Portland State University Conferences & Events Venue Procedures

Meeting rooms in the Smith Memorial Student Union are available for use by student organizations, PSU departments and non-PSU organizations and businesses. Requests for meeting room space must be made through the Conferences & Events Office (503-725-CONF, conferences@pdx.edu) via the Conferences & Events Event Inquiry Form (https://orgsync.com/63311/forms/122585). Once an event request has been processed, a confirmation will be sent to the client by e-mail by the Event Coordinator, the person assigned by the Conferences & Events Office to facilitate the client’s space, equipment and other material needs.

Smith Memorial Student Union Building Hours
Monday-Saturday: 7:00 am-10:00 pm
Sunday: 9:00 am-6:00 pm
Closed on all state holidays

PORTLAND STATE UNIVERSITY
CONFERENCES & EVENTS
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1825 SW BROADWAY
PORTLAND, OR 97201

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PORTLAND STATE UNIVERSITY CONFERENCES & EVENTS VENUE PROCEDURES

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I. **General Information**

**Terms of Use:**
The Student Union & University Events Director, or their designee, has the authority to deny requests for use of Conferences & Events facilities or to approve use of facilities beyond the limitations imposed herein. The Director, or their designee, may also impose provisions on events as a condition for use of the facilities, including but not limited to extra charges for extended building hours, maintenance, technical, or security personnel.

**Indemnification:**
Group shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of work under this Agreement, or from any act, omission, or neglect of Group and all Vendors, their officers, agents, or employees. If, during the terms of this Agreement, the Premises or any portion of the Premises or grounds are damaged by the act, default, or negligence of the Group or Vendors, or their agents, employees, patrons, or any other person or persons admitted to the Premises by the Group, the Group shall pay to Portland State University, upon demand, such a sum as shall be necessary to restore the Premises to their original condition. Group shall indemnify and hold harmless PSU, and their agencies, subdivisions, officers, employees, subcontractors, and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from or arising out of, or relating to the activities or omissions of Group, Vendors or their officers, employees, subcontractors, or agents acting under this Agreement. PSU may, at its election, assume its own defense and settlement.

**Unforeseen Closures:**
In the event of unforeseen closure of the University for inclement weather, security emergencies or other reasons, the University reserves the right not to host events scheduled during the period of closure. In the event of an unforeseen closure, the client will have the option to either reschedule the event for a later date, or cancel the event without penalty.

**Potential Noise Disruption:**
The SMSU is located at the heart of an urban campus and hosts many events. As such, Conferences and Events cannot guarantee the absence of noise disruptions from nearby conference spaces or outdoor activities— including fairs, rallies, and outdoor concerts (which occur every Tuesday and Thursday from 12pm-1pm).
Clients:
Clients are divided into three distinct user groups, each with different privileges and liabilities: Student Organizations, PSU Departments and External Users.

**Student Organizations** are groups officially recognized by Student Activities and Leadership Programs (SALP) as having met the formal requirements for being a student organization. They may use space and equipment in the SMSU free of charge, though charges may be applied for extra labor costs associated with their event. All events booked by student organizations must be approved by their SALP Advisor.

**PSU Departments** are officially recognized administrative or academic units of PSU. Recognized PSU departments must have a current index code.

**External Users** are any organization or individuals that are not recognized as student organizations or PSU department. They must pay full rental rates for both SMSU space and equipment and have a signed contract prior to using SMSU space.

Guidelines for determining the status of a student organization event
An event is considered to be a student organization event only if all of the following are true:

1. A student organization index number is given to pay for any expenses arising from event.
2. The event is not part of a series previously hosted by a non-student organization.
3. The event would not occur if not hosted by the student organization.
4. Student organization members are the primary planners and organizers of the event.

If any student organization event is later determined to have not followed one or more of the above guidelines they are subject to the Misrepresentation Procedure.

Misrepresentation:
Registered student organizations and University departments may not reserve space for other organizations for the purpose of securing lower rental rates or to extend limitations for reservations as outlined in this document. The organization or individual named on the reservation is the user and is solely responsible for initiating, planning, implementing, and financing the event addition to all event communication with the Conferences & Events office. Specifically, this means:

- The event must be requested by the user who will be responsible for the event.
- The user named on the reservation must be present at all pre-event and security meetings leading up to the event.
- The user or representatives from their organization must be on site during the event.
- The user is responsible for paying all rental and fees resulting from the event. It is the user's responsibility to collect funds from any event partners.
Space reserved by an organization or individual is for their use only and specifically for the purpose of the event as requested. Users may not sublet or give away their reserved space directly to another group or use their reserved space for an event other than that which was requested. Conferences & Events reserves the right to evaluate and make final determination of appropriate rates. Violation of the misrepresentation policy or any of the conditions outlined above will result in the user being charged the higher of the two rate structures and may result in the suspension of reservation privileges in C&E venues for the organization that holds the reservation.

