

# EVENT MANAGEMENT POLICY



Lewis & Clark College

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PORTLAND, OREGON

**QUICK REFERENCE:  
SCHEDULING A VENUE AT LEWIS & CLARK COLLEGE**

**To Schedule Space for Academic Courses, Contact the Office of the Registrar**

Academic Courses at the College of Arts & Sciences .....	(503) 768-7332
Academic Courses at the Graduate School.....	(503) 768-6031
Academic Courses at the Law School .....	(503) 768-6614

**To Schedule a Summer Conference, Contact**

Sandi Bottemiller, Director of Residential Services .....	(503) 768-7183
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**To Schedule Space at the Law School Campus for Events Not Related to Academic Courses, Contact**

Administrative Coordinator .....	(503) 768-6621
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**To Schedule Space at the Fir Acres Campus or the South Campus  
for Events Not Related to Academic Courses, Contact the Office of Campus Events:**

- **Submit requests for space via the VEMS reservation Web site:** This is the preferred and most expeditious method for requesting a venue. You will need a VEMS log-on name and password to request space via the Web (*please contact the Office of Campus Events to set up your VEMS account*):
  1. Log-on to the VEMS Web site: **<http://calendar.lclark.edu>**  
Look up your event date to see what is already scheduled on the campus calendar, and determine if there is space available for your event. The VEMS online reservation system is designed to assist you in finding a suitable venue for your event, based on your event criteria.
  2. If you find a venue available for your event, submit your request for the space via the VEMS Web site, inputting the requested information.
  3. Check the status of your request on the VEMS Web site (*please allow at least one (1) business day for your request to be processed*):
    - Pending:** The web request is still being processed.
    - Approved:** If your web request can be fulfilled, you will receive an e-mail message from the Office of Campus Events, confirming space has been booked for your event.
    - Denied:** If your web request cannot be fulfilled, Campus Events' staff will leave a message on the web request, explaining why the request cannot be fulfilled. If a request conflicts with other scheduled events, Campus Events' staff will confer with the coordinators to negotiate a resolution.
- **Alternative ways to request space:** Due to the volume of requests received each day, please use these methods (listed in order of preference) *only* when the VEMS Web site is unavailable, the request is complex, or you need further information:
  - E-mail:** Request space by sending an e-mail message to <events@lclark.edu>
  - Fax:** Request space by sending a fax to (503) 768-7106
  - Phone:** Request space by calling the Office of Campus Events at (503) 768-7238.
  - Write:** Request space by sending mail to the Office of Campus Events, MSC 105.
  - Visit:** Located in the Templeton Student Center, the Office of Campus Events is open 8:30 A.M. – 5 P.M., Monday – Friday.

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**This document is subject to annual review and periodic updating through the Office of the Vice President and Provost and the Office of Campus Events (or designate). For the most recent version of this document, go to <http://www.lclark.edu/dept/events.html>**

# INTRODUCTION

## ABOUT THE EVENT MANAGEMENT POLICY HANDBOOK

Lewis & Clark's *Event Management Policy* (EMP) handbook is produced by the Office of the Vice President and Provost and the Office of Campus Events, and is approved by the College's Executive Council. Its contents include the principles, policies and procedures, which govern the use of Lewis & Clark College facilities and grounds by both internal and external College constituencies.

The policies and procedures developed for the management of special events outline College priorities related to facility use and scheduling, maintenance of a master calendar, assignment of responsibilities, information dissemination, operational guidelines, traffic and parking control, facility rental, and temporary signage.

Additional building use policies and procedures are maintained by facility managers.

Scheduling responsibilities are shared and closely coordinated among registrars for the undergraduate, graduate, and law curricula, the Office of Campus Events, and facility managers in a hybrid system which works within the established "use priorities" identified in this handbook.

*This document is subject to annual review and periodic updating through the Offices of the Vice President and Provost and Campus Events (or designate). For the most recent version of this document, go to <http://www.lclark.edu/dept/events.html>.*

*The Office of*  
\_\_\_\_\_   
campus events

Schedules venues, assists in the coordination of arrangements for events, and guides users in contacting other campus services (Bon Appétit Catering, Campus Safety, Facilities Services, Instructional Media Services, Performance Services, and the Office of Transportation and Parking) as necessary for the meetings/events booked in College facilities.

