



Facility Use Procedures

This manual defines the scheduling and event planning procedures to host events on the Portland State University (PSU) campus.

The Conference & Event Services Office (CESO) is the event planning and campus scheduling hub of PSU. CESO provides event planning support and campus scheduling services required in hosting events and programs serving the campus community and external constituencies. CESO manages an event venue portfolio of campus facilities that include the following:

- Smith Memorial Student Union (SMSU)
- Hoffman Hall
- Viking Pavilion Regional Event Center
- General pool classrooms
- Campus outdoor spaces & tabling

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INTRODUCTION

PSU is committed to protecting the safety, health, and wellbeing of its students, faculty, staff, and guests. These procedures assist PSU in achieving its educational mission, in managing its resources, and in providing for the safe and orderly operation of events on its campus.

The Director of CESO, or their designee, has the authority to approve and/or deny requests for use of facilities within the CESO event venue portfolio and may impose conditions for use of event space consistent with these procedures.

PSU is committed to making its event spaces accessible to persons with disabilities. PSU embraces diversity and does not discriminate in educational, employment, or other practices against any person(s) on the basis of age, disability, national origin, race, color, marital status, veteran status, religion, sex, sexual orientation, gender identity and expression, genetic information, or any other basis protected by federal, state, or local law.

CONTACT INFORMATION

Conference & Event Services Office

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Campus Audio Visual Event Team

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(503) 725-9126

Portland State Professional Sound

psps@pdx.edu

(503) 725-5661

PSU Info Hub and Box Office

tickets@pdx.edu

503-725-3307

PSU Eats

psucaters@pdx.edu

(503) 725-4339

Transportation & Parking Services

psupark@pdx.edu

(503) 725-3442

SCHEDULING

Requests to reserve space from CESO must meet the following requirements:

- Requests for meeting room space must be made through the Conference & Event Services Office via the CESO [Event Inquiry Form](#).
- Standard reservation processing time is up to 5 business days. Additional time may be required for ancillary support services confirmations.
- For non-standard reservations (high and critical risk events, See page 15), please allow a *minimum* of 30 business days for processing.
- Individual departments may have more stringent guidelines. Please work with your department to confirm required processing times.

Business days are defined as Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding state holidays. Once an event request has been processed, a confirmation will be sent to the client. Event space is not secured until the CESO generates an official event confirmation in a confirmed status, with a corresponding reservation number. Submitted requests do not constitute a confirmed reservation.

Unforeseen Closures

In the event of an unforeseen campus closure due to inclement weather, security emergencies, or other reasons, the University reserves the right to cancel scheduled events during this period. In the event of an unforeseen closure, the client will have the option to either reschedule the event to a later date or cancel the event without penalty for a full refund. All PSU support service costs associated with the event (e.g., CPSO, media services/Campus Audio Visual Event Team (CAVET), PSU Eats Catering) are the sole responsibility of the client. The same provision applies to all third-party external vendor rentals and/or services.

Clients

Clients are classified and divided into four distinct groups, each with different privileges and expectations: SALP-recognized student organizations, SALP-affiliate student organizations, PSU departments, and external users.

- **SALP-recognized student organizations** are groups officially recognized by Student Activities and Leadership Programs (SALP) as having met the formal requirements for being a student organization. SALP-recognized student organizations may use space and equipment in the Smith Memorial Student Union (SMSU) free of charge, though charges may be applied for extra labor costs associated with events. All events booked by student organizations must be approved by a SALP advisor or coordinator.
SALP-affiliate student organizations are non-student fee funded organizations recognized by SALP. SALP-affiliate student organizations will not be charged small room rental fees as described in the Meeting Room Reservation section of Appendix A.
- **PSU departments** are officially recognized administrative or academic units of PSU. Recognized PSU departments must have a current index code that will be used to charge all event-related expenses.
- **External users** are any individual(s) who, or organization(s) that, are not recognized as

student organizations or PSU departments. They must pay full rental rates for both SMSU space and equipment and are required to sign a License Agreement prior to using any CESO space.

The following criteria are used to determine the status of a student organization and/or PSU department event:

- An index code is given to pay for any expenses arising from event.
- The event is not part of a series previously hosted by a non-student organization or PSU department.
- The event would not occur if not hosted by the student organization or PSU department.
- Student organization or PSU department members are the primary planners and organizers of the event.
- The event must be requested by the student organization or PSU department who will be responsible for the event.
- A client from the student organization or PSU department named on the reservation must be present at all pre-event and security meetings leading up to the event.
- The client or their representatives must be on site during the event.
- The client is responsible for paying all rental and support service fees resulting from the event.

Misrepresentation

Registered student organizations and PSU departments may not reserve space for other organizations for the purpose of securing lower rental rates. The organization is, or individual(s) named on the reservation are, the client and remain solely responsible for communicating, initiating, planning, implementing, attending, and financing the event in coordination with CESO.

Space reserved by an organization or individual must be used for the sole intended purpose described on the CESO Event Request Form. Clients may not sublet reserved space to another group. CESO reserves the right to evaluate and make the final determination of all appropriate fees and rates applied to event requests. Misrepresentation or violation of the conditions outlined herein will result in the client being charged the higher rate structure and result in the suspension of reservation privileges for the individual(s) and/or organization for whom the event was originally intended.

Weekend Events

Weekend events are those events that occur on Friday after 4pm or all day on Saturday or Sunday. CESO may reserve academic spaces for weekend events only after Academic Scheduling has released the weekend class schedule for the following term.

Weekday Events

Weekday events are those events that occur all day on Monday through Thursday and prior to 4pm on Friday. All weekday events in academic spaces require approval by Academic Scheduling, cannot be requested until after the conclusion of the first two weeks of the term in which the event occurs, and are subject to the availability of business hours.

EVENT PLANNING

Academic Classes and Related Events

Academic classes and events where attendance is required for academic classes must either be booked in academic spaces, or if booked in the SMSU, the department will be billed at the PSU internal rate. An academic class is defined as any class that has been issued a PSU course reference number (CRN). AV charges may apply.

Campaign Events

Events involving the promotion of a political candidate or a ballot measure may be held in the SMSU, but in accordance with state law, the organization must be billed the full external rate for use of the space and equipment, even if the event is being requested by a PSU department or student organization.

Food Service

In accordance with PSU's Food Service Agreement, PSU Eats is granted the exclusive right to operate and provide daily and catered food services to the following PSU premises: Smith Memorial Student Union, Ondine, Meetro, Viking Pavilion, and the University Place Hotel. Any events within these premises seeking an exception to PSU Eats exclusivity rights must complete a [Food Waiver Request Form](#) at least 15 business days prior to their event. Events occurring outside of these premises must comply with the requirements of the reserved venue.

Food Carts

CESO does not reserve or approve food cart requests. All event related food carts and outdoor food vending must be approved and contracted through the Campus Planning Office.

Food Waivers

Food waivers will be considered for approval if they meet any of the following criteria:

- The food or beverage that is being provided is a 100% in-kind donation from the caterer, restaurant, and/or purveyor. Applicant is required to provide documentation from the donor prior to the event.
- Food is relevant to the cultural and/or religious nature of the event and authentically represents the ethnic/religious food traditions of the organization(s) (e.g., the Thai Student Organization serving Thai food at the Thai New Year event).
- PSU Eats is not able to meet the food preparation requirements.

To be considered for approval by CESO your request must meet the following criteria:

- The request is submitted a minimum of 15 business days prior to the event date.
- You can provide documentation of the food provider's insurance and catering license.

The only events not required to either use PSU Eats in the defined premises or complete the food waiver process are defined as follows:

- **Small potlucks:** Private meetings that are exclusive to the organization booked in small conference rooms (as defined by CESO Facility Use Procedures, 20 people or less) where the attendees bring food to share with the other meeting attendees.
- **Brownbag meetings:** Meetings where attendees bring food exclusively for their own use.
- **Bake sales:** Sales of baked goods for fundraising purposes. All bake sales are limited to baked goods and must prominently display a sign with the following message: “Food served at this location may not have been inspected by Multnomah County Environmental Health.”

All clients not working with catering must leave the room clean after their event to avoid additional cleaning charges. All other events not using PSU Eats for their food service in one of the defined premises must complete the food waiver form and receive an approved waiver. Student Groups must meet with their advisor before beginning this process.

Beverage Service

Alcohol Service

All alcohol service must be approved by PSU. Event organizers must submit the [Alcohol Request Form](#) to the Office of the Vice President for Finance and Administration no less than 15 business days prior to the event. Alcohol service may not commence until the event organizer has been informed that the request has been approved. Individual departments may require additional approvals or impose additional restrictions on the serving of alcohol. If a department requires additional approvals, such approvals shall be obtained prior to submitting a request.

To be approved, all alcohol service must adhere to the following:

- IDs can be checked at the door if all attendees are over 21 years of age, or they can be checked at the bar at time of service. ID checks can also occur at a physically segregated location within the event that is the area designated for alcohol consumption. Only individuals of legal age will be admitted to the area designated for alcohol consumption.
- All food service at events serving alcohol must comply with [OLCC Laws and Rules](#). There must be a substantial amount of food provided if alcohol is to be served and must be provided throughout the course of the event. If the food runs out, or is not deemed substantial by the catering manager, alcohol service will be discontinued. Event organizers should work closely with PSU Eats to understand the substantial requirement.
- The Viking Pavilion has its own unique alcohol serving plan approved by the OLCC.