General Reservations:
Single event reservations are permitted as much as one year in advance of the desired date. Requests for exemptions to this policy for large external revenue generating PSU conferences will be evaluated on a case-by-case basis.

Annual Events:
Annual events are defined as events that occur annually and have occurred over three consecutive years. Reservations for annual, non-series, events will be scheduled by the Conferences & Events Office more than one year in advance of the event date. The events will be scheduled in accordance to the annual event scheduling procedure and priority, with the exception of core University events which will be scheduled upon release of the Oregon University System Academic Calendar.

Core events constitute events that meet the following three criteria:
- Central PSU program
- University-wide program
- Annual program with no scheduling flexibility

To be considered a core event, groups must receive approval from the Smith Advisory Board.

Annual Event Scheduling Procedure:
In March of each year the Conferences & Events office will begin accepting annual event reservations for events taking place more than a year in advance. For example, in March 2012 Conferences & Events will accept annual event reservations for events that occur between July 2013 and June 2014. Annual event reservations will be received on a priority basis before taking general academic year reservations.

Annual Event Scheduling Priority:
PSU Recognized Student Organizations (e.g. Africa Night, International Night)
University Departments (e.g. Health & Benefits Fairs, Law Day, Administrative Briefings, Length of Service Awards, Departmental Orientations and Graduations, Departmental Sponsored Blood Drives, Take Back the Night) External Groups Building maintenance (e.g. annual deep cleaning and preventive maintenance)
Meeting Room Reservations:
Meeting rooms are defined as small (47a, 230, 258, 262, 323, 326), medium (236, 294, 296, 298, 327, 328, 329, 328/9, 333), and large (228, 238, 296/8, 327/8, 338).
PSU student organizations are permitted 20 meeting room bookings 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 the departmental rates for the space.
PSU departments may book 20 small meeting rooms free of charge per term. If the department exceeds their 20 small meeting room bookings per term they will be charged the medium room rental fees for each additional small meeting room. Departments are able to book unlimited meeting rooms throughout the course of a term, but will be charged the room fee associated with the space.

Student Group Ad Hoc Meeting Room Reservation Exception:
During the week a request is made, any unreserved small meeting rooms are available on a first-come, first-served basis to PSU student organizations. These bookings do not count against the organization’s allocated number of meeting room reservations. Ad hoc reservations are limited to student organizations.

Series Reservations:
Series Reservations are reservations that occur in a regular pattern (i.e. daily, weekly, monthly). Series reservations will be booked based on availability and according to the below policies, procedures, and priorities. All non-series reservations (i.e. reservations for a single meeting, or events that meet irregularly) will follow the timelines for General Reservations.
- Daily reservations requiring use of a room for consecutive days may not reserve a single room for more than 10 consecutive days per academic quarter.
- Series Reservations may be booked for a maximum of five hours per meeting.
- Series Reservations will be booked according to the timeline, priorities and conditions outlined below.

Series Reservation Scheduling Procedure and Priority

Priority One
PSU Registered Student Organizations
4 weeks prior to 1st day of the quarter student organization reservations are accepted
3 weeks prior to 1st day of the quarter student organizations receive event confirmations

Priority Two
University Departments
3 weeks prior to 1st day of the quarter department reservations are accepted
2 weeks prior to 1st day of the quarter departments receive event confirmations
Marquee Space Reservations:
Marquee spaces, (i.e. the Smith Ballroom, 327-9 and Hoffmann Hall) may be reserved by a student organization for one event per school term. Requests for multi-day conferences using marquee space requires a pre-event meeting with Conferences & Events and a SALP advisor. Additional requests for marquee space will be charged the departmental rate. External requests for marquee space will be evaluated on a case by case basis.