## GENERAL PRINCIPLES

1. The facilities and grounds of Lewis & Clark College are used first and foremost to support the College's educational mission. College-owned spaces are also used to support related activities which are of significant interest to the College. After meeting the space needs of these primary user groups, facilities may be made available for rental to other individuals and groups at the discretion of College officials.
2. Lewis & Clark College conducts special events consistent with its mission to serve its various constituencies. When special events take place on the campus, the College will work to maintain the quality of programs and events and seek to minimize negative traffic and noise impact on the surrounding neighborhood.
3. The land and buildings of Lewis & Clark College are private property, and the College reserves the right to control access to its campus and the use of its space and facilities. Federal and State statutes relating to private property and the rights of individuals will apply.
4. Users of space must comply with all College policies and regulations.
5. The policies and procedures included in this document are subject to approval by the College's Executive Council and to periodic review and updating.
6. The College's *Special Events Policy* was initially approved by City of Portland land use action CUMP 97-00047 CU MS, May 13, 1998, amended by the College to become the *Event Management Policy* in August 2001, and updated in April, 2003 consistent with City of Portland land use action CUMP LU02-156503CU, April 11, 2003.
7. The *Event Management Policy* will serve as the controlling document should any conflict arise with the 1998 *Special Events Policy* (see *Appendices*).

## DEFINITION OF TERMS AND SCOPE OF FACILITY USE POLICIES

**Academic Space:** Defined as, but not limited to lecture halls, classrooms, laboratories, dance and fine arts studios, theatres and seminar rooms used for credit-bearing, instructional purposes.

1. Academic spaces are scheduled and managed at all times by the offices of the Registrar of the College of Arts & Sciences, Registrar of the Graduate School, and Registrar of the Law School.
2. When academic spaces are not being used for their primary purpose, the Office of Campus Events coordinates scheduling of those spaces with the appropriate registrar and, if necessary, with the building manager.

**Special Event or Activity:** Defined as any activity held on College property that is not formally included as part of the curriculum. This includes, but is not limited to: student activities, performances, dances, concerts, athletic contests, alumni activities, seminars, conferences, symposia, and other use of facilities as noted by category outlined in this policy.

1. For academic or College sponsored activities, basic services provided include custodial care, set-up, and take-down during normal business hours. The activity's sponsor will be billed by the appropriate office(s) for all additional services provided, including employee wages (if overtime is required), media services, equipment rental, and housekeeping if necessary.
2. For external users, rental fee includes basic services provided --custodial care, set-up, and take-down. The activity sponsor will be billed by the Office of Campus Events for all additional services provided, including employee wages (if overtime is required), media services, and equipment rental if necessary. Equipment rental

fees are listed in the *Facilities Services: Policy for Use of Furniture, Equipment and Event Preparation Services* section.

3. During the summer, academic programs, summer conferences, and alumni programs are priority users, with other uses possible if they do not conflict with these defined priority users.
4. Generally, College grounds are available only for College sponsored activities/special events. Grounds behind Frank Manor, including the terrace, are restricted use areas.
  - **For outdoor events on the Fir Acres campus**, the following areas are available: lawn areas near Stewart/Odell, the lawn area between Frank Manor and Templeton Student Center, the PacMan lawn between Forest/the Apartments, the outdoor patio and Glade, and the lawn and picnic areas on lower campus.
  - **For outdoor events on the South campus**, the following areas are available: the lawn between the South Chapel and the Conference Center; the lawn between Corbett House and Rogers Hall.
5. If not clear by definitions in this policy, determination of a group's particular status (and subsequent priority with regard to space use or rental) will be made by the Office of Campus Events, in consultation with the Office of the Vice President and Provost.
6. Use of College facilities and grounds for high school graduation ceremonies is prohibited by City of Portland land use action, except for Riverdale High School, which is subject to all provisions of the College's *Event Management Policy*.
7. Riverdale High School graduation ceremonies, irrespective of where held on campus, are limited to a maximum of 1,000 attendees. If the graduation is held at Griswold Stadium with an anticipated end time after 6 P.M. it shall be considered an *Event Type A* evening major public event and count against the annual limit of 7 evening major public events.
8. The College maintains a comprehensive liability insurance policy. Thus, all programs sponsored by the College are covered. However, organizations not formally affiliated with the College must provide a certificate of liability insurance with minimum coverage of \$1 million prior to renting facilities, or purchase liability coverage through the College.

A listing of spaces available for special event or meeting use is found in the *Facilities Subject to Reservation* section of this policy. College property not specifically mentioned herein is included in the scope of these policies.

