

**Portland State University Alumni Association
Simon Benson House Internal PSU Group Facility Use Agreement**

Dept/Organization _____ Contact Name _____

Daytime Phone _____ Email _____

Title _____ Mail Code _____

Billing Address _____ City _____ State _____ Zip _____
(If different)

Fax _____ If after-hours event, contact number _____

Date Requested _____ Title of Event _____

Duration of Event (inclusive of set-up & clean-up) _____

Event Set-up Time _____ Event Starts at _____ Event Ends at _____ Clean-up Time _____

Room/s Requested _____ Anticipated Attendance _____

Rental Cost: _____ Caterer: _____ Attending Staff: _____

Provisions:

- Any entity seeking to rent space for events at the Simon Benson House will be required to sign a Facility Use Agreement and adhere to its provisions. Execution of the agreement will commit the renting entity to assume liability for any damages resulting from the event.
- The Facility Use Agreement must be signed in order to reserve a date. **No date is confirmed until the signed Agreement has been received by the Simon Benson House Manager.**
- The Simon Benson House, Portland State University, or the PSU Alumni Association assume no responsibility whatsoever for any property placed in the Simon Benson House, facilities, or grounds by Renter. Renter agrees to defend and hold harmless the Simon Benson House, Portland State University, or the PSU Alumni Association from any and all liabilities, costs, and expenses which may be charged against or incurred by the Simon Benson House, Portland State University, or PSU Alumni Association by reason of any personal injury or property damage suffered or claimed to have been suffered in any way from any accident or occurrence arising from the use or occupancy of the rental premises and the grounds adjacent thereto.
- If the Simon Benson House's premises, furnishings, or grounds are damaged by the intentional or negligent act of Renter or by any persons admitted to said premises by Renter, the Simon Benson House may require Renter to reimburse the Simon Benson House for such sum as shall be necessary to return said premises to their original condition. Renter agrees to pay any additional cleaning costs that may be necessary as a result of Renter's use of said premises.
- Renter promises to comply with the Simon Benson House and Portland State University rules and provisions as outlined in the *Simon Benson House Policies & Guidelines* and those contained in this document.

Rental Fees

Monday –Friday	8 am – 5 pm	\$35 per hour
Monday – Friday	5 pm – 10 pm	\$55 per hour
Weekends	8 am – 11 pm	\$55 per hour

- Contact the House Manger if your event requires additional seating, tables, audio/visual equipment, lectern, etc.
- All catered events will be reserved 30 minutes prior to, and after the scheduled function to allow for set-up/clean-up.

- *Payments may be made by check, cash, or credit card. We are unable to accept JV payments.*

I have read and agree to the rules and provisions as listed in this document, the *Simon Benson House Policies & Guidelines*. I understand that my reservation is not confirmed until my signed Facility Use Agreement has been received. The Renter will be invoiced following the event, and payment* must be received within 30 days.

Dept/Organization Representative's Signature

Date

Name (please print)

Contact Us

PSU Alumni Association
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