FILM, PHOTOGRAPHY & VIDEOGRAPHY

Whether to permit photography, visual, and/or audio recording in PSU's indoor event space is at the discretion of the event organizer, who may determine whether to permit recording at their event. CESO encourages event organizers who want to restrict recording at their event to post notice of this restriction outside of the event space where the notice can be clearly observed upon entrance as well as inside the event space and, where appropriate, to announce restrictions at the beginning of any event. A person who refuses to stop recording after being asked to stop by the event organizer may be asked to leave the event space.

All requests for non-personal photography and video on campus must be approved by University Communications and requests typically require a written agreement with the University prior to engaging in these activities.

Live Music and Indoor Sound

Live music (whether acoustic or amplified) and DJs are only allowed at the following locations:

- Parkway North
- Peter Stott Center Gymnasium
- SMSU 026
- SMSU Ballroom
- University Place Hotel
- Viking Pavilion

Live music is not allowed at any other event venues. The sound level for all meeting rooms cannot exceed 55 decibels as measured from inside any other meeting room. Events are required to reduce sound level if requested to do so by CESO personnel, even if they are not exceeding the maximum sound level (e.g., where it may interfere with other events or educational uses). Requests for live music or amplified sound at other campus locations will require an exception from the Director of CESO.

Permanent Fixtures

All nonportable furniture, built-in AV, and artwork are permanent fixtures of the meeting rooms in which they reside and may not be moved, removed, or taken down for any event.

Ticketing Procedure

Any event by a PSU department, SALP-recognized student organization, or SALP-affiliate student organization is required to use the PSU Box Office for all ticket sales and distribution at PSU locations for events requiring tickets. External organizations are required to use the PSU Box Office unless granted an exception from this procedure or they use the buy-out option. This rule does not apply to conference registrations which are the responsibility of the event organizer.

Event Set-Up and Decoration

Client may arrive to decorate and otherwise prepare for an event after the beginning of the Event Start Time on the event's EMS Reservation. SMSU property (e.g., trusses, ladders, carts) may not be used unless previous arrangements have been made with SMSU Operations. Materials may not

be placed on walls unless affixed by painter's tape, or thumb tacks (on tack board walls only). Handouts may not be left on public furniture, taped to doors or walls in the SMSU, or left in public spaces outside the event space or venue. The following items are prohibited from use in the SMSU:

- Fog/smoke machines
- Decorations and other materials applied to wall may not cover more than 30% of wall space in any given room.
- Candles (or any flame producing devices) are not allowed for events in any PSU building, excepting approved wick-fuel pan heating devices (Sterno fuel) used by catering services. Battery operated tea lights are allowed.
- Glitter
- Straw, grass, or hay
- Pools, tubs, aquariums, or other water containers holding more than 5 gallons of water

In addition, helium balloons are prohibited in any room with a ceiling taller than 10', including stairwells, SMSU Ballroom, SMSU 2nd Floor Lounge, and Hoffman Hall.

All decorations and/or fasteners must be removed and properly disposed of by the end of the event end time on the event's EMS Reservation in order to avoid additional cleaning fees

Event-Related Machinery

Appliances and machines that affect air quality, visibility, and/or pose a damage risk to floors and walls (e.g., fog machines, smoke machines, pyrotechnics, gas or propane powered engines) are not allowed in the SMSU or any event spaces scheduled by CESO with the exception of the Viking Pavilion.

Computer Network Access

Access to the University computer network is available in each meeting room in the SMSU via a hardwired connection. Most spaces in the SMSU also have wireless network access, but signal strength may vary by location.

Additional Furniture and Equipment

If additional furniture or equipment is needed for an event, the client must arrange to have CESO provide it prior to the event and it is at the client's expense.

For events outside of the SMSU, Viking Pavilion, and Hoffmann Hall, all spaces are booked "as is." CESO will not provide any equipment or furniture to events in spaces other than SMSU, Hoffmann Hall, or Viking Pavilion. If additional furniture is needed for an event that is not in one of these spaces, CESO will contact Facilities and Property Management for assistance. PSU Facilities and Property Management (FPM) can provide the following based on availability:

- 6-foot rectangular tables
- Indoor chairs
- Outdoor chairs
- Bistro tables

If additional furniture or equipment is needed that FPM cannot provide, the delivery, set-up, and removal of additional furniture and equipment must be coordinated with an outside provider to occur within the time during which the organization has the space reserved. Client must notify CESO with specific details if external vendors will be used for event.

Additional Building Hours Requests

Requests for additional building hours will be approved on a case by case basis by CESO Management depending on the ability of building operations to accommodate the request. Requests for additional building hours must be received 15 business days prior to the event date for consideration.

Requests for after-hour events in academic spaces other than Hoffmann Hall will not be approved. All other venues may receive after-hours approval based on the ability to facilitate the event. All events approved for additional building hours will be assessed additional fees.

Security Meetings

CESO may require a security meeting for any event. Security meetings are held to determine whether the nature and scope of an event is likely to require the Campus Public Safety Office (CPSO) or other security presence.

Where an event is identified as a “high” or “critical risk,” PSU will not confirm a reservation request until after a security meeting is held and CPSO has approved the event for entry to campus. If an event organizer refuses to participate in a security meeting, PSU may cancel the reservation retaining all facility rental fee deposits/payments made in advance (Please see Risk Mitigation Control section below).

Security meetings typically include at least one representative from each of the following: CESO event scheduling, CPSO, SALP (if the event organizer/client is a SALP-recognized student organization or SALP-affiliate student organization), and the event organizer/client. CESO will strive to schedule security meetings to occur within 10 business days of CESO receiving a space request.

Pre-Event Meetings

Pre-event meetings will be scheduled by CESO at the discretion of CESO or at client request. If a client does not attend a required pre-event meeting, CESO will deliver venues and services to clients “as is” without final confirmation of support service logistics (e.g., furniture setup, food service, audio visual services).

FEES

All payments by PSU departments and SALP-registered or SALP-affiliate student organizations are subject to [PSU Financial Services Procedures](#).

Security and Labor Fees

Client is responsible for all fees associated with holding their event on the PSU campus.

Labor fees are charged when an event requires labor beyond the normal set up and tear down of the event. The reasons why labor fees may be applied to your event include, but are not limited to, the following:

- Extra cleaning is needed (e.g., removing trash left on furniture or floors, removing decorations or adhesive residue spraying the walls or furniture clean, shampooing carpets).
- A change in furniture configuration is requested within two business days of the start of the event.
- Extra personnel are necessary to accommodate your event.

Cancellation Procedure

All cancellations of meeting rooms must be received in writing (e.g., via e-mail) at least 10 business days prior to the event or within 72 hours of receiving confirmation for event. If the campus is closed for any reason (e.g., weather event, security emergencies, biohazards, state of emergency), all events on campus will be automatically canceled. Marquee spaces must be canceled at least 20 business days prior to the event. Events canceled after these deadlines up until the day before the event will be charged 50% of the room rental. Events that neither occur nor cancel prior to one day before event will be considered “no-shows” and will be charged 100% of the full associated room rental. Clients will not be charged space rental for events canceled by PSU for emergency related reasons. This rule only applies to CESO space rentals. Different billing rules for support services (e.g., catering, A/V services, external vendors) may apply and it is the responsibility of the renter to understand those rules.

No-Show Procedure

Student Organizations

SALP-recognized Student Organization and SALP-affiliate Student Organization events in which the room is not used as scheduled, or that are not canceled as per the cancellation procedure, are considered "no-shows." The penalty for no-shows are as follows:

- **1st no-show:** A written warning will be sent to the student organization by CESO.
- **2nd no-show:** SALP-recognized Student Organizations and SALP-affiliate Student Organizations will be charged full price for the space, and barring payment, the organization will lose event scheduling privileges for remainder of academic year.
- **Marquee Space/Viking Pavilion:** A no-show for a SALP-recognized student organization or SALP-affiliate student organization at a marquee space and/or the Viking Pavilion will result in loss of scheduling privileges for the remainder of the academic year.

PSU Departments

No-show events will be charged for the reserved space and equipment as stated on the event confirmation.

External Users

No-show events will be charged for the reserved space and equipment as stated on the event confirmation.

Late Changes

Final equipment requests and furniture configurations for rooms must be submitted to the CESO no later than two business days prior to the event. Any requests for changes to the furniture or for additional equipment is subject to the discretion of CESO. We do our best to accommodate late changes; however, not all late changes may be accommodated and late charges may apply.

Billing/Invoice Protocol

Parties that use space in the Smith Memorial Student Union and/or other buildings on campus scheduled through CESO are responsible for complying with the terms of their confirmation as it stands on the day of the event. Any changes which impact billing must be made with the required advance notice or additional charges may apply.

- **External Client Payments:** Per the terms of agreement in the event request documentation, a non-refundable deposit equal to 50% of the room rental is due upon execution of contract for external parties. Final balance will be due after the invoice date.
- **PSU Student Organizations and PSU Departments payment:** All charges to PSU Departments and Student Organization events will be billed to the index code of the reserving party. If funds are not available to cover costs associated with the event, groups will not be allowed to reserve space again until final balance is paid.
- **Disputed charges:** After being billed, either via index code or invoice, parties have up to 30 days to dispute any charges associated with their reservation, after which, all charges become final. All disputes of charges must be made in writing to CESO. If invoices should remain unpaid 30 days after the initial billing, the organization in arrears will be unable to reserve space through CESO until the outstanding balance is paid.