## MASTER CALENDAR PLANNING AND RESERVATION GUIDELINES

1. Reservations for non-academic use of College facilities and grounds are made through the Office of Campus Events, which will, as necessary, consult with the appropriate facility manager regarding event type, space requested, and hours of reservation prior to confirming reservations. Space use must be compatible with other scheduled activities as noted on the College master calendar.
2. For on-campus users, space reservations remain tentative until confirmation is made via e-mail or other written communication from the Office of Campus Events. For external users, space reservations remain tentative until the Office of Campus Events receives the signed *Facilities, Equipment & Services Agreement*, and the full rental fee. The rental fee is fully refundable when cancellation occurs two weeks or more before event.
3. When making tentative space reservations for a special event, users are limited to no more than three (3) days per specific event/meeting space. Furthermore, it is expected that users will advise the Office of Campus Events immediately when a tentative space reservation is no longer needed.

4. Space reservations for the upcoming academic year remain tentative until the annual *Event Planning/Space Reservation Meeting* late fall semester. This annual gathering is used for the following purposes: to provide an academic year planning perspective; as a mechanism for assigning priorities and avoiding scheduling conflict with major College events; as a tool for mutual support of activities; and information dissemination.
5. Scheduling conflicts will be resolved by the Office of Campus Events in the context of agreed upon use priorities as outlined in this publication. When academic priority is not a factor, conflicts involving groups by category will be resolved based upon earliest reservation date. In the event a facilities/grounds use conflict cannot be resolved to the satisfaction of all parties by the Office of Campus Events, the Office of the Vice President and Provost (or designate) will consult with parties involved and make final resolution.
6. Reservation of spaces for summer conference use by the Director of Residential Services will be made in consultation with the Office of Campus Events and building managers. Summer conference reservations are not subject to the reservation time line guidelines noted above.
7. The Office of Campus Events maintains a computerized master Calendar of Events of all facility use scheduled at the College. The calendar will be consulted before confirming space use requests and used by the Office of Campus Events to schedule all activities and events held on campus to minimize the number of concurrent or consecutive major public events and to foster mutual support among users.
8. The College will maintain a *Campus Events Committee* convened by the Associate Vice President of Campus Life and comprised by the Director of Campus Events, building managers, the Director of Residential Services, the Director of Transportation and Parking, and representatives from Facility Services, Campus Safety, Bon Appétit, College Communications, Student Activities, the Graduate School, and the Law School. Other members may be added as needed. The Committee will meet on a regular basis to accomplish the following:
  - A. Develop and recommend policies and procedures through the Office of the Vice President and Provost to the Executive Council.
  - B. Monitor the scheduling and management of events on the campus and make timely recommendations for improvement.
  - C. Assist the Office of Campus Events in making determination regarding user category, upon request.

# POLICIES

## EXCEPTIONS TO THESE POLICIES

1. Exceptions may be made at the discretion of the Office of the Vice President and Provost (or designate).
2. The purpose of this exception provision is to allow the College to respond to special circumstances, which cannot be predicted in advance, as they may arise.
3. Exceptions shall not relieve or reduce the College's commitment to implement the *Event Management Policy's* objective to avoid or mitigate impacts on the surrounding neighborhood, nor shall any exception be made that would cause the College to violate approval conditions imposed by the City of Portland under the College's *Conditional Use Master Plan* (CUMP).
4. The College is prohibited by land use condition from using this exemptions clause to reduce its obligations as they pertain to evening major public events in the following specified areas:
  - A. Number of evening major public events (limit of 7 per calendar year); and
  - B. Mandated end time for evening major public events (9:00 p.m. – Sunday through Thursday; and 9:30 p.m. Friday and Saturday); and
  - C. Implementation of the Evening Noise Monitoring and Response Program (ENMRP); and
  - D. The College's obligations regarding "litter" patrol; and
  - E. The College's obligations regarding traffic and parking.
5. The College may revise the *Event Management Policy* at any time without the need to submit an application to revise the CUMP so long as the obligations to the neighborhood and community, as set forth in the *Event Management Policy*, are not reduced or diminished.



## ART WALL INSTALLATION POLICY

Requests for art wall installation in venues, other than within Fields Center for the Visual Arts and Hoffman Gallery of Contemporary Art, must be routed through and the Office of Campus Events before Facilities Services will process the service requests.

