Portland State University Alumni Association
Simon Benson House Internal PSU Group Facility Use Agreement

Dept/Organization ______________________________ Contact Name______________________

Daytime Phone_______________________ Email_________________________________________

Title ______________________________ Mail Code_____________________________________

Billing Address______________________ City__________________State________Zip_________
(If different)

Fax _________________________________ If after-hours event, contact number_______________

Date Requested _____________________ Title of Event __________________________________

Duration of Event (inclusive of set-up & clean-up) _________________________________________

Event Set-up Time _______ Event Starts at_______ Event Ends at______Clean-up Time__________

Room/s Requested ____________________ Anticipated Attendance _______________________

Rental Cost: Caterer: Attending Staff:

Provisions:

➤ Any entity seeking to rent space for events at the Simon Benson House will be required to sign a Facility
Use Agreement and adhere to its provisions. Execution of the agreement will commit the renting entity to
assume liability for any damages resulting from the event.

➤ The Facility Use Agreement must be signed in order to reserve a date. **No date is confirmed until the
signed Agreement has been received by the Simon Benson House Manager.**

➤ The Simon Benson House, Portland State University, or the PSU Alumni Association assume no
responsibility whatsoever for any property placed in the Simon Benson House, facilities, or grounds by
Renter. Renter agrees to defend and hold harmless the Simon Benson House, Portland State University,
or the PSU Alumni Association from any and all liabilities, costs, and expenses which may be charged
against or incurred by the Simon Benson House, Portland State University, or PSU Alumni Association 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 rental premises and the
grounds adjacent thereto.

➤ If the Simon Benson House’s premises, furnishings, or grounds are damaged by the intentional or
negligent act of Renter or by any persons admitted to said premises by Renter, the Simon Benson House
may require Renter to reimburse the Simon Benson House for such sum as shall be necessary to return
said premises to their original condition. Renter agrees to pay any additional cleaning costs that may be
necessary as a result of Renter’s use of said premises.

➤ Renter promises to comply with the Simon Benson House and Portland State University rules and
provisions as outlined in the **Simon Benson House Policies & Guidelines** and those contained in this
document.
Rental Fees

- **Monday – Friday** 8 am – 5 pm  $35 per hour
- **Monday – Friday** 5 pm – 10 pm  $55 per hour
- **Weekends** 8 am – 11 pm  $55 per hour

- Contact the House Manager if your event requires additional seating, tables, audio/visual equipment, lectern, etc.
- All catered events will be reserved 30 minutes prior to, and after the scheduled function to allow for set-up/clean-up.

- **Payments may be made by check, cash, or credit card. We are unable to accept JV payments.**

I have read and agree to the rules and provisions as listed in this document, the *Simon Benson House Policies & Guidelines*. I understand that my reservation is not confirmed until my signed Facility Use Agreement has been received. The Renter will be invoiced following the event, and payment* must be received within 30 days.

______________________________  _______________________
Dept/Organization Representative’s Signature  Date

______________________________
Name (please print)

**Contact Us**
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