EVENT RISK CRITERIA

Process

The decision whether PSU can host an event on campus due to risk to personal safety and security and/or due to potential risk of property damage will be made by the Director of CESO in consultation with CESO's Procedural Review Group, which includes a representative from CPSO. PSU may conduct a risk assessment for a proposed event or for a scheduled program at any time prior to the start of the event due to the nature and scope of any safety or security risks to campus.

Event risk categories are listed below and range from critical risk to high, medium, and low risk. Events described below each risk category are automatically placed in that category as an initial assessment of risk. The initial placement of an event in a risk category is intended as a risk management and event planning tool and serves as a starting point. After initial placement into a risk category, an event may be recategorized to a higher or lower risk category based upon identified threats and controls developed to mitigate hazards.

After initial placement in an event risk category, PSU will use the following factors surrounding a proposed event to determine whether the event risk category should be changed from the initial assessment of risk. A change in the risk category may be made by PSU before a reservation is confirmed or after the reservation is made based upon information learned in security and pre-event meetings:

- The risk mitigation controls agreed to by the event organizer
- The event scope (e.g., anticipated size of event, event type, and whether the event includes minors)
- Whether the event client is an internal user (e.g., a PSU department or SALP-recognized student organization or SALP-affiliate student organization) or an external user
- Venue size and location
- Whether an admission fee is charged
- Attributes of the venue (e.g., placement of emergency exits and fire protection concerns)
- Whether the event is a private event, open to the public, or only for student and/or PSU community
- The time of the event and if it will occur during daylight hours
- Whether alcohol is served
- Whether the event is likely to attract regional or national interest
- The history of PSU with the event organizer
- The history the event organizer has experienced regarding their events or that others have experienced hosting similar events or featured guests
- Any SEAR Rating adjudicated by the Department of Homeland Security

Risk Mitigation Controls

As a condition of holding an event at PSU, the event organizer may be required to implement risk mitigation controls, and/or attend a security meeting regardless of the event risk category. Where an event is classified as high or critical risk the event organizer will be required to attend a security meeting and implement risk mitigation controls required by PSU. For example, event organizers

may be required to carry additional insurance (additional lines of coverage and/or additional coverage limits), supply professional vendor services (such as private security, local law enforcement, EMT, or Fire Marshall), provide for additional custodial service, limit attendance, and/or provide admittance through ticketing through the PSU Box Office. This is not an exhaustive list of risk control options, and is set forth for illustration only.

The cost of risk mitigation control is borne by the event organizer, although PSU will work with the event organizer to help control costs and minimize risk. PSU will work closely with the event organizer to develop cost estimates where needed and any additional costs incurred (such as for the use of the PSU Box Office) must be paid for in advance of the event.

Event Risk Categories

Critical Risk Events

Events designated as **critical risk** include:

- Events where the event organizers or their affiliates have experienced a recent history of violence and/or property damage at PSU or elsewhere.
- Events that are likely to attract a large and unknown number of attendees or participants
- Events where major property damage and/or severe injury is highly likely to occur during or immediately after the event
- Where space has been reserved and later PSU learns of an adjudicated decision on SEAR Level (1-5) as set forth by the Department of Homeland Security, the event will automatically be designated as Critical Risk

Minimum insurance required where an event is identified as a **critical risk**:

COMMERCIAL GENERAL LIABILITY INSURANCE LIMITS	
\$5,000,000	General Aggregate
\$1,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$2,000,000	Per Occurrence
\$1,000,000	Damage to Rented Premises
\$50,000	Medical Expenses (any one person)
1,000,000	Non-owned and Hired Auto Liability

Required Endorsements: (To be listed in the Certificate Description Section)

- Portland State University, its officers, trustees, employees, and agents to be named “Additional Insured” on a primary, non-contributing basis on the General Liability Policy and Non-owned and Hired Auto Liability Policy with evidence that ISO Form CG20010413 is part of the General Liability Policy.
- General Liability Policy includes coverage for abuse or molestation claims. Evidence of abuse coverage will be required for those events which are described as: minors are present and unsupervised contact with adults is likely. Separate abuse and molestation coverage with minimum limits of \$1,000,000 per occurrence or claim is acceptable. Licensee will

not be required to evidence abuse coverage for events that (i) do not fall under the description listed above and, (ii) programs in which children are accompanied by a parent.

- General Liability General Aggregate applies per location.
- Waiver of Subrogation in favor of Portland State University regarding General Liability and Automobile Liability coverages.

Workers Compensation Limits where an event is identified as a **critical risk**:

Insurance coverage for employee job-related injuries or diseases as a matter of right (without regard to fault) providing coverage for Oregon statutory requirements:

STATUTORY WORKER’S COMPENSATION (EMPLOYER’S LIABILITY)	
Statutory Limit	Per Occurrence Bodily injury
Statutory Limit	Per Employee Bodily Injury by Disease
Statutory Limit	Bodily Injury by Disease

Required Endorsements: (To be listed in the Certificate Description Section)

- Waiver of Subrogation in favor of Portland State University.

High-Risk Events

Events designated as **high-risk** include:

- Events that require additional safety resources above what the University can internally provide to reasonably protect PSU property and/or safety of persons in attendance
- Events where minor injury and/or property damage or financial loss may possibly occur during or immediately after the event
- Events where changes are required to fire, life, and safety systems (such as turning of fire suppression systems during the event)

Minimum insurance required where an event is identified as a **high-risk**:

COMMERCIAL GENERAL LIABILITY INSURANCE LIMITS	
\$2,000,000	General Aggregate
\$1,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$2,000,000	Per Occurrence
\$1,000,000	Damage to Rented Premises
\$25,000	Medical Expenses (any one person)
1,000,000	Non-owned and Hired Auto Liability

Required Endorsements: (To be listed in the Certificate Description Section)

- Portland State University, its officers, trustees, employees, and agents to be named “Additional Insured” on a primary, non-contributing basis on the General Liability Policy and Non-owned and Hired Auto Liability Policy.

Workers Compensation Limits where an event is identified as a **high-risk**:

Insurance coverage for employee job-related injuries or diseases as a matter of right (without regard to fault) providing coverage for Oregon statutory requirements:

STATUTORY WORKER’S COMPENSATION (EMPLOYER’S LIABILITY)	
Statutory Limit	Per Occurrence Bodily injury
Statutory Limit	Per Employee Bodily Injury by Disease
Statutory Limit	Bodily Injury by Disease

Required Endorsements: (To be listed in the Certificate Description Section)

- Waiver of Subrogation in favor of Portland State University.

Medium-Risk Events

Events designated as **medium-risk** include:

- Events where a majority of attendees are minors under the age of 18
- Concerts or dances without fixed seating
- Events where dignitaries and public figures are featured (e.g., heads of state, elected officials, nationally or regionally known entertainers, persons of statewide significance)
- Any use of Marquee spaces (SMSU Ballroom, SMSU 326-328, Viking Pavilion, Parkway North, and Hoffman Hall)
- Any event where alcohol will be served

Minimum insurance required where an event is identified as a **medium-risk**:

COMMERCIAL GENERAL LIABILITY INSURANCE LIMITS	
\$2,000,000	General Aggregate
\$1,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Per Occurrence
\$100,000	Damage to Rented Premises
\$25,000	Medical Expenses (any one person)
N/A	Non-Owned and Hired Auto Liability

Required Endorsements: (To be listed in the Certificate Description Section)

- Portland State University, its officers, trustees, employees, and agents to be named “Additional Insured.”
- If the majority of attendees are under the age of 18, General Liability Policy will include coverage for abuse or molestation claims. Evidence of abuse coverage will be required for those events which are described as: minors are present and unsupervised contact with adults is likely. Separate abuse and molestation coverage with minimum limits of \$1,000,000 per occurrence or claim is acceptable. Licensee will not be required to evidence

abuse coverage for events that (i) do not fall under the description listed above and, (ii) programs in which children are accompanied by a parent.

Low-Risk Event

Events designated as **low-risk** include:

- Any event where none of the conditions or types of event identified above for Medium, High, or Critical Risk Events exist.

Minimum insurance required when an event is identified as a **low-risk**:

- Typically, event organizers are not required to show proof of or obtain additional insurance.

ADDITIONAL INFORMATION

After-Hours Building Access

After-hours badge access to venues will be granted to specific individuals on an as-needed basis. Access will be granted only for the specific hours during which they are employed. A maximum of one-half hour before and after work hours will be granted for entrance and egress to the building.

No one is allowed into the building outside of building hours unless they have prior approved badge access for that time. Any unauthorized patrons that are in the building outside of building hours will be asked to leave immediately and may be subject to University imposed sanctions.

Firearms

In accordance with the [OUS & PSU Policy on Firearms](#), students, employees, individuals with a business interest with the campus (such as vendors and contractors), event attendees, those who rent or lease University property, and campus visitors are forbidden from carrying a firearm on University owned or controlled property. Such property includes all PSU campus buildings, sports or performance venues, and workplaces. The prohibition is effective whether or not an individual holds a concealed handgun license. The policy provides several exceptions to the firearms prohibition, including for on-duty law enforcement officers and public safety personnel and military program participants.

Weapons

The following are prohibited:

- Using any object in a manner that could cause physical harm or undue mental stress. Any item used to harm, threaten, or intimidate may be considered a weapon.
- Possession of an unlawful weapon, firearm, or dangerous item. Prohibited items include, but are not limited to air soft guns, switchblades, metal knuckles, nun-chucks, spears, martial arts weapons, electric or electroshock weapons, etc.
- Possession of an object with blade longer than four (4) inches or ten (10) centimeters, which could include swords, machetes, knives. Kitchen knives used and stored appropriately may be excluded from consideration as a weapon.
- Possession of a reasonable facsimile of a weapon, which could include airsoft guns, bb-guns, replica weapons, etc.