## CATERING POLICY

*Approved by the College Executive Council, October 22, 2003*

Lewis & Clark College contracts with Bon Appétit Management Corporation (Bon Appétit) to manage and operate its food service, which includes board plans, retail sales, and catering.

### Food

Internal clients (Lewis & Clark College student organizations, departments, programs, offices) and external clients (Lewis & Clark College alumni, employees, outside organizations, and others) are required to utilize Bon Appétit for catering unless this requirement is waived by the Office of the Vice President and Provost or designate for alternate catering arrangements (other third party vendors or client-catered potlucks).

### Potlucks

Clients arranging potlucks are expected to utilize educational materials provided by the Office of Campus Events to assist in promoting and maintaining food safety in preparation, transportation, storage, handling, and presentation at potluck gatherings.

Bon Appétit will provide requested personnel and equipment, and, at its discretion, may also provide food as requested at a reasonable fee in support of events catered by third party vendors and/or by clients. Please include Bon Appétit early in the event planning process.

### Beverages

Bon Appétit will provide beverages for external and internal clients in the context of the College's *Alcohol and Other Drugs Policy* and Oregon Liquor Control Commission (OLCC) regulations.

#### **College Permit Process**

In advance of catered events where alcoholic beverages are to be served, all internal and external clients must secure approval through the Office of the Vice President and Provost or designate. The College's *Alcohol Use Approval Form* is available from the Office of Campus Events. Bon Appétit catering personnel will not purchase, handle, store, or serve alcoholic beverages or assist in the service of alcoholic beverages without a fully executed *Alcohol Use Approval Form*.

#### **Licensed Server Required**

An OLCC-licensed server is required to serve alcoholic beverages on the Lewis & Clark College campuses. All external clients are required to utilize Bon Appétit licensed servers when alcohol is being served at an event, and all internal clients are required to use either Bon Appétit personnel or other licensed servers.

#### **Purchase of Alcoholic Beverages for Events**

All external clients must purchase alcoholic beverages served at catered events from Bon Appétit unless exempted in advance by the Office of the Vice President and Provost or designate.

Internal clients may provide alcohol beverages (through purchase or donation), as long as they are to be served by an OLCC licensed server. When Bon Appétit is serving alcohol not purchased through Bon Appétit, it may assess reasonable charges for handling, storage, set up, and corkage fees.

### Scheduling

The Office of Campus Events schedules catered events sponsored by internal or external clients for the Fir Acres and South campuses. At the Law School campus, Law School staff, in consultation with the Office of Campus Events, schedules catered events sponsored by internal or external clients.

Once a venue has been booked, Bon Appétit professional staff will assist clients regarding catering menus, service, and pricing. Please contact staff in the Bon Appétit office, Templeton Student Center, upper level, by phone at (503) 768-7888 (in case of emergency, dial the Kitchen line at (503) 768-7893), or email [catering@lclark.edu](mailto:catering@lclark.edu). The Bon Appétit Catering Guide is available on line at <http://www.bamconw.com/lc/catering.htm>. In addition to a broad selection of menu options, this guide includes Bon Appétit policies regarding guarantees, payment, cancellations, scheduling windows, delivery charges, etc.

All events held at Lewis & Clark College are subject to the College's rules and regulations, including provisions of the College's *Event Management Policy* and *Alcohol and Other Drugs Policy*. Bon Appétit is required to operate in a manner consistent with these policies. For further information regarding these policy matters, please consult the Office of Campus Events.

## FACILITIES SERVICES: POLICY FOR USE OF FURNITURE, EQUIPMENT AND EVENT PREPARATION SERVICES

### Services Provided

Facilities Services delivers and sets up folding tables and chairs for all College-sponsored events. Facilities Services provides this equipment without charge as long as it is being used on campus, and until College-sponsored users deplete inventory.

SERVICES	LABOR RATES (RATES SUBJECT TO CHANGE)
Set-up Labor Rate	\$25 /per hour/per staff member (applicable for overtime labor)
Housekeeping Labor Rate	\$14/per hour/per staff (applicable for overtime labor)
Outdoor Clean-up Labor Rate	\$75/per day

### Procedure for Ordering Facilities Services' Equipment and Services

Facilities Services' inventory of tables and chairs are available for College-sponsored events on a first come-first serve basis, taken from the date of the Service Request is received at the Facilities Services office.

