓ Extra fees will be charged to all groups for additional equipment acquired from PSU stores, SMC, OR Peter Stott Center.

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Decoration Information:

- ✓ Decorations cannot be taped, tacked, attached, or adhered in any way to any part of the interior or exterior of the Center. Signs may be displayed on easels with proper floor protection.
- ✓ Open flames (candles) and burning of other materials (smudging) must meet the approval of the NASCC.
- ✓ The size and placement of floral displays and other artistic arrangements and displays must be indicated on the Facility Use Agreement.
- ✓ Efforts must be made to prevent water damage and the marring of permanent surfaces.

Audio Visual Support:

- ✓ TVs, VCRs, DVD players, easels with flipcharts, podiums, and overhead projectors are available for use throughout the Center. The Gathering Area has an in-house address system and a remote microphone. SVGA, projection, and computer services are available in many areas throughout the Center.
- ✓ Fees will be assessed for equipment acquired from the PSU Audio-Visual Services by the NASCC staff.
- ✓ ALL needs must be prearranged with the NASCC staff or a private provider and listed on the Facility Use Agreement.
- ✓ Equipment cords will be taped where necessary, using temporary, low tack tape.
- ✓ There is a \$.05 per sheet charge for copies and a .25 per sheet charge for local faxes.

Music Specifications:

- ✓ Portland City Park Bureau has regulations concerning amplified sound near and in the Park Blocks.
- ✓ There may be other limitations when the nearby new housing opens.
- ✓ The CD player available in room 110 may be used for ambient music. Outside amplifiers are to be used for dances.

Other:

- ✓ The gas fireplace is to be operated by NASCC staff only.
- ✓ Smoking is prohibited in the Center.
- ✓ The Center is conventionally heated and is naturally ventilated by a system of sensors and louvers with mechanical assistance.

Security:

- ✓ Depending on the size and the nature of the event, the client may be required to have additional security beyond the NASCC staff and volunteers. Additional fees will be assessed if extra security is needed.

Park Blocks Area Notes:

- ✓ If your event includes the adjacent Park Blocks area, non-PSU affiliated groups are required to obtain a permit from Portland Parks and Recreation and attach a copy to the NASCC Facility Use Agreement.
- ✓ NASCC staff can provide contact information but does not carry the authority to approve park use.
- ✓ Efforts will be made to inform clients of events scheduled in the adjacent park blocks; however, if this information is important, the client is advised to seek it out.

Parking Information:

- ✓ Meter Hoods can be purchased from the city at \$16.00 each for special events.
- ✓ To convert the Shattuck parking lot (46 regular spaces and 2 handicapped spaces) into NASCC parking for special events will cost \$10.00 per space for all users.
- ✓ Bus parking can be arranged through PSU Parking 503.725.3442

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Rental Rate Information for Internal PSU Groups

An **Internal PSU Group** is a department, unit, committee, registered or recognized student organization or other recognized group at Portland State University.

Pricing is subject to change without notice. Please contact the NASCC for the most current information.

Room	Standard Set-up	Custom Set-ups	
		Capacity	Style
Indoor Gathering Area	The standard set-up seats 30	72-84	Seated at round tables
		0-150	Seated at traditional tables
		175	Lecture seating
		300	Stand-up reception
Lounge/Gallery	Custom set-up only	36-54	Seated at round tables
		150	Stand-up reception
Conference Room 180	The standard set-up seats 24	30	Auditorium set-up
		24	Conference Table
		18	U configuration
		20	Classroom set-up
		20	Banquet set-up
		18-21	3 round tables
Conference Room 150	The standard set-up seats 14	14	Conference Table
		14	Banquet set-up
Classroom	The standard set-up seats 26	40	Auditorium set-up
		24	Conference Table
		25	U configuration
		26	Classroom set-up
		25	Banquet set-up
		24-28	4 round tables
Resource Lab	The standard set-up seats 10 at computer work stations		

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Important Notes

- A 3 hour minimum rental is required
- Times are inclusive of set-up and clean-up
- Access is limited to rooms specified on the Facility Use Agreement

Custom Set-up Rate

For all custom set-ups, a set-up rate of \$20 per hour per required staff member will be assessed.

