

## POLICY FOR UNIVERSITY PLACE

Portland State University owns and operates a full service hotel/conference facility, University Place, which is conveniently located at 310 SW Lincoln, adjacent to the PSU campus. As a Hotel and Educational Conference Center, University Place offers 235 hotel rooms as well as a restaurant and lounge, meeting rooms, catering, and fitness facilities for guests and events. For all recruiting, sponsored guests, conferences, meetings, and other local events, University Place is the PSU required venue. This policy applies to all funding sources.

Advantages associated with using University Place include:

- Direct billing to your department index per the third party billing agreement;
- Conference reservations and services coordinated with other University facilities;
- Professional, knowledgeable conference staff to assist in planning your event;
- Professional Audio/Visual support;
- Direct payment of lodging for speakers and other contractors performing services on behalf of the University;
- Extension of PSU rates to University faculty, staff, student, emeriti and alumni.

To maximize the benefits of having such a facility located on our campus, it is required that all PSU departments utilize University Place when booking lodging in the Portland metropolitan area. When hosting a conference or meeting in the Portland metropolitan area, you are to obtain a written bid from University Place along with the other bids, as per the purchasing/contract guidelines.

If you have a legitimate business need that cannot be filled by using University Place, you may request an exemption. Requests for exceptions to this policy should be sent to Julie North, Director of Auxiliary Services, and must be approved prior to booking other facilities.

A Third Party Billing form must be completed and forwarded to University Place for confirmation at time of booking. The form may be accessed on the BAO website at: [http://www.pdx.edu/media/b/a/BAO\\_aux\\_uplace\\_third\\_party\\_billing\\_form.pdf](http://www.pdx.edu/media/b/a/BAO_aux_uplace_third_party_billing_form.pdf)

For further information about the many amenities provided by University Place, see: <http://cegs.pdx.edu/stay/upl/index.php>