***Requests must be received not more than two (2) months, nor less than two (2) weeks, prior to the event.***

When Facilities Services' inventory is in use for College-sponsored events, and more tables, chairs or other event equipment is requested, the requesting departments are responsible for paying the rental cost.

*External* users are billed for use of the tables, chairs and other event equipment (included in the Facility Rental Fee unless otherwise noted in the Rental Agreement), regardless of whether they are from Facilities Services' inventory or they are rented. The rental fee helps provide revenue to replace tables, chairs and other event equipment as it ages.

When Facilities Services' inventory is depleted, the rental rate for tables, chairs and other event equipment for College-sponsored events and external events is as follows:

EQUIPMENT	LABOR RATES (RATES SUBJECT TO CHANGE)
Folding Chairs*	<i>Per Day:</i> \$1.05/per chair <i>Per Week:</i> \$3.15/per chair, or current market rate
Rectangle Table*, 30" x 60"	<i>Per Day:</i> \$8/per table <i>Per Week:</i> \$24/per table, or current market rate
6-top Banquet Round*, 48"	<i>Per Day:</i> \$9/per table
8-top Banquet Round*, 60"	<i>Per Day:</i> \$10/per table
10-top Banquet Round*, 72"	<i>Per Day:</i> \$12/per table
Stanchions*	<i>Call for Rental Price</i>
Stage, 4 x 8 ft. panels, 30" high	<i>Call for Rental Price</i> (24 sections of large staging in College inventory)
Riser, 4 x 8 ft. panels, 4" high	<i>Call for Rental Price</i>
* The pick-up and delivery charge for furniture rental items is currently \$30 (which equals the exact cost billed by the rental company for this service).	
Portable Restroom & Sink	<i>Restroom:</i> \$50 (standard), \$125 (handicap accessible)/per day <i>Sink:</i> \$50/per day <i>Delivery Charge:</i> \$35

*External* users can only use Facilities Services' tables, chairs and other event equipment when the inventory is not needed for College-sponsored events. If the inventory is needed for College-sponsored events, the *external user* will be charged the applicable rental rate, minus the pick-up and delivery charge.

If any damage or loss occurs to the Facilities Services' equipment during use, the event sponsor will be charged the repair or replacement cost of the equipment.

#### **Moving Furniture/Event Equipment Off-Campus, Outdoors or to Other College Facilities**

Furniture and event equipment inventory is not to be removed from College property, moved outdoors or relocated to other College facilities, without the express consent of Facilities Services.

#### **24-Hours Advance Notice Required for Change of Venue**

Facilities Services requires at least 24-hours advance notice on set-up changes for events relocating from an outdoor venue and moving indoors to a rain back-up location.

## **FACILITY USE POLICIES**

### **Chapel Use Policies**

For a complete list of building policies, contact the Office of the Chapel.

1. Uses of Agnes Flanagan Chapel and South Campus Chapel include College-sponsored events such as lectures, symposia, performances, worship services, musical practices, student activities, and on occasion academic classes. Due to their regular use for College-sponsored events, Agnes Flanagan Chapel and South Campus Chapel may not be scheduled by external users for congregational worship services, Bar Mitzvahs, baptisms, funerals, or memorial services without the approval of the Dean of the Chapel and the Office of the Vice President and Provost.
2. Use of candles in Agnes Flanagan Chapel and South Campus Chapel must be contained in glass votive holders, with the exception of candles used in the candelabras. Candles used in candelabras must be dripless, and a drop cloth must be used under the candelabras(s). Liability for candle damage to the premises will be the responsibility of individuals causing or permitting such damage, and these individuals will be liable for the total cost of repair.
3. The College's organ caretaker approves use of the organ for practice sessions or lessons. Organ musicians playing for events are to be selected from the list of approved organist (list available from the Chapel office).
4. Food and beverages are not permitted in the Agnes Flanagan Chapel and South Campus Chapel without express permission of the Chapel office. If food and beverages are served, it must adhere to the College's Catering Policy.

### **Evans Music Center Use Policies**

For a complete list of building policies, contact the Music Department office.

1. Food and beverages are not to be placed on or near musical instruments.
2. Users are responsible for damage done to any aspect of the facility including furniture, lights, sound equipment, carpets, etc.

### **Fir Acres Theatre Use Policies**

For a complete list of building policies, contact the Theatre Department office.