Room Rates

These rates include the standard set-up.

Room	Per operating hour	Per After hour	Per Day
Entire Center	Not Available	Negotiable	\$450.00
Indoor Gathering Area	\$40.00	\$60.00	\$200.00
Community Kitchen	\$40.00	\$80.00	\$200.00*
Gallery/Lounge	\$20.00	\$40.00	\$80.00
Conference Room 180	\$15.00	\$35.00	\$75.00
Conference Room 150	\$15.00	\$35.00	\$ 60.00
Classroom 170 (determined by availability)	\$15.00	\$35.00	\$ 60.00
Resource Room	N/A	N/A	\$ 80.00

The use of the Kitchen is contingent on proof of proper licensing by Multnomah County.

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AUXILIARY FEES

	External User	Internal User
Personnel:		
Custom set-up fee	20.00	20.00
Public Safety Officer (per hour)	35.00	35.00
Campus Watch Student (per hour)	15.00	15.00
Extended Hours, Staff (per hour)	20.00	20.00
Additional Custodial Services (per hour)	18.00	18.00
Special Event Tech Support (per hour)	20.00	20.00
Equipment		
Literature display table	30.00	15.00
Lectern	10.00	5.00
Telephone with active line (2-week advance notice required)	20.00	20.00
DVD	20.00	15.00
Easel	5.00	3.00
Flip chart & pad	10.00	5.00
Overhead projector	30.00	15.00
Slide projector	30.00	15.00
TV/VCR	40.00	20.00
Video projector	50.00	30.00
Wireless handheld microphone	20.00	20.00
16 channel mix-board speakers set-up and tear down	300.00	300.00
Sound mixing (hourly rate per tech, per hour)	20.00	10.00
Lost equipment	Replacement Cost	Replacement Cost
Technology:		
Network access		
IP:		
M-F daytime per hour	50.00	10.00
Evening and weekends	100.00	15.00
ISDN:		
M-F daytime per hour	98.00	68.00
Evening and weekends	110.00	70.00
Video conferencing (2-week advance notice required)		
Satellite download		
M-F daytime per hour	100.00	60.00
Evening and weekends	150.00	90.00
Streaming, encoding, and hosting		
M-F daytime per hour	115.00	75.00
Evening and weekends	155.00	75.00
Other		
Refundable deposit	250.00	
(Refund is based on condition of kitchen, inventory of equipment, and disposal of trash.)		
Outside caterer, outside food source	25.00	
Removal of food dishes or utensils, per incident	25.00	25.00
Cleaning fees	Contract	Contract

NATIVE AMERICAN STUDENT AND COMMUNITY CENTER
PORTLAND STATE UNIVERSITY
Native American Student and Community Center

Phone: 503-725-9695

Food Waiver Request

Fax: 503-725 -9699

Customer Information

Name of Organization: _____ Date: _____

Person Making Request _____ Phone: _____

E-mail: _____ Mail Code: _____

Event Information

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____ Expected Attendance: _____

Is the event open to people who are not members of the sponsoring organization?

Yes___ No___

Food & Beverage Information

What food and beverage will be served? Please be specific.

Where will the food and beverages be prepared or purchased?

Who will be serving the food and beverages?

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As an authorized representative of the organization listed above, I will be responsible for serving all food and beverages in full compliance with the Health and Food Handling Regulations of the State of Oregon and Multnomah County. I will submit any necessary forms, payments, or information required to NASCC. I understand that failure to do so may result in the cancellation of, or additional charges for, my event. If any of the above information changes, I will notify the Scheduling Office within one business day of the change. Misrepresentation of the nature of the food service, or failure to disclose fully pertinent details regarding the service may result in additional charges or a denial of facility use.

Signature
(for student
organizations)

Date

Advisor (for student
organizations)

Conditions & Comments:

Approved _____ Disapproved _____

NASCC Administration

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UNIVERSITY FOOD POLICY

All food service on campus must be prepared and served in accordance with Multnomah County and State of Oregon rules and regulations. Additional information is available in the Campus Event Scheduling Office (Room 116 in the Smith Memorial Student Union).