Simultaneous Room Reservations: Conferences, Conventions, Tournaments:
Simultaneous room reservations are defined as reservations that include a large or marquee space and multiple meeting rooms. 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 marquee space reservation limit. Requests for simultaneous room reservations require a pre-event meeting with the Conferences & Events department. Additional conference days or simultaneous room reservations will be charged at the departmental fees. Groups requesting simultaneous room reservations will have to fill out an additional form which can be received by contacting the Conferences & Events department. **Groups wishing to receive an exception from this policy must seek approval from the Smith Advisory Board.**

Conference Room and Series Reservation Exceptions:
New Student Programs and PSU Student Administrative Organizations are exempt from the conference room and series reservation policies. PSU Student Administrative groups include the following: Associated Students of Portland State University, the Smith Advisory Board, and the Student Programming Board. PSPS lunch time concerts are exempt from this policy due to coordination with the city of Portland noise variance policy.

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

- **Monday-Friday:** 3pm-10pm
- **Saturday:** 7am-10pm
- **Sunday:** 9am-6pm

Use of the space during dining hours requires approval from the SMSU Director and must retain the standard dining and lounge seating for use by building patrons.

Portable furniture inside room (i.e. dining tables and chairs) must be stored in curtained area when not in use for events. Permanent furniture (i.e. 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 (5-5661, psp@pdx.edu).

To increase availability and ensure fairness of use, student organizations may only book Parkway North at the student organization rate for three events in an academic quarter. Additional bookings will be charged at the department rate. All bookings are based on availability.

Outdoor Events:
The following time and place restrictions apply to all outdoor events, with the exception of core events (see: page 4). All outdoor space event requests must be submitted 10 business days prior to the event.

- Only the following campus locations are available for outdoor events: The South Park Blocks, The Urban Center Plaza, The Urban Center Rooftop, The Walk of the Heroines (Plaza outside of Hoffmann Hall), The Simon Benson House Patio, and the Native American Student and Community Center Patio. Please contact the Conferences & Events office for outdoor space rental rates.
- Outdoor events are not allowed to go past 10:00 pm, or start prior to 6:00 am.
- Outdoor events may not exceed 5 consecutive days in duration, multiple day outdoor events must be scheduled Monday-Friday. A maximum of 5 outdoor event days are allowed per term.
- 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 at the conclusion of 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 non-reserved, adjacent outdoor spaces, i.e. the South Park Blocks.
- 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 or summer orientation except in conjunction with those activities.
- All food and beverage service must be provided by PSU Dining or by a provider with a Multnomah County Temporary Restaurant License.

Outdoor Events: Amplified Sound
Weekdays (Monday-Friday) during the school term, outdoor amplified sound (including microphones, amps and bullhorns) will be permitted only between 12-1pm. All outdoor events using amplified sound must be scheduled by Conference & Events 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. Any measurement from 50’ from the source of the amplification must read under 70dbs. Conferences & Events reserves the right to require events to lower the volume of outdoor amplified sound for any reason.

Outdoor Events: Walk of the Heroines
The Walk of the Heroines is a public thoroughfare, thus the walkway must be kept open at all times open for foot traffic not associated with your event. 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 stage area. The Walk of the Heroines Stage is booked as-is and includes no furniture, overhead covering or backup rain locations. Provision of these amenities is the responsibility of the client. The Walk of the Heroines Stage does not entail use of dedicated restrooms, though public restrooms are located nearby in the Peter Stott Center and in the Science Research & Teaching Center. Events on the Walk of the Heroines Stage are subject to all existing policies regarding outdoor amplified sound and food service. Because of the public nature of the space, other nearby outdoor events in the park blocks and in the Community Recreation Field may occur during scheduled events.

Outdoor Events: The Urban Plaza
The Urban Plaza is defined as the raised brick courtyard adjacent to the Academic and Student Recreation Center (ASRC), Transportation and Parking (TAPS) and the Urban Center (CUPA). Conferences & Events can book events in this space for departmental, student group or non-PSU clients. Outdoor vending in this space, however, may only be booked for the ASRC, TAPS and CUPA for purposes consistent with their mission of service to the University. Events in the Urban Plaza are restricted to the raised portion of the courtyard and may not restrict the flow of foot traffic to the raised platform area or the adjacent buildings and services. Events in the Urban Plaza may not interfere with or obstruct light rail or Max Transit operations in any way. No food sales are permitted at Urban Plaza events.

Outdoor Events: 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.

Outdoor Events: Electric Avenue
Electric Avenue is defined as the grass courtyard bordering the Electric Avenue (SW Montgomery, between SW Broadway and SW 6th). It does not include use of the street itself, which must be coordinated through the City of Portland.
Outdoor Events: The South Park Blocks
The South Park Blocks are defined as the grassy blocks along SW Park Avenue from SW Jackson to SW Clay Avenue. Each block may be booked individually, or in combination with the others. Conferences & Events may only book the South Park Blocks for events hosted by PSU Departments and Student Groups. Any non-PSU organization seeking to use the South Park Blocks must contact Portland Parks & Recreation at 503.865.2376.