Lost and Found Procedure

PSU is not responsible for the loss, theft, or damage of any personal property left on the campus. PSU and CESO bear no responsibility for items guests leave behind. Lost items recovered by CESO staff will be handled according to the type of item.

- **Items sent to CPSO:** (1) any items that are estimated to have value over \$50; (2) items that can be traced back to owner (e.g., wallets, purses, passports); (3) cash; and (4) prescription medicine or drugs
- **Items sent to Info Hub:** (1) items used to store data (e.g., USB drives).

All lost items not taken to CPSO or the Info Hub are donated or disposed of immediately.

APPENDIX A: SMITH MEMORIAL STUDENT UNION & TABLING

General Reservations

Single event reservations are permitted one year in advance of the desired event date. Requests for exemptions to this policy for large external revenue generating PSU conferences will be evaluated on a case-by-case basis by the Director and Assistant Director of CESO.

Annual Events

Annual Events are defined as events that occur each year and have done so over a three-year consecutive period. Reservations for annual, non-series events may be scheduled by CESO more than one year in advance of the event date. Annual Events will be scheduled in accordance with the annual event scheduling procedure and priority, except for Core University events which will be scheduled upon release of the PSU Academic Calendar.

Core Events constitute a central, university-wide PSU program. The currently approved Core Events are:

- Orientation/New Student Programs
- Midnight Breakfast
- Viking Days

To be considered for inclusion as a Core Event, please contact the SMSU Advisory Board to inform them of your interest at: SMSU-advisoryboard-group@pdx.edu

Annual Event Scheduling Procedure

In March of each year CESO will begin accepting annual event reservations for events taking place more than a year in advance. For example, in March 2019 CESO will accept annual event reservations for events that occur between July 2020 and June 2021. Annual event reservations will be processed based on the following annual event scheduling priority as described below.

Annual Event Scheduling Priority

The following classification of annual events will be used in determining scheduling priority based on a first-come, first-served basis:

- SALP-recognized Student Organization
- SALP-affiliate Student Organization
- PSU Student Fee-Funded Departments
 - CESO (Conference & Event Services Office)
 - CREC (Campus Recreation)
 - Helen Gordon Center
 - Multi-Cultural Centers: La Casa Latina, Pan-African Commons, Pacific Islanders, Asian, Asian American Student Center
 - PSU Athletics
 - QRC (Queer Resource Center)
 - RCSC (Resource Center for Students with Children)

- SALP (Student Activities Leadership Program)
- VRC (Veterans Resource Center)
- WRC (Women’s Resource Center)
- University Departments
- External Groups & Organizations

All requests will be processed on a first-come, first-served basis depending on priority.

Meeting Room Reservations

Meeting rooms are defined as small (230, 258, 262, 323, 326), medium (294, 296, 298, 327, 328, 329, 328/9, 333), and large (026, 101, 238, 296/8, 327/8, 338).

SALP-Recognized Student Organizations:

SALP-recognized student organizations are permitted 20 meeting room bookings for a maximum of 3 hours per meeting per academic term free of charge regardless of the meeting room’s size. Student organization requests for additional meeting rooms beyond the permitted 20 will be charged Internal rates for space.

SALP-Affiliate Student Organizations:

SALP-affiliate student organizations are permitted 12 small meeting room bookings per academic term free of charge for up to two hours per meeting. SALP-affiliate student organization requests for additional meeting rooms beyond the permitted 12 small rooms will be charged departmental rates for space.

PSU Student Fee-Funded Departments:

PSU student fee-funded departments are permitted 10 small meeting room bookings per academic term free of charge. CESO has full discretion regarding small rooms and will be issued in 90-minute time blocks constituting an official booking. Requests for additional meeting rooms beyond the permitted 12 small rooms will be charged departmental rates for space.

University Departments:

University Departments will follow the Internal hourly fee schedule for all space requests.

External Groups and/organizations:

External groups and/organizations will follow the External fee schedule for all space requests.

Student Group Ad Hoc Meeting Room Reservation Exception

During the week of a given term when a request is made, any unreserved small meeting rooms are available on a first-come, first-served basis to PSU SALP-recognized student organizations. These bookings do not count against the organization’s 20 allocated free bookings. Ad hoc reservations are limited to SALP-recognized student organizations only.

Series Reservations

Series reservations are reservations that occur in a regular pattern (e.g., daily, weekly, monthly). Series reservations will be booked based on availability and according to the policies, procedures, and priorities below.

- Daily reservations requiring use of a room for consecutive days may not reserve a single room for more than 10 consecutive days per academic term.
- Series reservations may be booked for a maximum of 3 hours per meeting.
- Series reservations will be booked according to the timeline, priorities and conditions outlined below.

Series Reservation Scheduling Procedure and Priority

Priority

Priority One: PSU SALP-Recognized Student Organizations

Four weeks prior to 1st day of the quarter SALP-recognized student organization reservations are accepted

Priority Two: University Departments, PSU SALP-Affiliate Student Groups, and PSU Student Fee-Funded Departments

Three weeks prior to 1st day of the term reservations are accepted

Marquee Space Reservations

Marquee spaces (e.g., Smith Ballroom, 327-9, and Hoffmann Hall) may be reserved by a SALP-recognized Student Organization for one event per school term. Additional requests for marquee space will be charged at the internal departmental rate.

Simultaneous Room Reservations: Conferences, Conventions, Tournaments

Simultaneous room reservations are defined as reservations that include a large or marquee space and multiple meeting rooms. SALP-recognized Student Organizations may reserve multiple meeting rooms as part of a one-day (such as a convention or conference) once during the fall, winter, spring, and summer terms without charge for the rental of the meeting rooms, and without counting against the organization's meeting room count. Use of a marquee space counts towards the permitted 20 room meeting booking limit per academic term. An exception to this procedure must have a signed Memorandum of Understanding (MOU) on file with CESO.

Parkway North

Parkway North (SMSU 101) is a dining and lounge space that is also available for events during the following times:

- Monday-Friday: 4pm-10pm
- Saturday: 7am-10pm
- Sunday: 9am-6pm

Use of the space during hours not listed above requires approval from the Conference & Event Services Office and must retain the standard dining and lounge seating for use by building patrons.

Portable furniture inside Parkway North (e.g., dining tables and chairs) must be stored behind curtains when not in use for events. Permanent furniture (e.g., sofas, lounge chairs, metal coffee tables) must remain in place and may not be moved for events. Clients of the space may use the projection screen and stage lighting according to the preset options as available on the lighting

panel on the east wall behind the curtained area. Any additional stage lighting options must be provided by Portland State Professional Sound.

SALP-recognized student organizations may only reserve Parkway North for three events per academic term. Additional bookings will be charged at the internal rate.

Indoor Tables

There is one table location available in the Smith Memorial Student Union, marked as follows:
Indoor Table 1

This table is located just inside the Broadway Entrance of the Smith Memorial Student Union directly between the “Student Media” area and “Non-Student Media” area. Users are entitled to a 6’ x 1.5’ rectangular table space. All table users must set up within their assigned space. Note: Indoor table users are limited to the exclusive use of one 6’ x 1.5’ rectangular table only, and are not permitted to augment the space with additional shelving or other retail/merchandising accessories to maintain egress and accessibility. Indoor Table 1 may only be reserved by PSU Departments, SALP-recognized Student Organizations, and SALP-affiliate Student Organizations. External indoor tabling is allowed only for university approved services (e.g., commencement regalia, PSU-contracted food service provider, recruiters affiliated with the PSU Career Center).

SMSU Ballroom Lighting

The SMSU Ballroom's stage and house lighting is designed to provide several pre-set options to provide utility for as many events as possible. Clients may use any of the pre-set options to light the stage and seating area of the SMSU Ballroom, however, clients may not manually adjust the truss lighting over the stage, or change any of the preset lighting options. Any unauthorized adjustments to the permanent lighting in the SMSU Ballroom will result in additional fees charged to the event. If additional lighting is needed to supplement the lighting provided in the SMSU Ballroom, it must be arranged separately by the client and must be set up and taken down within the reserved Event Time and requires prior approval by CESO.

Banners

The SMSU will allow banners by SALP-recognized student organizations and SALP-affiliate student organization and departments to be hung from the exterior of the Smith Ballroom balcony per the following procedures:

- Banners must be made of canvas, plastic, or other weather-resistant materials. Paper or cardboard banners are not allowed.
- Banners must have metal grommets and will be hung from Ballroom balcony by SMSU Management.
- Banners must not be larger than 32 square feet in area and cannot exceed 10' in length or 6' in height.
- Banners must be submitted to CESO no later than 2pm on Friday to be hung the following week. Unclaimed banners will be discarded 5 days after being taken down from the balcony.
- Banners must be submitted to CESO no later than 5pm on Friday. Banners will be mounted for a maximum of one week, starting on Monday after submission and being taken down

the following Monday. It is the responsibility of the user to pick up the banner from CESO once it has been taken down. Unclaimed banners will be discarded.

Loading Zone

Vehicles parking in the loading area between SMSU and Neuberger Hall at SW Broadway and Harrison to perform building or grounds maintenance work must obtain a contractor's parking permit from Transportation and Parking Services.

