

## NASCC User Categories

**Internal User/Event:** This category includes any event or activity sponsored exclusively by a University department, unit, and committee, recognized or registered program or organization and intended for members of the University community. Purely Internal users will be able to use space and services at the lowest practical cost and, where possible, at no cost. If any funds are accepted in exchange for attendance at the event, fees will be charged for the use of facilities based upon the approved user fee schedule, as identified in the Portland State University Schedule of Fees, Oregon Administrative Rule 577-060-0020.

**Student User/Event** This category includes student groups of Portland State University. Student groups are offered the use of the facility at fees below the Internal Rate and have the opportunity to use the kitchen for fundraising events at the approval of SALP advisors.

**Cooperative Community User/Event** These is a category unique to the NASCC and are identified as tribes, groups, organizations or entities that provide direct service to the Native peoples of Oregon. Cooperative Community Users are offered the opportunity to propose payment that best reflects their organizations' ability to pay; as well as stated commitment to their partnership with the NASCC and the continued success and vitality of the center

**External User/Event:** This category applies to any event or activity put on by a user who does not fit the definition of "Internal User". Purely external events would be charged at the full cost (including indirect costs) associated with using university facilities (OUS IMD 6.500 (3)).

**Hosted Events:** This term describes an event or activity put on exclusively by an internal user where external users are invited to participate. To be a hosted event or activity, it must be completely planned, controlled and managed by the **internal user** and must substantially benefit the internal user and/or the campus community (OUS IMD 6500). All coordination, access to services, event-management negotiations, and fees must occur between the internal user and the university. Hosted events and activities are charged on the same basis as purely internal events and activities if one or all the following conditions are met:

- The activity is deemed to be an integral part of, and directly and substantially related to, the fulfillment of an institution's instructional, research, public service, or other education-related mission;
- The degree to which the internal user controls the event planning, organization, preparation, management and staffing;
- Whether the internal user agrees to be financially responsible for the event or activity;
- The degree to which the event is appropriate for the PSU community;
- Whether there is an admission charge and whether the charge is calculated to collect more than the anticipated direct expenses to ensure the recovery of direct costs of engaging in the education-related business activities;
- Whether the internal user receives some or all of the event proceeds

**Co-Sponsored Events:** This category applies to any event or activity where both internal and external users share any degree of responsibility for its planning, control and/or management. Fees for co-sponsored events and activities would be determined based upon information contained in a required written agreement between the co-sponsors that would define their mutual responsibilities. In determining appropriate fees, the University will look at all relevant factors, including the following (OUS IMD 6.500(3)):