

NATIVE AMERICAN STUDENT AND COMMUNITY CENTER

**Policy and Guidelines for Use**

*Policies, guidelines, and pricing are subject to change without notice. To be sure you have the most current information, contact NASCC. Phone: 503-725-9697 Email: [nascc@pdx.edu](mailto:nascc@pdx.edu) Fax: 503-725-9699*

**Availability:**

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

**Rooms:**

Room, Room Number, and Size	Set-up	Capacity
<b>Nimiipuutimt</b> Gathering Area (110) - 2770 sq. ft.	Seated meal, round tables.....	<b>72-78</b>
	Seated meal, traditional tables...	<b>140</b>
	Lecture seating.....	<b>160</b>
	Stand-up reception.....	<b>200</b>
<b>Spirit Mountain</b> Gallery/Lounge (104) - 1654 sq. ft.	Stand up reception.....	<b>180</b>
<b>Multnomah</b> Classroom (170) - 507 sq. ft.	Seated at tables.....	<b>30</b>
<b>Sasaglea</b> Computer Room (160) - 510 sq. ft.	Standard set-up.....	<b>10</b>
<b>Chief Joseph</b> Conference room (180) - 477 sq. ft.	Standard set-up.....	<b>24</b>
<b>Rooftop garden</b>	Standard set-up.....	<b>104</b>
	Place of honor - 939 sq. ft.	
	Overlook - 205 sq. ft.	
<b>Kitchen (111)</b> - 311 sq. ft.		

**Summer Hours of Operation:** Monday – Friday: 9 a.m. - 6 p.m.

Closed weekends except for scheduled events.

These times are inclusive of set-up and clean-up times for scheduled events. For Gallery/Lounge, computer room, and classroom availability during regular hours of operation, please contact the Native Center at 503-725-9697. Events booked beyond the regular hours of operation are subject to additional utility and staffing charges. Overtime evening, weekend, and holiday events are contingent on staff availability.

## NATIVE AMERICAN STUDENT AND COMMUNITY CENTER

### Facility Use Agreement:

- ✓ A signed NASCC Facility Use Agreement will be required by any group seeking to rent 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 their event.
- ✓ **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.
- ✓ Internal Users provide Index code at the time of the reservation.
- ✓ Each client will provide the name and contact information for a representative who will act as greeter (host) during the function.
- ✓ If there is need for canceling a reservation, please let NASCC know as soon as possible so the building will be available to other interested clients. **Failure to provide a 48 hour written notice of your cancellation will result in a charge of 50% 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.
- ✓ Separate arrangements can be made with PHC for clean-up which will carry an additional fee.
- ✓ There will be a \$25.00 charge per incident for clean-up by NASCC staff.

### Kitchen Use/Catering:

Please see the separate **Agreement for Kitchen Use**

- ✓ The kitchen is commercially licensed by Multnomah Health Department, annually rather than by event.
- ✓ Caterers assume liability with contract.
- ✓ Use of facility includes
  - Food preparations for events
  - Food sales for possible fundraising
  - Use of service and preparation items (flatware, pans, dishes, glassware, paper products, and so on)
- ✓ Clean-up responsibilities are outlined in the Agreement for Kitchen Use.

### Furniture:

- ✓ NASCC is equipped with permanent tables and chairs. Arrangements must be made ahead of time for changes and additional fees will be assessed for reset. Some furniture may be impossible to move.
- ✓ All tables and chairs used inside or outside NASCC must have rubber tips on the legs to prevent marring floor surfaces.
- ✓ Any equipment required 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, SMC, OR Peter Stott Center.

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### Decoration Information:

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

### Audio Visual Support:

- ✓ TVs, VCRs, DVD players, easels with flipcharts, podiums, and overhead projectors are available for use throughout the Center. The Gathering Area has an in-house address system and a remote microphone. SVGA, projection, and computer services are available in many areas throughout the Center.
- ✓ Fees will be assessed for equipment acquired from the PSU Audio-Visual Services by the NASCC staff.
- ✓ ALL needs must be prearranged with the NASCC staff or a private provider and listed on the Facility Use Agreement.
- ✓ Equipment cords will be taped where necessary, using temporary, low tack tape.
- ✓ There is a \$.10 per sheet charge for copies and a .25 per sheet charge for local faxes and .50 for long distance faxes.

### Music Specifications:

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

### Other:

- ✓ The gas fireplace is to be operated by NASCC staff only.
- ✓ Smoking is prohibited in the Center and grounds.
- ✓ The Center is conventionally heated and is naturally ventilated by a system of sensors and louvers with mechanical assistance. **There is no air conditioning available.**

### Security:

- ✓ Depending on the size and the 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 needed.

### Park Blocks Area Notes:

- ✓ If your event includes the adjacent Park Blocks area, non-PSU affiliated groups are required to obtain a permit from Portland Parks and Recreation and attach a copy to the NASCC Facility Use Agreement.
- ✓ NASCC staff can provide contact information but does not carry the authority to approve park use.
- ✓ Efforts will be made to inform clients of events scheduled in the adjacent park blocks; however, if this information is important, the client is advised to seek it out.

### Parking Information:

PORTLAND STATE UNIVERSITY

NATIVE AMERICAN STUDENT AND COMMUNITY CENTER

- ✓ Special occasion reserved metered parking can be purchased from the Portland City Parking Office for \$50.00 per space per day at 503-823-7365.
- ✓ To convert the Shattuck parking lot (46 regular spaces and 2 handicapped spaces) into NASCC parking for special events will cost \$14.00 per space for all users.
- ✓ Bus parking can be arranged through PSU Parking 503.725.3442