Marked commercial vehicles can use the loading area between Smith and Neuberger Hall without a permit for a maximum of 30 minutes during the following times:

- Monday-Friday before 10:00 a.m. and after 3:00 p.m.
- Saturday: All day
- Sunday: All day

Note: Marked commercial vehicles are allowed by City of Portland to utilize the adjacent commercial loading zones on SW Broadway. All other vehicle use of the SMSU loading area requires a loading zone permit. Loading zone permits are issued by Transportation & Parking Services. All loading zone users that are issued a loading zone permit by CESO must return the permit immediately upon the completion of use back to CESO staff or will be subject to additional fees.

All vehicles parked in the loading area between Smith and Neuberger Hall which are found in violation of the criteria outlined above are subject citation.

Donation Barrels

Donation barrels are only allowed to be stationed next to the Info Hub on the 1st floor of the SMSU. To schedule a donation barrel at the Info Hub, contact the Info Hub Manager. All donation bins need to be durable and large enough to hold a large quantity of donations (e.g., a 50-gallon drum or barrel). All donation bins need to be clearly marked for the type of donations it is collecting (e.g., canned food, clothing), and must have contact info and final collection date posted on bin. The SMSU is not responsible for any lost, stolen, or damaged goods.

APPENDIX B: VIKING PAVILION

RULES AND REGULATIONS GOVERNING USE OF FACILITIES

Rules and regulations which govern the use of campus facilities are managed by Portland State University (University) and are hereby communicated to clients (Licensee). All rules and regulations are supported by the [Conference & Event Services Office \(CESO\) Facility Use Procedures Manual](#) as prescribed.

PREMISES ACCESS. In providing the use of the facilities to Licensee, University does not relinquish the rights to control the management of the facilities or to enforce its rules for the management and operation of the individual premises included in the facilities. University, its officers, agents, and employees may enter all of the facilities at any time and on any occasion. University, through its designated representative, reserves the right to eject any person or persons from the Premises, and upon the exercise of this authority, Licensee waives any and all claims for damages against University, its officers, agents, and employees.

CARE OF THE PREMISES. (a) Licensee shall keep the Premises clean and generally cared for during the Term. Licensee's obligation under this section shall be in addition to the services provided by the regular custodial force employed by University. Further, Licensee agrees that only decorators, caterers and contractors (vendors) approved by University shall be employed and allowed access to space covered by this Agreement. Upon termination, Licensee shall remove all of its property from the facilities, deliver facilities back to PSU in same condition as was issued by cleaning up the facilities, and repairing any damage caused by Licensee's use of and removal from the facilities. (b) Licensee shall not engage in or permit any unlawful, or dangerous activity or activities which may cause physical damage to the facilities or bring discredit to the University. Licensee shall immediately notify University of any known damage to the facilities and of any injury, which occurs during the License Period. (c) Licensee shall not install, remove, or relocate from the facilities any equipment, fixtures, furnishings, or property from the facilities without prior written consent of the University.

CONTROL BY LICENSEE OF EMPLOYEES/AGENTS. The details and the manner of performance are under the control of Licensee who shall be responsible for the methods, details, and all other aspects of its operations and permitted use of the facilities. Licensee agrees to abide by all policies, rules, and regulations of the University and of the each of the facilities whose use is permitted under this agreement. Licensee agrees to cooperate with University's security personnel in observing the University's customary safety rules and parking regulations in maintaining the security of the campus. The University has the right to direct Licensee to discontinue any activity constituting a violation of campus policies and rules or constituting a violation of any federal, state, or local laws and regulations.

DELIVERY OF LICENSEE’S MATERIALS. Shipment of materials and equipment to the University for Licensee’s use of the premises must be approved by the Director of Conference & Event Services at least 10 business days prior to shipment and the expected arrival on campus. Materials shall arrive no earlier than one-week prior to the beginning of the License Period. A fee will be assessed for materials delivered on behalf of the Licensee that arrive prior to one-week in advance of the License Period and/or where materials cannot be stored or accommodated within the Conference & Event Services office. All shipments must be sent to the attention of the Director at Conference & Event Services, P O. Box 751, Portland, OR 97207 and state the name of the Licensee and the facility designated for delivery. University reserves the right to refuse shipment if the conditions stated above are not met in their entirety.

CATERING. Any catering must adhere to University’s policies and procedures on catering. In accordance with University’s Food Service Agreement, psucaters@pdx.edu is granted the exclusive right to operate and provide daily and catered food services to the following of University’s premises: Smith Memorial Student Union, Ondine, Meetro, Viking Pavilion, and the University Place Hotel. Any events within these premises seeking an exception to University’s exclusivity rights must complete a food waiver at least 15 business days prior to their event. Events occurring outside of these premises must comply with the requirements of the venue.

ALCOHOL. Alcohol service or consumption, including beer and wine, is allowed in the facilities only with University’s prior written approval. All alcohol service must be provided consistent with Oregon Liquor Control Commission’s requirements and be approved in advance by University in the form of a completed and signed digital [Alcohol Request Form](#). All requests for approval must be submitted to the Office of the VP-FADM no less than 15 business days prior to the event. Unlawful possession, dispensation, distribution, manufacture or use of alcohol at any time on University property is strictly prohibited. Licensee agrees to comply with [PSU’s Alcohol and Drug Free University Policy](#).

PSU BOX OFFICE. Licensee is required to use the University’s Box Office for all ticket sales and distribution and to follow the rules and procedures for same, unless Licensee is granted an exception by utilizing the ticket buy-out option. This does not apply to conference registrations which are the responsibility of the Licensee.

VENDING AND SELLING. All catering and concessions or catering rights are reserved to University and its contractors. Licensee shall receive permission from University prior to vending or selling any product. Vending of beverages on University’s premises is limited to PEPSI products by University’s contract.

SECURITY/PUBLIC SAFETY SERVICE. Any contracted security service desired or required by Licensee shall be arranged in advance by the PSU Campus Public Safety Office, and shall be paid for by the Licensee.

SMOKING. Smoking and the use of other tobacco products and smoking instruments is prohibited on the University's campus, both indoors and outdoors, at all times, including in the facilities. Licensee agrees to comply with the [PSU Smoke and Tobacco Free Policy](#) and to require its invitees, guests, officers, employees, agents, vendors and others to also comply with the policy.

CONTROLLED SUBSTANCES. Unlawful possession, dispensation, distribution, manufacture or use of any controlled substance or illegal drug at any time on University property, including the facilities, is strictly prohibited. As a federally-controlled substance, the possession, dispensation, distribution, manufacture, or use of marijuana in any form is prohibited in the facilities.

PYROTECHNICS. The use of pyrotechnic devices is strictly prohibited without the prior written consent of the University and the local fire marshal.

FIREARMS AND OTHER WEAPONS. (a) Students, employees, individuals with a business interest with the campus (such as vendors and contractors), event attendees, those who use or lease University property, and campus visitors are forbidden from carrying a firearm on University owned or controlled property. Such property includes all University owned or occupied buildings, sports or performance venues, and workplaces. The prohibition is effective whether or not an individual holds a concealed handgun license. The policy provides several exceptions to the firearms prohibition, including for on-duty law enforcement officers and public safety personnel and military program participants. For your convenience and further information, a copy of the University's Policy on Firearms can be found at www.pdx.edu/cps/firearm-policy. (b) The following conduct is prohibited while using the facilities:

- using any object in a manner that could cause physical harm or undue mental stress. Any item used to harm, threaten, or intimidate may be considered a weapon;
- possessing an unlawful weapon, firearm, or dangerous item (or reasonable facsimile of same) including but are not limited to air soft guns, switchblades, metal knuckles, nun-chucks, spears, martial arts weapons, and electric or electroshock weapons; or
- possessing an object with blade longer than four inches or 10 centimeters, including swords, machetes, knives except that kitchen knives used and stored appropriately may be excluded from consideration as a weapon.

COPYRIGHTS/TRADEMARKS. Licensee shall be responsible for paying any and all royalties, licenses and copyright fees due as a result of Licensee's use of the facilities. Licensee shall hold University harmless from any claims made against University as a result of Licensee's failure to acquire a license or pay any such fee. Licensee may not use, sell, or display University logos or trademarks without written permission from the University and the use of the name "PSU" or "Portland State University" in advertising brochures or press releases must first be approved in advance by the University.

FILM PHOTOGRAPHY & VIDEOGRAPHY. Whether to permit photography and/or visual and/or audio recording in the University's indoor event space is at the discretion of the event organizer, who may determine whether to permit recording at their event. The PSU Conference & Event Services Office (CESO) encourages event organizers who want to restrict recording at their event to post notice of this restriction outside of the event space where the notice can be clearly observed upon entrance as well as inside the event space and, where appropriate, to announce restrictions at the beginning of any event. A person who refuses to stop recording after being asked to stop by the event organizer may be asked to leave the event space. All requests for non-personal photography and video on campus must be approved by PSU University Communications and requests typically require a written agreement with PSU prior to engaging in these activities.

RADIO AND TELEVISION. Licensee shall have the exclusive right to negotiate and enter into agreements for the granting of radio and television rights in connection with the staging of any performance or event under the terms of this agreement, provided that the prior written consent is obtained from University.

SIGNS AND POSTERS. Licensee will not post or exhibit or allow to be posted or exhibited signs, advertisements, show bills, handbills, brochures, lithographs, posters or cards of any description (Publicity) inside or in front of any part of the facilities except in locations provided by University. Licensee will use, post, or exhibit Publicity at the facilities only during the License Period and must be approved in advance by University. No Publicity will be allowed in the facilities prior to the License Period except as expressly agreed to by University. Licensee shall remove all Publicity from the facilities at the end of the License Period.

