

Please see *Women's Resource Center Event Scheduling Policy* and *Fee Schedule* before submitting request.

<b>Customer Information</b>			<b>Date</b>	
<b>Name of Organization</b>			<b>Phone</b>	
<b>E-mail</b>			<b>Fax</b>	
<b>Address</b>		<b>City</b>	<b>Zip</b>	
<b>Person Responsible for Event</b>			<b>Phone/ Cell</b>	

<b>Event Information</b>			
<b>Event Title</b>			
<b>Type of Event</b>			<b>Expected Attendance</b>
Are you charging admission, a registration fee, collecting donations, or selling any items?			<b>Yes</b> <b>No</b>
Is the event initiated, organized, co-sponsored, or overseen by a non-PSU organization?			<b>Yes</b> <b>No</b>
Will the event be open to the public?			<b>Yes</b> <b>No</b>
Will you advertise off campus?			<b>Yes</b> <b>No</b>
Will your event involve music, singing, dancing, or amplified sound?			<b>Yes</b> <b>No</b>
Will you be serving food?			<b>Yes</b> <b>No</b>
Are you requesting permission to serve alcohol?			<b>Yes</b> <b>No</b>
<b>How does this event meet the mission of the Women's Resource Center?</b>			

<b>Dates and Times</b>			
	Dates	Event start time including set-up	Event end time including break down
<b>First Preference</b>			
<b>Acceptable Alternative</b>			

<b>Please list any and all set-up or equipment requirements you have: (non-PSU please see fee schedule)</b>

As an authorized representative of the organization listed above, I will be responsible for submitting any necessary forms, payments, or information required to the Women's Resource Center by the dates specified on my confirmation. I have read the *Women's Resource Center Event Scheduling Policy* and *Fee Schedule*. I understand that my copy of this completed form does not represent a confirmed reservation.

**Signature of Person Responsible for Event:** \_\_\_\_\_ **Date** \_\_\_\_\_

*The mission of the Women’s Resource Center is to empower women and to encourage their active and equal participation in all levels of the University community and the larger society. We encourage the participation of all people as we strive to provide a safe and supportive environment for self-identified women.*

**1. Space-Use of Women’s Resource Center**

- 1.1 The goals of the Space-Use Policy for the Women’s Resource Center are to:
  - Further the mission of the Women’s Resource Center;
  - Create an open and inviting space for students, staff, and faculty of Portland State University;
  - Clearly outline appropriate use of the space.
- 1.2 All events held in the Women’s Resource Center (WRC) will be within the scope of the WRC mission. The sponsoring organization will be asked to articulate the connection between the event and the mission of the WRC on the Event Scheduling form. The Coordinator or designee of the WRC will determine if the event is appropriate and meets the goals of the Space-Use policy.
- 1.3 No space will be reserved for non-WRC sponsored events during regular posted business hours.
- 1.4 A WRC volunteer approved by the Coordinator must be present throughout the entire event.
- 1.5 The person responsible for the event, as named on the request form, is personally responsible for leaving the space as found, for any damaged, lost, or stolen items and for the conduct of visitors during the event.
- 1.6 Fees for space or equipment use are due 24 hours before the scheduled event. If payment is not received by the WRC, the reservation will be cancelled.
- 1.7 The sponsoring organization is responsible for canceling, in writing, at least 24 hours in advance. All fees collected will be kept if the event is canceled within 24 hours.
- 1.8 The sponsoring organization agrees to follow all quiet hour rules of the Montgomery Building as designated by Residence Life, which include no loud voices in the courtyard or loading area, and no amplified sound after 10 pm.
- 1.9 The sponsoring organization agrees to lower noise levels if asked to do so by Residence Life.
- 1.10 The sponsoring organization agrees to follow all University food and alcohol policies for events in the Women’s Resource Center.

**Schedule of Fees for Women’s Resource Center Space Use—OAR 577-060-0020.002b(26)**

<b>Item</b>	<b>Residence Life Price</b>	<b>Student Organization Price</b>	<b>PSU Internal Dept. Price</b>	<b>External Org. Price</b>
<b>Use of room per hour</b>	\$0 with RA present	\$10	\$20	\$25
<b>Additional Chair</b>		\$0	\$2/ each	\$2/ each
<b>Additional 6’ Table</b>		\$0	\$10/ each	\$10/ each

All PSU organizations are responsible for their own equipment rentals through Audio Visual (503-725-9100)

For PSU catering costs please go to [www.pdxmart.com](http://www.pdxmart.com)