1. Written request for use of any space in the Fir Acres building must be submitted to the Theatre faculty. Users are to provide the Theatre staff with a written description of how the building will be used and a complete list of technical requirements.
2. An inventory of Theatre Department equipment to be used will be taken jointly by the technical staff and the event organizers before and after the event. The event organizers will be responsible for any damage to any Theatre Department equipment. The facility used will be left as it was found including returning furniture and equipment to original locations, cleaning floors and dressing rooms, etc.
3. There will be NO SMOKING in the building at any time.

### College Grounds Use Policies

1. Use of College grounds is limited to College-sponsored events only (approved by the Executive Council, January 15, 1997).
2. The use of lights (e.g. strands of Christmas tree lights) in the trees/foliage on College grounds is not permitted without written authorization from the Facilities Services Grounds Supervisor or designate.
3. Tents set-up on College property are not permitted without written authorization of the Office of the Vice President and Provost or designate.
4. Stakes are not to be used in the ground without written authorization from the Facilities Services Grounds Supervisor or designate (To prevent damage to underground utilities, stakes cannot be driven into the ground more than 8" deep).
5. Ice used for food and beverages is not to be dumped on the lawn or grounds. The ice burns grass and other plant life. Ice can be dumped on bark dust or other hard surfaces.

### Pamplin Society Room

1. This space is not to be reserved for academic classes.

### General Facility Use Policies

1. Scattering rice, birdseed, confetti, glitter, Mylar sprinkles, or other items is not permitted inside or outside College facilities, except by permission from the Office of Campus Events or appropriate building manager. Housekeeping charges will be applied for clean-up if this policy is violated.
2. Candles are not permitted in College residence halls. Candles used in any other College facility must be contained in glass votive holders, glass hurricane shades, or be floating in non-flammable containers. They are to be placed off the floor and on secure surfaces away from flammable decorations (see exception in the Agnes Flanagan Chapel and South Campus Chapel).
3. Tampering with, damage of, or intentional misuse of emergency devices or blocking of fire exits or other means of impeding traffic is prohibited. Use of fire escapes, ground level fire doors, fire hoses and extinguishers, and alarm equipment in non-emergency situations is prohibited. Failure to comply with fire drill procedures or emergency building evacuation is prohibited.
4. Smoking is not permitted inside any College building, within 25 feet of any College building, or in any other designated areas of the College.
5. All decorations must be free standing and self-contained. The use of nails, tacks, screws, or other sharp objects for securing materials to walls, lighting fixtures, or ceilings is prohibited. The use of tape or other adhesive to attach signage or decorations on glass is prohibited. Decorations may not be posted on any official signs (e.g. STOP signs, College signs). Banners must not impede access to any building and may not be more than 20 feet from the ground, without specific permission from the Office of Campus Events. All decorations/signage must be removed at the completion of an event. Lewis & Clark College reserves the right to inspect and control all functions. Liability for damage to the premises will be the responsibility of individuals causing or permitting such damage, and these individuals will be liable for the total cost of repair.
6. Furniture inside College facilities is to remain indoors and not be used for outdoor events. Furniture included in a facility's inventory is not to be moved to another College facility without approval of the Facilities Services Event Preparation Supervisor or designate.
7. Event advertising, which uses the name of *Lewis & Clark College*, must be approved prior to publication.

## INSTRUCTIONAL MEDIA SERVICES: POLICY FOR SUPPORT OF NON-CLASSROOM EVENTS

### Services Provided

Instructional Media Services' (IMS) primary function is to support undergraduate classes. To the extent resources are available, IMS also provides limited audiovisual (A/V) support for non-classroom events and activities. Although IMS is not sufficiently staffed to provide labor to operate A/V equipment, IMS can help in locating an on-campus person or outside vendor for hire, or train the event coordinator how to operate the A/V equipment him/herself.

### Procedure for Ordering A/V Equipment and Services

When ordering A/V equipment or services, IMS requires sufficient advance notice. Requests must be received at least two (2) weeks in advance for small events (e.g. one piece of traditional A/V equipment, such as a single microphone, overhead projector, TV/VCR). IMS requires **at least three (3) weeks notice**, to ensure adequate preparation time, for more elaborate events requiring set-up and/or operation of complex systems (e.g. data/video projection, sound reinforcement for music, video recording, theatrical lighting, five or more microphones, and requests for support outside of IMS' field support hours listed below). The Director of IMS will determine if it is possible to utilize IMS' equipment and staff, or if such support must be contracted. Advance planning is extremely important with such events.