Tables
Tabling is only available Monday-Friday, 8am-5pm. Tabling outside these hours is prohibited. All tabling materials must be removed from tabling station by 5pm.

PSU student groups and departments may book Information Tables free of charge for a maximum of 5 bookings per academic quarter and are subject to all other event booking policies, protocols and limitations. Non-PSU organizations may use the Outdoor Information Tables for a fee of $100 per booking, per table. Only Non-PSU Organizations that are affiliated with PSU by contract may use the Indoor Information Tables. Affiliated organizations may use the indoor information tables for a fee of $100 per booking.

All Information Table bookings include one 6x2.5’ table and 2 chairs. The following restrictions apply to all Information Tables:

- Tabling may not be booked to promote any service that requires the signing of a contract (i.e. credit cards, cell phone plans, gym memberships).
- Tabling may not be booked to provide any service that violates existing PSU retail services contracts (i.e. 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.
- All tabling must occur with the assigned space of the reserved table.

Outdoor Tables
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 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 6x2.5’ table space of each station. Larger 10x10’ tabling stations are available at Info 3 and Info 4. NOTE: Table 3 and Info 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 table users must set up within their assigned space.

To receive your Info Table, check in at Conferences & Events (SMSU 435) on the day of your reservation. Once you have checked in, Conferences & Events staff will provide one 6’ table and 2 chairs at your reserved location.

**Indoor Tables**
There are two table locations available in the SMSU’s Parkway Commons. They are marked as follows:

**Indoor Table 1**
**Indoor Table 2**
These tables are located just inside the Parkway Commons (Smith 142) near the Park Blocks entrance and are directly adjacent to each other. As such, users are only entitled the 6x2.5’ table space of each station. All table users must set up within their assigned space.
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. Conferences and Events 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 core buildings of the PSU campus (Cramer Hall, Neuberger Hall, and Shattuck Hall).

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.

Access to Academic Space:
Academic spaces will be open during normal building hours Monday-Friday. After hours events will be allowed entry through a single entrance which will be opened as needed for scheduled events. Entrances will be designated by the presence of a card reader, as well as a green sticker on the door.

For weekend events and weekday events after 5pm, all building entrances are locked except the following entrances:

- Cramer Hall: South entrance on Montgomery Street.
- Neuberger Hall: North entrance on SW Harrison Street
- Shattuck Hall: NW entrance on the park blocks.

Appropriate Use of Academic Space:
Events which represent a risk of damage to classroom equipment, or which might otherwise impair the academic mission of the space, are not allowed in academic spaces. The following types of events are prohibited from using academic spaces: dances, concerts, wedding receptions, athletic events, parties, events entailing painting, live music, or theatrical performance, unless in academic spaces specifically designed for those activities.

Weekend Events (Friday after 4pm, all day Saturday, Sunday):
Conferences & Events may reserve academic spaces for weekend events only after Academic Scheduling has released the weekend class schedule for the following term.

Weekday Events (all day Monday-Thursday and prior to 4pm on Friday):
All weekday events in academic spaces require approval by Academic Scheduling and cannot be requested until after the conclusion of the first two weeks of the term in which the event occurs (UTS adheres to the following weekday building hours M-F, 4pm-7pm).
**Hoffmann Hall:**
Hoffmann Hall may be booked for weekend and weekday events during the Summer Term and during term breaks without prior approval by Academic Scheduling. Weekend and summer term events in Hoffmann Hall may use any furniture configuration as approved by Conferences & Events. During fall, winter, and spring terms, Hoffmann Hall is limited to weekend use only. Reservations within these parameters are subject to the same terms of use as detailed in this document.

**Fifth Avenue Cinema:**
Conferences & Events schedules the 5th Avenue Cinema for events Monday-Thursday. Monday-Thursday, these spaces are scheduled as classrooms only, no projection or lobby services are included with the booking. Events in the 5th Avenue Cinemas Monday-Thursday are booked only after the academic schedule is complete and are subject to the same limitations as events in academic spaces. To request use of the 5th Avenue Cinema Friday-Sunday for films or other events, please fill out the 5th Avenue Cinema request form (https://orgsync.com/13101/forms/47903).
II. 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 event will be billed at the PSU Departmental rate. An academic class is defined as any class that has been issued a PSU CRN number.