REFERENCE TO FACILITIES. Licensee may use the name of "Portland State University" and the specific venue or facility in connection with the Licensee's program or event for informative purposes and to publicize and advertise the location of the program or event. Licensee further agrees not to allow any advertising media for Licensee's event to imply that the University is sponsoring Licensee's programs and events associated with its use of the facilities.

HAZARDOUS SUBSTANCES. Licensee, its employees, agents and officers, and any exhibitors, patrons, invitees or other participants in the events covered by this agreement are prohibited from bringing any hazardous substance on to the Premises licensed for use under this Agreement, to the areas surrounding the Premises, and/or to any other of University's property. The term "hazardous substance" has the meaning given in ORS 465.200(16). If any governmental authority or other third party demands that a cleanup plan be prepared and that a cleanup be undertaken because of any release of hazardous substances that occurs as a result of Licensee's use of the University's property, Licensee shall immediately notify University's Environmental Health and Safety office at 503-725-3738, and the Campus Public Safety Office at 503-725-4404, and at Licensee's expense, prepare and submit the required plan

and all related bonds and other financial assurances, and Licensee shall carry out all such cleanup plans. Licensee agrees to indemnify University, the City of Portland and their respective members, officers, directors, agents and employees against any claims, costs and expenses of any kind, whether direct or indirect, incurred voluntarily or pursuant to any state or federal law, statute, regulation or order, for the cleanup, extraction, detoxification or neutralization of any release of any hazardous substance associated with or arising from the Licensee's use of the Authorized Areas or entry on University's property. As used in this paragraph, "release" has the meaning given that term in ORS 466.540(4). Licensee's obligations under this paragraph survive termination or expiration of this Agreement.

Viking Pavilion Rules & Regulations

1. The following Rules and Regulations are an extension of the Portland State University Facility Use Permit and Agreement and are designed to give the User/Licensee a clear and descriptive outline of the responsibilities and operation guidelines of the Viking Pavilion.
2. **Definitions**
 - a. **Portland State University (PSU)/Licensor:** means the entity established, authorized, and governing the management of the campus.
 - b. **Conference and Event Service Office (CESO):** is the PSU event planning and scheduling office providing a full range of event management and logistical support to both internal and external users of campus space.
 - c. **Director of Conference and Event Services Venues and Operation (Director):** is responsible for the management and operations of the Viking Pavilion.
 - d. **General Manager:** is the manager who reports directly to the Director of Conference and Event Services Venues and Operations.
 - e. **Event Planner:** is the assigned staff person from the Conference & Events Services Offices who manages the logistics for specific events and programs.
 - f. **Viking Pavilion:** is the name of the new addition to the Peter Stott Center (PSC) that PSU has designed as a 3,400 seat arena that is functionally separate from the PSC.
 - g. **License Agreement:** is the written agreement entered into by PSU and Licensee which governs use and operational expectations. (for external events)
 - h. **Licensee:** is the individual, corporation, association, partnership or entity that is the responsible party utilizing/renting the Viking Pavilion.
 - i. **Peter Stott Center:** refers to the Peter W. Stott Center, a building owned and operated by PSU and located on PSU's Campus in the City of Portland, Oregon.
 - j. **Internal Event:** PSU recognized student groups and/or departments with an active index code that will be used for payment.
 - k. **External Events:** Groups and organizations who are not affiliated with PSU.

3. **Authority**

- a. The Director shall have full responsibility for the operation of the Viking Pavilion and shall act for and on behalf of PSU regarding supervision, and control of the Viking Pavilion.
- b. The Director is hereby authorized to enter into agreement with corporations, associations, individuals, partnerships, and other entities for events in the Viking Pavilion that, in the Director's opinion, are in the best interest of the Portland State University.

4. **License Agreement**

All License Agreements (for external events) shall be in writing on forms, approved and furnished by Portland State University, and executed for and on the behalf of PSU.

5. **Building and Public Safety**

- a. A public assembly permit may be required. The Conference and Event Services Office (CESO) will apply for a public assembly permit for Licensee's event. The permit fee varies and is established by the Portland Fire Bureau and is the responsibility of the Licensee. The General Manager shall have the sole discretion to determine whether a licensee shall be required to obtain a public assembly permit.
- b. Notice of Event Requirements and Floor & Ceiling Plans: Before the sale of the Arena floor, Licensee shall submit to CESO for approval a floor plan for the event and, if requested, submit a description of all electrical, plumbing, communications systems, or related work. At least thirty (30) days before the first move-in day of the event, Licensee shall provide CESO with all other pertinent information required for the event such as meeting room or Arena set-ups, staging, technical requirements, and proposed food and beverage requirements. Licensees who do not meet this deadline risk event cancellation and/or incur additional fees.
- c. Licensee shall conduct business only in authorized areas in a dignified and orderly manner with full regard for public safety and in conformity with PSU's Campus Police and Safety Rules and Regulations. Special permits and conditions are required for the display of vehicles, on-site cooking, and other events of similar magnitude. Please contact your Event Planner for permission to display and to obtain the appropriate permit application, if necessary.
- d. No portion of the sidewalks, ramps, entries, doors, corridors, vestibules, hallways, lobbies, stairways, elevators, aisles, or driveways shall be impeded by Licensee or its agents or used for any ingress or egress from the Viking Pavilion. Access to public concession stand areas, utilities, fire suppression equipment, and heating and air-conditioning vents shall not be covered or obstructed at any time by Licensee or its agents.
- e. Persons will not be permitted inside any area of the Viking Pavilion in excess of the established capacity.

- f. The Viking Pavilion does not provided exhibit crate storage on site without specific written approval by the Director or designee. The Viking Pavilion has limited storage available. Should permission be granted for crate storage, the cost will be determined by the Director.
- g. The Licensee shall not permit any live animals, reptiles, fish, or birds to remain in the Viking Pavilion unless approved in writing by the Director or designee. Properly trained assistance dog accompanying a person with a disability is accepted. All such animals so admitted must, at all times, remain on a leash, within a pen, or under similar control.
- h. The Viking Pavilion is a non-smoking public facility (includes electronic cigarettes).

6. Rental Regulations and Schedule

- a. The rental fee and all ancillary charges as outlined on the official EMS Reservation are due and payable in accordance with the Fees Section (IV), as prescribed in the [Conference & Event Services Office \(CESO\) Facility Use Procedures.](#)
- b. The rental fee shall consist of fees for using identified areas of the Viking Pavilion. This includes the Arena, meeting rooms, Peter Stott Center practice gymnasium, and any other campus spaces identified. Additional support service fees may apply.
- c. A partial deposit is required (Paragraph 4. Fees.) with the execution of the License Agreement. All Deposits are non-refundable except in such cases where PSU is unable to deliver possession of identified campus spaces with an acceptable alternative option.
- d. Licensee may pay for services by the following options: check, cash, ACH, wire transfer, or credit card. Wire transfer instructions and details are available upon request.
- e. Verification of total exhibit area utilized will be made on the first show day. Exhibit booth configuration and size of each booth shall be designated on a final floor plan submitted by the Licensee and approved by the Director or designee prior to occupancy of the Viking Pavilion by Licensee.
- f. The maximum contractual hours of occupancy for events are from 7:00 a.m. – 11:00 p.m. Arrangement regarding activities beyond these hours must be made with your Event Planner and will be subject to overtime charges.

7. Broadcast Rights/Recording: It is the responsibility of Licensee to make all arrangements for such recording, broadcasting, telecasting, videotaping, audio recording, or transcription and to notify the facility, in writing, as to these arrangements. The Licensee is responsible for all costs associated with such broadcast and/or recording rights.

8. Exclusive Services

- a. The Viking Pavilion exclusively provides basic electrical service connections, ticket-taking, usher services, automated teller machines (ATMs), food and beverage (catering and concessions), and ticketing services. When specified, PSU requires clients to provide emergency medical services on site at events using PSU's

recommended medical services provider. All charges arising from such services shall be charged to the Licensee and/or its exhibitors, decorators, vendors and agents.

- b. The Viking Pavilion allows third-party audio/visual contractors to operate in the Viking Pavilion. As electrical service is an exclusive service, electrical service will be charged to operate all third-party audio/visual contractor's equipment.

- 9. **Utilities:** PSU provides customary heating, air-conditioning, and lighting as normally available during actual show hours in the Viking Pavilion. One-half normal electric illumination will be allowed for move-in and move-out hours. Additional lighting, heating, and air-conditioning must be requested in advance by Licensee and will be priced at the current market rate based on actual usage and billed to Licensee.

