

## VANPORT EVENT GUIDELINES

PSU's **Campus Events & Student Union (CESU)** department will be the primary contact to schedule and coordinate events in shared and common spaces of the Vanport Building.

- **PREM Group** (on-site property managers) will notify owners' onsite representatives of events in shared and common areas.
- CESU will review requests and use their Event Risk Criteria (see [Facilities Use Procedures](#)) to evaluate potentially high-risk events.
- Event hosts are responsible for costs associated with additional cleaning or maintenance needed due to the event. Hosts are also responsible for any and all additional support services, including but not limited to: catering, audio-visual support, furniture rental and delivery, security, and any necessary event permits and licenses.
- Fees assessed for space use are below.
- To ensure all approvals and coordination are completed, hosts should submit their event request to CESU 25 business days ahead of their event date for standard events, or 10 business days for simple tabling requests.
- All regulations and restrictions of use stated in the Condominium Bylaws must be followed. No nuisances or offensive activities shall be allowed. All events are subject to approval by the Vanport Condominium Association Board of Directors.

### RESERVING A SHARED OR COMMON AREA WITHIN THE BUILDING

To reserve a shared or common area within the building, please contact CESU:

#### **Campus Events & Student Union**

119 Smith Memorial Student Union 1825 SW Broadway

Portland, Oregon 97201

Phone: 503-725-2663

Email: [conferences@pdx.edu](mailto:conferences@pdx.edu)

[www.pdx.edu/conferences/venues](http://www.pdx.edu/conferences/venues)

[CESU Forms & Procedures](#)



# VANPORT EVENT GUIDELINES, CONT'D

## TYPES OF SPACES AVAILABLE FOR RENT

### **Owner Spaces:**

Individual owner spaces (PSU-COE, OHSU-PSU SPH, PCC DS, CoP BPS) are managed by those owners and each institution may set guidelines and processes for internal and external users. All regulations and restrictions of use stated in the Condominium Bylaws must be followed.

As a courtesy, please contact **PREM Group** when holding a large event in your space so they may notify other occupants, if needed. Individual owners should contact PSU's Access Control and CPSO to develop any access plans for events which require public access for non-cardholding community attendees.

### **PSU Academic Spaces:**

The following general pool classrooms located in the Vanport Building may be scheduled for non-academic use by CESU, per their standard scheduling practices listed in the Facilities Use Procedures:

- VB 265 (cap 40)
- VB 267 (cap 42)
- VB 269 (cap 46)

Fees for these spaces can be found further below.

### **Shared Space: 2nd Floor Student Lounge:**

The student lounge, room 215, is jointly owned by PSU-COE, OHSU-PSU SPH, and PCC DS. Requests to use this space for an event or meeting should be made through CESU, who will work with PREM Group to ensure events are coordinated with other building/space uses.

### **Common Areas: Vanport Building Lobby & 2nd Floor:**

The Vanport Building lobby and 2nd floor are common areas and may be reserved for events by building owners through CESU. CESU will work with **PREM Group** to ensure events are coordinated with other building/space uses. Policies for use will follow those established by PSU, through CESU.



## VANPORT EVENT GUIDELINES, CONT'D 2

### POLICIES & FEES

[Review the Facilities Use Procedures](#) for all policies related to events in the Vanport Building.

#### Alcohol Policies:

In Common Areas and Shared Spaces, PSU's alcohol policies shall be followed. In Owner spaces, owner-specific alcohol policies shall apply. **PREM Group** will be notified in advance of any owner events where alcohol will be served.

#### Internal Rates:

Rentals by Vanport Owners (PSU-COE, OHSU-PSU SPH, PCC DS, CoP BPS).

#### Partnership Rates:

Rentals that are sponsored by and partially paid for by a Vanport Owner, such as another department of PSU, OHSU, PCC, or CoP being hosted by PSU-COE, OHSU-PSU SPH, PCC DS, or CoP BPS.

#### External Rates:

Rentals by parties not affiliated with nor sponsored by Vanport Owners.

<b>Lobby and Other Common Areas (rates are subject to change)</b>			
<b>Venue Name</b>	<b>Internal</b>	<b>Partnership</b>	<b>External</b>
Vanport Lobby or 2 <sup>nd</sup> Floor	\$34/hr or \$238/day	\$68/hr or \$476day	\$102/hr or \$714/day