Concerts/Dances:
Concerts/Dances are defined as any event without fixed seating where the primary purpose of the event is to dance or socialize to amplified music. Concerts/Dances are only booked for PSU Departments and student organizations and other government agencies. Any concert/dance that is selling tickets is required to use the PSU Box Office for their ticket sales. Concerts/Dances may only be scheduled in approved concert/dance venues and are subject to the time and logistical restraints associated with booking those venues. Conferences & Events’ approved concert/dance venues in SMSU are as follows:
- The Smith Ballroom (SMSU 355)
- Parkway North in the Smith Union (SMSU 101)
Concerts/Dances are not allowed at any other venue not listed above. All requests for concerts/dances must submit to a security meeting and must obtain after hours approval (if needed) before the event can be confirmed. As such, all concerts/dances must be requested at least one month in advance in order to give adequate time to schedule security meeting and obtain proper approvals. Concerts/Dances may not be scheduled to go past midnight on Fridays and Saturdays and must occur within building hours on all other days of the week.
A request for a concert/dance event will not be confirmed if it cannot obtain the necessary approvals or if it is determined at the security meeting that the logistical needs of the event cannot be met. If approved the client is responsible for any additional security and logistical expenses that may apply. All Dance/Concerts must be alcohol-free and all requests for permission to serve alcohol will be denied.

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.

Athletic Events:
Athletic events or physical competitions which carry the potential for property damage or injury to participants, are not allowed in the Smith Memorial Student Union. To schedule athletic events on the PSU Campus, please contact the Peter Stott Center at 503-725-5643. Only exception to this policy regards bowling activities in the Viking GameRoom (SMSU 36).
Food Service

In accordance with Portland State University's (PSU) Food Service Agreement, PSU Dining (503-725-4427, catering@pdx.edu) 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 and the University Place Hotel. Any events within these premises seeking an exception to PSU Dining’s exclusivity rights must complete a food waiver (https://orgsync.com/63311/forms) at least 15 business days prior to their event. Events occurring outside of these premises must comply with the requirements of the venue in question.

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

1. 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.

2. 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).

3. PSU Dining is not able to meet the food preparation requirements (e.g. Halal, Kosher, etc.).

In order to be considered for approval your request must meet the following criteria:

1. The request is submitted a minimum of 15 business days prior to the event date.

2. You are able to provide documentation as per requested in this form of the food provider's insurance and catering license.

The only events not required to either use PSU Dining 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 Conferences & Events venue 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 other events not using PSU Dining 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 in the form of a completed and signed digital Alcohol Request Form (https://orgsync.com/63311/forms/68674). No alcohol may be served at any Dance or Concert (see page 10). All requests for approval must be submitted to the Office of the VP-FADM no less than 15 business days prior to the event. 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 the VP-FADM. As per PSU's Internal Management Directive 1.302, Events promoted in terms that suggest the primary focus of the event is to consume alcoholic beverages (e.g., "kegger") or encourage over-consumption ("all you can drink," "happy hours," "free drinks") are not consistent with the University's philosophy and are prohibited. The President retains the sole prerogative for waiving any or all provisions of this directive.

All alcohol service must adhere to the following regulations:
- ID checks. 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 designated a “beer garden.” Only individuals of legal age will be admitted to the Beer garden area. ID checker must be provided by Campus Public Safety.
- 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 the bar will be closed per OLCC regulations.
- Alcohol service is only allowed at private events with fewer than 500 attendees.

Bottled Water:
The promotion or marketing of bottled water to PSU students and staff, including images of the bottled water on event signage or the name or logo of a bottled water company as an event sponsor, is prohibited.

Film, Photography & Videography:
All requests to shoot films, TV commercials and still pictures on campus must be approved by University Communications and must have a signed location agreement prior to shooting. Taking pictures or filming scheduled events at PSU does not require a location agreement with University Communications. All photographs, filming, videography or sound recordings in PSU event space is at the discretion of the group that has booked the space. They reserve the right to allow or to bar recording of their event. Any party who refuses to stop recording an event after being asked to stop by the scheduled group is in violation of the Conduct Procedure and is subject to being removed from the premises.
Live Music and Indoor Sound
Live music, regardless of whether it is acoustic or amplified, is only allowed at the following locations:
- Parkway North
- SMSU Ballroom
- University Place Hotel

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 Conferences & Events personnel even if they are not exceeding the maximum sound level.

Permanent Fixtures
All non-portable 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.

