

# Event Registration – STUDENT CO-OP

Lewis & Clark College  
0615 SW Palatine Hill RD  
Portland, OR 97219

Event Date: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
Set Up Start Time: \_\_\_\_\_  
Estimated # Guests: \_\_\_\_\_  
On-Site Contact: \_\_\_\_\_

Sponsoring Group\*: \_\_\_\_\_  
Event Sponsor: \_\_\_\_\_  
MSC: \_\_\_\_\_  
Phone: \_\_\_\_\_  
VEMS Reservation #: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Budget Authority: \_\_\_\_\_  
\*Group must be registered with Student Activities

## I. Facilities

\_\_\_\_\_  
Event Sponsor

- a. Venue is 964 sq. ft.
- b. There is one exterior door and one interior door.
- c. Venue may only be used for the purpose of the event described above. Any other use will result in cancellation/closure of the event and loss of venue usage by sponsoring group for a period of one month.

## II. Set-up

\_\_\_\_\_  
Event Sponsor

- a. Arrangements for food, audio-visual equipment, seating, etc. must be made through the Office of Campus Events.
- b. Group will have access to venue at the Set-Up Start Time indicated above.
- c. A walk-through of the space must be conducted prior to the event by the Event Coordinator (Co-op), Event Sponsor and the Resident Director of the building.
- d. For events that require amplification, this form must be completed two weeks prior to event.

## III. Clean-up

\_\_\_\_\_  
Event Sponsor

- a. Group is responsible for removing trash and recycling to outdoor receptacles, sweep/mop/vacuum after the event and returning the space to its original condition. Failure to do so will result in a loss of all residence hall event venues for a period of one month and may be responsible for the fees necessary to return the space to its original condition.

## IV. Damage

\_\_\_\_\_  
Event Sponsor

- a. Group accepts responsibility for any damages that may occur during the event described above.
- b. Group agrees to pay for the cost of the repair for any damages that may occur.

## V. College Policies

\_\_\_\_\_  
Event Sponsor

- a. Group is responsible for upholding Lewis & Clark College policy as well as state and federal laws. Failure to uphold College policies and Oregon State law may result in closure of the venue by any College Official at anytime or removal of specific persons from the venue as deemed necessary.
  - i. Drugs and drug paraphernalia are not permitted on College property.
  - ii. Alcohol is not allowed in the venue or on the grounds surrounding the venue.
  - iii. Noise Policy: Unless approved in advance and in writing by the Resident Director, all events located in a residence hall must end one half hour before quiet hours: 9:30pm Sunday through Thursday and 11:30pm Friday and Saturday. Occupants may remain on-site, provided they respect and abide by the Quiet Hours described above.
  - iv. Any open flame, including but not limited to candles and incense are not allowed in any residence hall space and smoking is not allowed in any campus building.
  - v. College residence halls are not public facilities. Only Lewis & Clark College students and authorized personnel are permitted in the residence halls. Students assume responsibility for the conduct of their

guests. Group agrees to assume full responsibility for its members or third parties hired to provide services.

- vi. Third parties are required to execute a separate agreement indemnifying Lewis & Clark College against all claims and liabilities.
- b. Sponsoring group must provide an on-site representative for the duration of the event in addition to Co-Op staff.

## VI. Signs & Advertising

\_\_\_\_\_   
Event Sponsor

- a. Decorations and/or signage cannot be staked in the ground or hung on building exteriors without the express permission from the Office of Campus Events. All decorations must be free standing and self-contained. Banners must not impede access to any building. Only blue painter's tape is allowed to fasten decorations, flowers, signage, or other event items. Decorations may not be posted on any official signs (e.g. STOP signs, College signs), windows, or emergency exit doors. Group will be charged for tape residue removal and repairs to walls or furniture. All decorations and signage must be removed by the Group at the conclusion of each event.
- b. Group may not use the name of Lewis & Clark College, except in the form of geographic location, without prior approval from the Office of Campus Events. Advertising which uses the name of Lewis & Clark College must be approved prior to publication.

## VII. Personal Property

\_\_\_\_\_   
Event Sponsor

- a. Lewis & Clark College is not responsible for lost or stolen items. If any of the Group's belongings are missing, contact the Office of Campus Safety within a few days after the event to inquire if lost items have been turned in. Lost items not retrieved by the Group within three (3) weeks of an event will be donated to charity or disposed of.

## VIII. Emergency Equipment

\_\_\_\_\_   
Event Sponsor

- a. In case of fire, event coordinator must locate nearest extinguisher. For all emergencies Coordinator must contact Campus Safety at 503-768-7777.
- b. Campus Safety will assume command of all emergency situations and the venue until the area is clear and safe.

## AGREEMENT

The stipulations outlined above are accepted and agreed upon and constitute a binding agreement.

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_   
Event Coordinator for Co-op Event Coordinator for Co-op

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_   
Event Sponsor Event Sponsor

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_   
Resident Director Resident Director

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_   
Director of Residential Services or Director of Residence Life

When form is completed, Resident Director will send an email confirming approval to Campus Events and Student Activities.