10. Facility Services

- a. PSU custodial services and/or contracted vendor will maintain all public access areas that include: lobbies, registration areas, concourses, hallways and restrooms at no extra cost to Licensee.
- b. All janitorial and cleaning services and associated fees, except as described in paragraph 10(a) above, beginning with the first leased day through the final leased day, shall be the responsibility of the Licensee. Costs to remove debris or trash not associated with the normal course of business shall be borne by the Licensee.
- c. The Viking Pavilion will provide trash disposal receptacles for trash debris, and general packing material for all events and/or exhibitions in the Viking Pavilion. The Viking Pavilion provides recycling receptacles to attendees in lobby areas and specified locations and to exhibitors and decorators on the show floor during move-in/out. The Viking Pavilion recycles the following: cardboard boxes and signs, plastic film and shrink-wrap, vinyl tablecloths, paper (brochures, magazines, and office paper), glass, wood, scrap metal, plastic and metal containers, plants, trees, and yard debris, construction debris, food donations, food scraps, and kitchen grease. To learn more about the sustainable features and efforts of the Viking Pavilion, contact the PSU Sustainability Coordinator. Non-hazardous fluids, chemicals, petroleum-based products, perishable items or any other non-dry material must be disposed of in a manner prescribed by the Viking Pavilion and is the Licensee's responsibility to handle and dispose of these materials and any costs associated with this process.
- d. An exhibit Hall Set-up Fee shall be charged for non-food functions in the Arena including but not limited to general session sets, theater sets, classroom sets that require chair and table setup and removal.
- e. Arena space, meeting rooms or combination thereof will be provided with a specific size of skirted staging, head table with table cloth and draping, heating/cooling, lighting within the room, tables, chairs, and one daily cleaning at no additional cost to Licensee.

- f. Any changes to the initial Arena/meeting room set, during the term of this agreement, will be subject to prevailing rate for each of the individual Arena/meeting rooms changed during the term of the agreement.
 - g. All parking rights are under the exclusive control of PSU. Parking agents of PSU have the authority to issue citations for those vehicles found in violation of university parking regulations when on university owned or managed property.
 - h. Licensee may at its own expense bring into the Arena, for the purpose of conference/show business only, a copier, fax, and computers as necessary.
11. **Ticketed Events:** Should the contracted event require the selling of tickets to gain admission then the Viking Pavilion shall require the Licensee to follow the procedures outlined in the PSU Box Office Policies.
12. **Security/Medical Specialist (First Aid)**
- a. Licensee shall be responsible for complete security/medical specialist services in all areas licensed, including exhibit areas, meeting rooms, loading areas, emergency exits, and any storage areas from the time of initial occupancy until the completion of move-out. Unarmed security services will be provided by the Licensee from the PSU approved security provider list and will be at the expense of the Licensee. A medical specialist will be required to be on duty for each event exceeding attendance of 1000 people. Events under 1000 people may be subject to medical specialist services at the discretion of the Director or designee.
 - b. When using 13,000 sq. ft. or greater of trade-show space, the Viking Pavilion will require the Licensee to hire a minimum of one facility door attendant at each major entrance to control the ingress/egress of freight, materials, equipment and exhibitors connected with the event.
 - c. For any athletic or sporting type of event (including but not limited to: professional/amateur sports, cheer/dance, martial arts, etc.) Licensee may be required to schedule a certified trainer (or trainers) to treat all related medical needs for the athletes/competitors at the appropriate staffing level for the number of participants for the event.
13. **Signs, Posters, and Literature:** The Licensee shall not post, or permit to be posted, any sign upon said premises or anything that will tend to injure, mar, or in any manner deface the Viking Pavilion. Licensee will not permit nails, hooks, adhesive fasteners, tacks, screws, or any other such device to be install on any part of the building or premises. Signs may only be posted on approved areas or equipment for such use and all signs/posters must relate to the event to be held on the center's property. The hanging of pictures, banners, signs or any other items on interior exterior walls, ceilings, draperies, or structure requires prior written approval by the Director or designee.

14. **Carpet/Floor Tape:** Licensee and exhibitors shall be responsible for utilizing professional grade gaffers tape to be reviewed and approved by Director prior to use on Arena floor. Use of other tape not approved by the Viking Pavilion will result in additional prevailing labor charges to remove adhesive residue from the facility carpet, hardwood and/or concrete floor.
15. **Abandoned Equipment and Lost or Misplaced Articles:** Any equipment or articles of the Licensee or exhibitors remaining past the expiration of the license period may be considered abandoned and may be disposed of by PSU, as the Director deems necessary and at the Licensee's expense. PSU shall have the sole right to collect and have the custody of any articles left on the premises by Licensee's invitees and to provide for the disposition thereof. PSU shall assume no responsibility for losses suffered by the Licensee, its agents, servants, employees or invitees which are occasioned by theft or disappearance of equipment articles, or other personal property in and at the Viking Pavilion.
16. **PSU's Right of Entry:** In permitting the use of the licensed area(s), PSU does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of such area(s). Duly authorized representatives of PSU or designees may enter the areas to be used and any other areas at any time and on any occasion without any restrictions. All facilities, including the area that is the subject of this Agreement, shall at all times be under the charge and control of PSU.
17. **Objectionable Uses or Persons:** Any use of the Viking Pavilion that is not in the best interests of the PSU or is in violation of any laws of the United States, the State of Oregon, the County of Multnomah, or the City of Portland shall be a violation of the License and shall be grounds for immediate revocation of the License. Any person whose conduct is objectionable, disorderly, or disruptive to the Viking Pavilion's use or in violation of any laws shall be refused entrance or shall be immediately ejected from the premises. Licensee assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees, and attendees of the event.
18. **Residual Matters:** Any matters not expressly covered by Licensee Agreement, applicable policy, rules, and regulations adopted by the Viking Pavilion shall be determined by the Director at their discretion.
19. **Solicitations:** No collections or donations, whether for charity or otherwise shall be made, attempted or announced on the premises of the Viking Pavilion.
20. **Failure to Vacate/Removal of Property:** Upon the Expiration or sooner termination of License Agreement hereof, Licensee or its designated representative, shall immediately remove all goods, wares, merchandise, property and debris owned by Licensee or which Licensee has placed or permitted to be placed on or at the Arena. Any such property not so removed shall be considered abandoned under Paragraph 28 of the Facilities Use Permit and Agreement.

21. **Prohibited Items:** The following items shall not be permitted in the Viking Pavilion without the expressed prior written approval by the Director or designee.
- a. Pyrotechnics of any kind
 - b. Helium Balloons
 - c. Any hazardous substance or item containing a hazardous substance
 - d. Any signage that cannot be recycled, or reused excluding decals
 - e. Foam core signage
 - f. Single use plastic bags used for purchases and conference bags provided by show management or vendors to collect show items.
22. **Fog/Smoke/Laser Lights:** No fog or smoke effects or laser light shows shall be permitted without the express prior written approval by the Director or designee. Use of special effects is not limited to the aforementioned items.

APPENDIX C: HOFFMAN HALL

General Reservations

Single event reservations are permitted one year in advance of the desired event date. Requests for exemptions to this policy for large external revenue generating PSU conferences will be evaluated on a case-by-case basis by the Director and Assistant Director of CESO.

Hoffmann Hall

Hoffmann Hall may be reserved for events during the Summer Term, term breaks, and on Saturdays and Sundays without prior approval by Academic Scheduling. Hoffmann Hall may have any furniture configuration as approved by CESO.

APPENDIX D: GENERAL POOL CLASSROOMS

Events in Academic Spaces

“Academic Space” is defined by the general pool classrooms as approved by Academic Scheduling. Academic Scheduling has priority in booking all academic spaces. CESO may only book academic spaces for events based on the availability of space provided by Academic Scheduling. Scheduling preference is given to spaces that exist within the academic footprint of the PSU campus

Academic spaces are booked as-is. The furniture configuration cannot be changed and room must be left as it was found. All additional equipment or belongings brought into event space must be removed from space immediately following event. Trash must be disposed of in waste receptacles. If items are left in room, or if furniture is in disarray following the event, additional labor charges may be applied. Classroom furniture may not be moved out of the room to be temporarily stored in hallways, staircases, or other areas and must remain in its own designated room to preserve and protect all ingress and egress.

Venues for Academic Spaces

The venues which contain reservable general pool classrooms and other Academic Spaces are as follows:

- Academic and Student Recreation Center
- Broadway Residence Hall
- Robertson Life Sciences Building
- Cramer Hall
- Engineering Building
- Epler Residence Hall
- Fifth Avenue Cinema
- Fourth Avenue Building
- Hoffmann Hall
- Neuberger Hall
- Ondine Residence Hall
- Parkmill
- Science and Education Center
- Science Building One
- Shattuck Hall
- Science Research and Teaching Center
- University Technology Services
- University Pointe
- Urban Center Building
- Viking Pavilion

Fifth Avenue Cinema (Limited Access)

CESO schedules the 5th Avenue Cinema for events Monday-Thursday. On Monday-Thursday, these spaces are scheduled as classrooms only and no projection and/or lobby services are included with the booking.

Academic Space Room Rental Fees

PSU student organizations and university departments are not charged for rental of academic space. External rentals should contact CESO for current rates.

APPENDIX E: CAMPUS OUTDOOR SPACES & TABLING

Outdoor Events

The following time and place restrictions apply to all outdoor events, except for Core Events.

- The following campus locations are available for outdoor events: South Park Blocks, Urban Center Plaza, Urban Center Rooftop, Walk of the Heroines (Plaza outside of Hoffmann Hall), Simon Benson House Patio, Karl Miller Business Terrace, ASRC Terrace and the Native American Student and Community Center Patio. Please contact CESO for outdoor space rental rates.
- Outdoor events are not allowed to start prior to 6:00 am.
- Outdoor events are not allowed past 10:00 pm.
- A maximum of five (5) outdoor event days are allowed per term/per client.
- Overnight camping or storage of materials is not allowed. All materials or structures associated with the event must be removed immediately following the conclusion of event. For multiple day outdoor events, materials or structures associated with the event must be removed after each day's activities. PSU is not responsible for lost, stolen, or damaged property.
- PSU and the City of Portland reserve the right to book outdoor events in accordance with the Limited Management Agreement between City of Portland Parks and Recreation Bureau and Portland State University, dated March 1, 2017
- Requests for outdoor events may be refused, even if the space is available, if it is judged that the outdoor event would interfere with academic classes or events inside nearby buildings.
- Outdoor events are not allowed in the South Park Blocks or the Walk of the Heroines during finals week unless in conjunction with finals week activities.
- All food and beverage service must be provided by PSU Eats or by a provider with a Multnomah County Temporary Restaurant License.