Ballroom Lighting:
The SMSU Ballroom's stage and house lighting is designed to provide several pre-set options in an effort 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 pre-set 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 Event Time of the event's EMS Reservation, unless otherwise arranged with SMSU Operations.

Ticketing Procedure:
Any event that is selling tickets is required to use the PSU Box Office for their ticket sales. This rule does not apply to conference registration fees.

Event Set-up and Decoration:
Client may arrive to decorate and otherwise prepare for event after the beginning of the Event Start Time on the event’s EMS Reservation. SMSU property (i.e. ladders, carts, etc.) may not be used unless previous arrangements have been made with SMSU management. Materials may not be placed on walls unless adhered by painter's tape, or thumb tacks (on tack board walls only). Hand out materials may be distributed from tables booked for event, but may not be left on public furniture or taped to doors or walls in the SMSU. The following items are prohibited from use in the SMSU:

- Fog/Smoke machines
- Candles or other open flame unless the flame is completely encased in glass
- Glitter
- Straw, grass, or hay
- Pools, tubs, aquariums, or other water containers holding more than 2 gallons of water

All decorations must be removed or disposed of by the end of the Event End Time on the event’s EMS Reservation.

**Event-Related Machinery:**
Appliances and machines which affect air quality, visibility and/or pose a damage risk to floors and walls (i.e. fog machines, smoke machines, gas or propane powered engines) are not allowed in SMSU or any event spaces scheduled by Conferences & Events.

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

To connect to the network:
1. Bring a computer with Ethernet capability and a 10BaseT connector cable with an RJ45 plug. Your computer should have browser software to access the Internet, and any other specialized software you need to access University restricted servers.
2. If using a computer with wireless capabilities, please refer to the manufacturer's instructions on how to connect to a wireless network.
3. Upon connecting to the network, you will be prompted to provide your ODIN account and password. If you are an outside user and do not have an ODIN account, contact your scheduler in advance, and a temporary account will be created for you.

The University network utilizes a DHCP service, which provides an IP address to each computer plugged into the system. On a Macintosh, go to the Appletalk control panel and connect via Ethernet. Then go to the TCP/IP control panel and in the setup dialog set configure to Using DHCP Server. (You may have to restart after this.)

On a Windows based computer, go to the Control Panel, Network, find TCP/IP Protocol, and check the box Enable Automatic DHCP Configuration. Restart the computer. (The path may be different depending on the particular version of Windows.)

**Additional Furniture and Equipment:**
If additional furniture or equipment is needed for an event in the Smith Union or Hoffmann Hall, the client must arrange to have it provided by Conferences & Events prior to the event at the client’s expense.

For events outside of the Smith Union and Hoffmann Hall, all spaces are booked “as-is.” Conferences & Events will not provide any equipment or furniture to events in spaces other than SMSU or Hoffmann
Hall. In the event that additional furniture is needed for an event that is not in the Smith Union or Hoffmann Hall, Conferences & Events will contact Facilities and Property Management for assistance. Facilities and Property Management can provide the following based on availability:

- 6’ rectangular tables
- Indoor chairs
- Outdoor chairs

If additional furniture or equipment is needed that Facilities 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 the space is reserved (aka event time).

**Additional Building Hours Requests:**

Requests to extend events beyond SMSU or Hoffmann building hours (7am-10pm, Mon-Sat, 9am-6pm, Sun) will only be accepted for events on Fridays, Saturdays, and Sundays and may go no later than 12am for Friday and Saturday events, or 8pm on Sundays. Requests for early entry to the buildings may not exceed one hour prior to normal building hours. Requests for additional building hours will be approved on a case by case basis by SMSU Management depending on the ability of building operations to accommodate the request. Requests for additional building hours must be received 10 business days prior to the event date for consideration.

All events approved for additional building hours use will be assessed an additional building hours fee of $20 per hour for PSU Departments and Student Organizations and $100 per hour for external clients. Requests for After Hour Events in academic spaces other than Hoffmann Hall will not be approved.