Whether your event will be composed of a “known group” (only members or guests invited by name will be attending) or will be open to members outside your organization, you have the following options to choose from:

- Brown Bag (each group member brings their own food)
- PSU Catering Service
- A “Food Waiver Request” form is required if you:
 - Hold a potluck (each person brings a food item to share)
 - Bring food items prepared in a licensed kitchen, such as supermarket or restaurant food “to go.” (Served food requires a food handler permit.)
 - Hire an outside caterer to prepare and serve the food. (There will be a surcharge assessed.)
 - Obtain a temporary Restaurant License and Food Handlers Permit from Multnomah County Health Department for barbeques or picnics.

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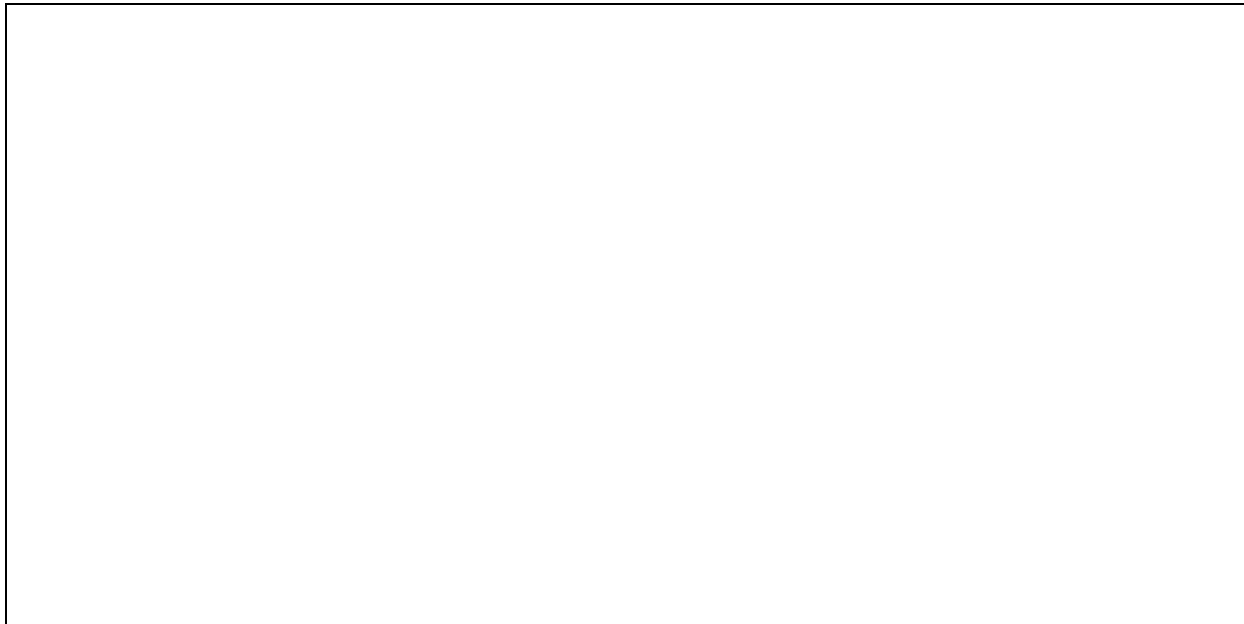
WORK REQUISITION

_____ Initial when done

Date Submitted: _____ Date(s) Needed: _____ Time Needed: _____
 Description of Event: _____
 Contact Name: _____ Title: _____
 Phone: _____ Email: _____

Room: _____ Set up time: _____ Take down time: _____
 Number of attendees: _____
 Number of tables: Rectangles: _____ Rounds: _____
 Number of chairs: Pendleton: _____ Blue: _____

SKETCH OF ROOM SET-UP:



Comments:

- Room set-up:** Classroom Conference Lecture Arena Banquet Longhouse
 Other _____

- Additional Furnishings:** PSU Network Active telephone Overhead In-Focus TV/VCR
 Slide projector Lectern Flip-chart & Pad Easel Microphone
 Video Conferencing Registration table Refreshment table