Sound

CESO cannot guarantee the absence of noise disruptions from nearby outdoor activities—including fairs, rallies, construction, and outdoor concerts.

Weekdays (Monday-Friday) during the academic term, outdoor amplified sound (including microphones, amps and bullhorns) will be permitted between 12-1pm in the South Park Blocks. All outdoor events using amplified sound must be scheduled by CESO and must be accompanied by a Noise Variance from the City of Portland. All outdoor amplified sound during the school week must be provided by Portland State Professional Sound (PSPS). Amplified sound is never permitted at outdoor information tables between the buildings.

Outdoor amplified sound may not exceed a maximum of 70dbs as measured from 50' in any direction. CESO reserves the right to require events to lower the volume of outdoor amplified sound.

Walk of the Heroines

The Walk of the Heroines is a public thoroughfare; thus, the walkway must be kept open always for foot traffic and emergency vehicles not associated with events. The Walk of the Heroines can only be scheduled if the event does not compete with Hoffmann Hall and pedestrian access. Reservation of the Walk of the Heroines stage only includes use of the immediate stage area. The Walk of the Heroines stage is booked as-is and does not include additional amenities such as: furniture, overhead covering or backup rain locations. Provision of additional amenities is the responsibility of the client. The Walk of the Heroines stage does not entail use of dedicated restrooms. Events on the Walk of the Heroines stage are subject to all existing policies regarding outdoor amplified sound and food service. Due to the public nature of the Walk of the Heroines, other nearby outdoor events in the Park Blocks and at the Community Recreation Field may occur during scheduled events.

The Urban Plaza

The Urban Plaza is defined as the raised brick courtyard adjacent to the Academic and Student Recreation Center (ASRC). Events in the Urban Plaza may not interfere with or obstruct public transit operations or building access in any way. Food may be served as a part of events in the Urban Plaza, but may not be sold to the public.

Hoffmann Plaza

Hoffmann Plaza is defined as the outdoor courtyard directly outside Hoffmann Hall. Hoffmann Plaza includes use of the fountain area, but does not include use of the Walk of the Heroines, which begins at SW 11th. Hoffmann Plaza may only be booked in conjunction with Hoffmann Hall.

South Park Blocks

South Park Blocks are defined as the grassy blocks along SW Park Avenue from SW Jackson to SW Market Avenue. Each block may be booked individually, or in combination with the other Park Blocks. Per PSU's agreement with the City of Portland, CESO may only book the South Park Blocks for events hosted by PSU Departments, SALP-recognized Student Organizations, and SALP-affiliate Student Organizations. Any non-PSU organization seeking to use the South Park Blocks must contact Portland Parks & Recreation at 503.865.2376. All requests for outdoor spaces including the park blocks must be submitted online at least 30 business days prior to the event date. If required by CESO, a pre-event meeting must occur at least 20 business days prior to the event date. The City of Portland may cancel PSU Park Block events at any time.

Outdoor Tabling

Outdoor Tabling is available Monday-Friday, 8am-5pm and requires a CESO confirmation regardless of whether user is providing their own furniture. Tabling outside these hours is prohibited. All tabling materials must be removed from tabling station by 5pm.

SALP-recognized Student Organizations may reserve information tables free of charge for a maximum of 10 bookings per academic term and are subject to all other event booking policies, protocols, and limitations. External organizations may use the Outdoor Information Tables for a fee of \$100 per booking, per table for a maximum of 5 bookings per academic term. Indoor tabling is limited to the Smith Memorial Student Union business hours as follows:

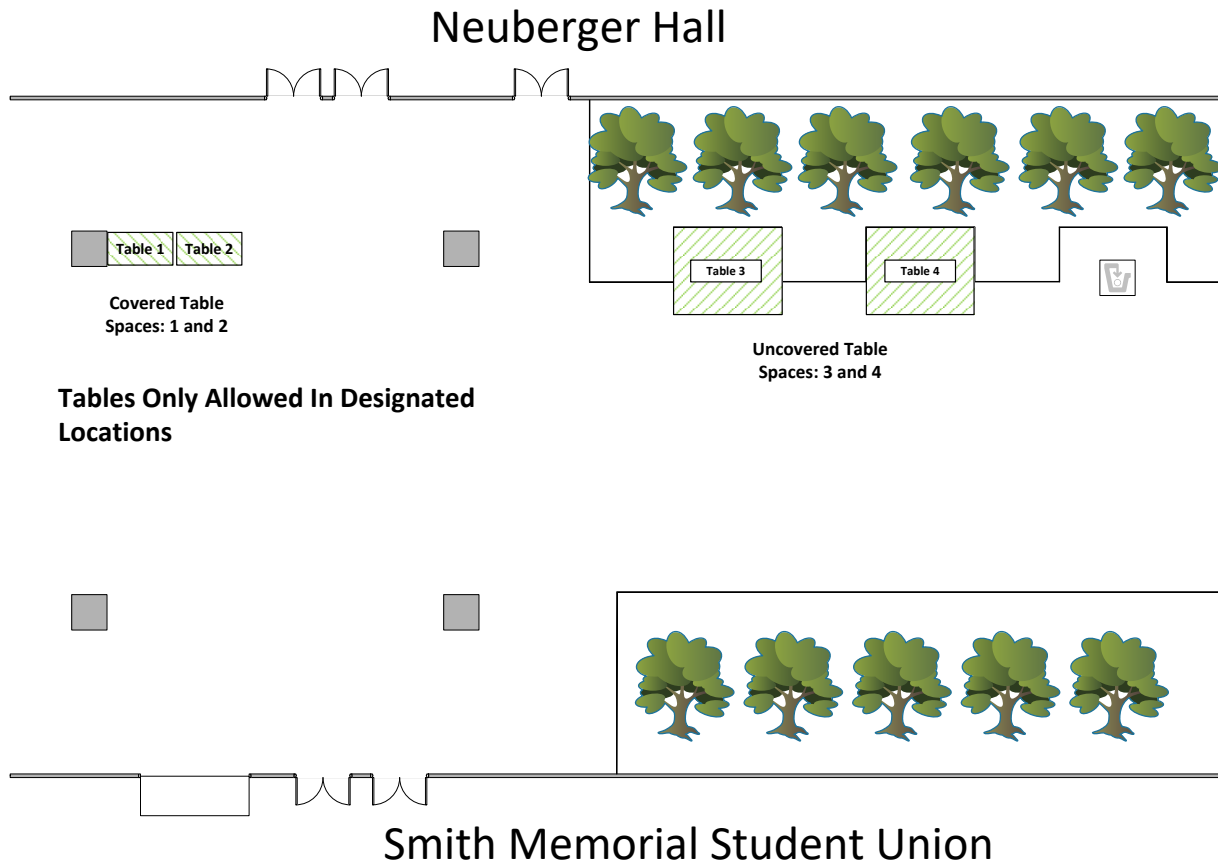
- Monday – Saturday: 7:00a.m. – 10:00p.m.
- Sunday: 9:00a.m. – 6:00p.m.
- Closed on all state holidays

All information table bookings include one 6' x 2.5' table and two chairs. The following rules apply to all information tables:

- Tabling may not be booked to promote any service that requires the signing of a contract (e.g., credit cards, cell phone plans, gym memberships).
- Tabling may not be booked to provide any service that violates existing PSU retail services contracts (e.g., selling prepared foods, book sales).
- No amplified sound is allowed at Information tables.
- Bake sales and other distribution of baked goods are allowed at Information Tables as long as they are accompanied by signage which states the following: "Food items not prepared at a Multnomah County licensed kitchen."
- Groups not staffing their tables will forfeit their reservation.

Outdoor tabling and vending is permitted as per the following procedures. Outdoor tabling and vending are subject to the same restrictions which govern all outdoor events.

There are four outdoor information tables available to be booked on the south side of the atrium between the SMSU and Neuberger Hall. They are marked on the diagram as follows:



- Table 1 Covered
- Table 2 Covered
- Table 3 Uncovered
- Table 4 Uncovered

Table 1 and 2 are located under the skybridge covering the pedestrian mall between the SMSU and Neuberger Hall. These tables are directly adjacent to each other. As such, users are only entitled the 6'x2.5' table space of each station. Larger 10x10' tabling stations are available at Table 3 and Table 4.

Note: Table 3 and Table 4 are, as per the diagram, in an uncovered area of the atrium and are exposed to the elements. Clients must arrange for their own tent if weather is a concern. All cancellations must be received 24/hrs. in advance including those regarding potential weather-related events. All table users must set up within their assigned space.

To receive your information table, check in at the Conference & Event Services Office (SMSU 435) on the day of your reservation. Once you have checked in, CESO staff will deliver one 6' table and two chairs to your reserved location.

APPENDIX F: UNIVERSITY BUILDING HOURS

Under Development
Due January 1, 2019

APPENDIX G: CESO PROCEDURAL DEFINITIONS

Under Development
Due January 1, 2019