**Security Meetings:**

Security meetings may be required if the nature of the event is likely to require a Campus Public Safety Office (CPSO) presence to maintain order. Security meetings are required for all of the following types of events:

- Dances
- Concerts
- Events where elected officials or dignitaries, i.e. ambassadors, heads of state, will be in attendance
- Events that run after hours

Security meetings must include at least one representative from each of the following: Event Scheduling, CPSO, SALP (if it is a Student Group event) and the organization that is holding the event. Security meetings should be held within two weeks of reserving space. Event will not be confirmed until Security Meeting is held and CPSO has approved the event to occur. If the meeting is not held, or if event does not receive CPSO’s approval to proceed, this reservation may be cancelled without notice by the University, with no financial responsibility to the University.
Pre-Event Meetings:

Pre-event meetings are required for any event booked in Marquee Spaces, including: The Smith Ballroom, Hoffmann Hall and Parkway North. A pre-event meeting must be held no later than 6 weeks prior to event and may also double as a security meeting if a security meeting is needed. Additional pre-event meetings may be held prior to or after the week deadline as deemed necessary by either the client or the event coordinator.
III. FEES

Use of State Funds for Events at PSU:

Per OUS .220 All expenses that do not meet this policy are considered unallowable and must be paid with personal funds or directly by the university’s affiliated foundation (if allowed by its policy).

Business-related group functions can be paid with university funds. These include conferences, workshops, departmental staff retreats, training sessions, employee working meals, student recruitment and orientation, non-employee and student recognition events, official graduation recognition, and volunteer appreciation.

List of activities when meals, refreshments or other hospitality/entertainment costs cannot be paid with university funds include [this list is not all inclusive]:

- Alumni, fundraising and other social (non-business) activities
- Department social activities such as celebrating holidays, birthdays, etc.
- Employee meals or refreshments except as defined above
- Regularly scheduled departmental meetings
- For-credit class refreshments or meals, except as indicated in section 210

Labor Fees:

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

- If extra cleaning is required to include but not limited to the removal of trash left on furniture or floors, or to spray clean the walls or furniture, or if the floors need to be shampooed or otherwise receive special care if a change in furniture configuration is requested after the furniture has been set for the event.
- If extra personnel is necessary to accommodate your event

Cancellation Procedure:

All cancellations of meeting rooms must be received in writing, i.e. via e-mail, at least ten business days prior to the event, or within 72 hours of receiving confirmation for event. Marquee spaces must be cancelled at least 30 days prior to the event. Events cancelled after these deadlines up until the day before the event will be charged 50% of the full associated room rental of the space. 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.

No-Show Procedure:

Student Organizations
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 Conferences & Events.
2nd no-show: Student organization will be charged full price for room, or barring payment, will lose event scheduling privileges for remainder of school year.
3rd no-show: Student organization will be charged full price for room and will lose scheduling privileges for remainder of school year.

Marquee space: First no-show at a marquee space (Smith Ballroom, SMSU 327/8/9, Hoffmann Hall, Parkway North) will result in loss of scheduling privileges of marquee spaces for the remainder of the school year.

PSU Departments
No-show events will be charged for the reserved space and equipment at either the full Department or Departments Charging Guests rate, depending on the rate the event was reserved under at the time of the event.

External Users
External, non-PSU no-show events will be charged the full external rate.

Late Changes:
Final equipment requests and furniture configurations for rooms must be submitted to your event coordinator no later than 48 hours prior to your event. Any requests for changes to the furniture or for additional equipment are subject to the discretion of Conferences & Events. Conferences & Events reserves the right to refuse late changes and late change requests which are accepted may incur a fee for extra labor and equipment.
**MARQUEE**
Seating capacity over 200: 327/8/9, SMSU Grand Ballroom, Ballroom + Vanport Room, Hoffmann Hall

*University Guests: $250 per hour, $1,500 per day (6 hours+)
(Hoffmann Hall $150 per hour, $900 per day)*

*PSU Departments and Affiliated Student Groups: $80 per booking*

**LARGE**
Seating for 100—200: SMSU 101, 228, 238, 296/8, 327/8, 338

*University Guests: $100 per hour, $600 per day*

*PSU Departments and Affiliated Student Groups: $40 per booking*

**MEDIUM**
Seating for 30—100: SMSU 236, 294, 296, 298, 327, 328, 328/9, 329, 333

*University Guests: $60 per hour, $360 per day*

*PSU Departments and Affiliated Student Groups: $20 per booking*

**SMALL**
Seating for up to 30: 047A, 258, 262, 230, 323, 326

*University Guests: $40 per hour, $240 per day*

*Departmental events charging guest admission fees will be billed at 50% of the hourly University Guest rate.*
Academic Space Rental Fees
Hoffmann Hall is considered a Marquee space and is assessed the room rental rate of $150/hr, $900/day. All other academic space room rental fees are detailed in the table below:

<table>
<thead>
<tr>
<th>Room Size</th>
<th>External (Hourly)</th>
<th>External (Daily)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small: 1-29 people</td>
<td>$25</td>
<td>$150</td>
</tr>
<tr>
<td>Medium: 30-45 people</td>
<td>$30</td>
<td>$180</td>
</tr>
<tr>
<td>Large: 46-76 people</td>
<td>$35</td>
<td>$210</td>
</tr>
<tr>
<td>Extra Large: 77+ people</td>
<td>$45</td>
<td>$270</td>
</tr>
</tbody>
</table>

PSU student organizations and university departments are not charged for rental of academic space.

