

## Native American Student and Community Center

### POLICY AND GUIDELINES FOR USE

*Policies, Guidelines, and pricing are subject to change without notice.  
Please be sure to gain the most current information before planning your event, contact:*

#### Availability:

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

#### Capacity: Please Make sure your group FITS!

Listed below are the building rooms, size and code capacity

Room	Number	Size	Capacity	Capacity is based on City of Portland Fire Code and Egress
<b>Gathering area</b>	<b>(110)</b>	2770 sq. ft.		
Seated meal (rounds)			<b>72-78</b>	
Seated meal (traditional)			<b>40-150</b>	
Lecture seating			<b>175</b>	
Stand-up reception			<b>300</b>	
<b>Classroom</b>	<b>(170)</b>	507 sq. ft		
Seated at tables			<b>26</b>	
Lecture Seating			<b>35</b>	
<b>Resource Room</b>	<b>(160)</b>	510 sq. ft		<b>14 (10 work stations)</b>
<b>Conference room</b>	<b>(180)</b>	477 sq. ft		<b>24</b>
<b>Board room</b>	<b>(150)</b>	373 sq. ft		<b>14-20</b>
<b>Kitchen</b>	<b>(111)</b>	312 sq. ft		

#### Event Hours:

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

Hours of Operation	Tuesday - Friday,	8 a.m. - 5 p.m.
Outside Hours for Events	Monday - Friday	7 a.m. - 10 p.m.
	Weekends	8 a.m. – 10 p.m.

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

## Facility Use Agreement:

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

## Event Client Responsibilities:

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

## Garbage Removal:

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

## Kitchen Use/Catering:

- ✓ Fully commercial kitchen, licensed by Multnomah Health Department.
- ✓ Outside and PSU caterers serve the center.
- ✓ Caterers and food preparers assume liability with contract and will provide license and liability insurance information.
- ✓ Student Group Use of the facility includes:
  - ✓ Food preparation for events
  - ✓ Food sales for fundraising
  - ✓ Copies of Food Handlers card required.
- ✓ Food Handler information and cards must be provided prior to the event
- ✓ Clean-up as specified, leftover food must be dated and identified as outlined in kitchen or removed.

**Please see separate Agreement for Kitchen Use**

## Furniture:

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

- ✓ Extra fees will be charged to all groups for additional equipment acquired from PSU stores, audio-visual services, SMSU, or Peter Stott Center.

### **Decoration Information:**

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

### **Audio Visual Support:**

- ✓ TV, VCR, DVD, easels, flipcharts, podium, polycom, telephone, digital projector, projection screen, and overhead projectors are available for use in the center. The Gathering Area has an in-house address system, CD and wireless microphone. Digital projection and computer services are available in many areas throughout NASCC for an additional fee. The building is wireless.
- ✓ Fees will be assessed for equipment acquired from PSU Audio-Visual by NASCC staff.
- ✓ All needs will be prearranged with NASCC staff or private provider and listed on Facilities Agreement.
- ✓ Equipment cords will be taped where necessary using low tack tape designed for temporary use.
- ✓ There is a .10 per sheet charge for copies and .25 for local faxes.

### **Music Specifications:**

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

### **Other:**

- ✓ Gas fireplace is to be operated by NASCC staff only.
- ✓ Smoking is prohibited.

### **Security:**

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

### **Parking Information:**

- ✓ City of Portland Meter Hoods can be purchased from the city at \$16.00 each for special events.
- ✓ To convert Shattuck lot (46 regular and 2 handicapped spaces available) into NASCC parking for special events will cost \$12.00 per space for all users.
- ✓ Bus Parking can be arranged through PSU Parking 503.725.3442