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

First time external parties:
Per the terms of agreement in the event request documentation, external parties booking an event for the first time will be expected to have paid in full no less than two weeks prior to the date of their event. Subsequent bookings may be billed via invoice after the date of the event.

External parties payment:
Payment by external parties must be made in full by the organization that signs the external event contract.

Disputed charges:
After being billed, either via index number 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 the Event Planner associated with the event. Waivers of charges in excess of $200 must be approved by the Director of Conferences and Events. If funds should remain unpaid 30 days after the initial billing, the organization owing the funds will be unable to reserve space through Conferences and Events until the outstanding balance is paid.
IV. **Building Procedures**

**After Hours Building Access:**

After hours badge access to the SMSU will be granted only to specific individuals employed in time-based products and services located in the SMSU. 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.

**Banners:**
The SMSU will allow banners by PSU student organizations and departments to be hung from the exterior of the Smith Ballroom balcony as 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 from which to be tied to balcony posts.
- Banners must not be larger than 32 square feet in area and cannot exceed 10' in length or 6' in height.
- Banners may be used only to advertise the department, student organization or an upcoming event by the sponsoring department or student organization. Banners for unrelated purposes will not be mounted.
- Banners must be submitted to Conference & Events (SMSU, Room 435) 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 Conference & Events 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 (1812 SW 6th Avenue, psupark@pdx.edu, 503.725.3442)

Marked commercial vehicles are allowed to 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 10am and after 3pm
- 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. Conferences & Events clients and/or SMSU vendors that anticipate use of the SMSU loading zone area must inform Conferences & Events staff of their intended use of the zone. If the intended use is deemed appropriate, Conferences & Events staff will obtain a loading zone permit from Transportation & Parking Services for the client’s use. All loading zone permits are valid for a maximum of 30 minutes. All loading zone users that are issued a loading zone permit by Conferences & Events must return the permit immediately upon the completion of use to Conferences & Events staff or are 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 to enforcement and possible citation.

**Lost and Found Procedure:**
The client, not Portland State University, is responsible for the loss, theft, or damage of any personal property belonging to the client and their guests located within PSU facilities before, during, or after the term of the event.

Portland State University and Conferences & Events bear no responsibility for items left behind by guests. Lost items recovered by Conferences & Events staff will be handled according to the following procedure:

- **Items that will be sent to Campus Public Safety (Shattuck 148)**
  - Any items that have value over $50
  - Items that can be traced back to owner (i.e. wallets, purses, passports)
  - Cash
  - Prescription drugs

- **Items that will be sent to OIT (SMSU 18)**
  - Items used to store data (i.e. flash/thumb/USB drives)

*All other items will be logged in and stored at Conferences & Events (SMSU 435). All items not claimed within 15 days will be discarded.*

**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. For your convenience and further information, a copy of the OUS & PSU Policy on Firearms can be found at [www.pdx.edu/cpso/firearm-policy](http://www.pdx.edu/cpso/firearm-policy).
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.

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 at 503.725.5966. All donation bins need to be durable and large enough to hold a large quantity of donations (i.e. a 50 gallon drum or barrel). All donation bins need to be clearly marked for the type of donations it is collecting (i.e. 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.

Non-Student Publications:
Non-student publications are defined as any publication or printed materials not published through the Student Activities and Leadership Programs' Student Media program. All non-student publications need to be formally approved by the SMSU Advisory Board for distribution in the SMSU. All unauthorized publications will be disposed of. If approved for distribution in the SMSU, the non-student publication will be awarded one distribution site on the first floor of the SMSU. All awards of distribution sites in the SMSU are contingent upon continued board approval and may be revoked at any time by the SMSU Advisory Board. Non-Student publications must provide their own distribution rack measuring no more than 24” wide, 24” deep, and 36” tall. Old issues of non-student publications must be removed by the publication’s representatives at the time when new issues are placed at the distribution site. Non-student publications may only distribute in the SMSU at the location awarded to them by the SMSU Advisory Board.