	EQUIPMENT & SERVICES	RENTAL RATE (INCLUDES DELIVERY/PICK-UP)
RENTAL RATES (JUNE, 2005)	Overhead Projector	\$25/per day
	Slide Projector	\$25/per day
	LCD Data/Video Projector*	\$175/per day <i>Requires advance consultation with IMS, and technical assistance at \$30/per hour with one hour minimum charge.</i>
	19" or 25" TV/VCR or DVD	\$45/per day
	Tripod Projection Screen	\$15/per day
	Cradle-type Screen for the Chapel	\$50/per day
	Microphone (podium, table or standing)	\$20/per day
	Wireless Microphone	\$45/per day
	Portable PA System (voice only)	\$50/per day <i>Microphone(s) not included</i>
	Technical Assistance	\$30/per hour <i>One hour minimum</i>
	Overtime Labor	\$50/per hour <i>Two hour minimum</i>
	16mm	N/A
	Camcorder	N/A
	Sound Reinforcement for Musical Performance	N/A

### Who to Contact

**Patrick Ryall, Director of Instructional Media Services**

E-mail: msdesk@lclark.edu / Phone: (503) 768-7294

*Field support (equipment delivery and set-up service) is available, to the extent resources permit, 8:30 A.M. - 8:00 P.M., Monday - Friday; 9:00 A.M. - 5:00 P.M. on Saturday; closed on Sunday.*

*During the summer, field support is available by appointment only.*

## NON SOLICITATION POLICY

Individuals who are not employees are not permitted to distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions for any other cause or conduct any activity on College property which is not specifically authorized and directly related to College business.

## PHOTOGRAPHY AND FILM/VIDEO POLICY

Contact the College Relations - Public Affairs and Communications office for policies and procedures for doing photography, filming or video shoots at Lewis & Clark College.

## SIGNAGE POLICY

- Signage posted at campus entrances must be produced by the Office of Campus Events and must adhere to Office of College Relations – Public Affairs & Communications design standards.
- The Office of Transportation & Parking maintains a stock of generic signs which may be used at no cost to event or meeting planners. Please consult with the Office of Transportation & Parking regarding availability.
- For custom signage customized for an event, meeting, or conference specific, sponsors must use the *Temporary Signage Request Form* available from the Office of Campus Events.
- Production costs will be billed by the Office of Campus Events to the sponsoring group.
- Signage for summer conferences will be produced by the Office of Campus Events in consultation with the Director of Residential Services.
- Responsibility for enforcement of this policy rests with the Office of the Vice President and Provost.

## SPECIAL EVENT SCHEDULING POLICY AND NEIGHBORHOOD RELATIONS

In order to minimize the effect of major public events on the surrounding neighborhood, the College will adhere to the guidelines noted below. A “major public event” is defined as a gathering which is likely to draw substantial additional traffic to the College for a specified period of time.

1. **The College will not schedule concurrent major public events.** Exceptions must be approved by the Office of the Vice President and Provost (or designate). (An exception may be an athletic contest scheduled by the conference, or a funeral or other special event over which the College would have limited advance notice).
2. **The College will not schedule consecutive major public events,** unless there is no reasonable alternative. If consecutive major public events must be held, the beginning time of one event shall not occur within two hours of the scheduled ending time of the previous event.
3. The College will not schedule more than two major public events on any one day when classes are in session.
4. The College will make every attempt to schedule major public events on days and times when classes are not being held to minimize impacts of traffic, parking and congestion. Preference will be given to those events scheduled from Friday evening through Sunday night. When a major public event must be scheduled on a class day or night, transportation alternatives will be suggested.

5. The College will develop, monitor, and maintain traffic and parking programs for major public events.
6. The College maintains an evening noise monitoring and response program to address potential noise impacts of major public events that will continue after 7:30 p.m. at Griswold Stadium. The *Evening Noise Monitoring and Response Program* is appended to the *Event Management Policy*.
7. The College welcomes the participation of neighbors in all appropriate activities.

## SPONSORSHIP POLICY

When a Lewis & Clark department, program, or campus organization sponsors an event/meeting on campus, this sponsorship commits College space and staff time, which will also have an impact on other scheduled activities and on the College budget. Because of this, sponsors bear specific responsibilities in relation to their scheduled event.

If a College sponsor is not willing to adhere to the provisions listed below, the College reserves the right to refuse use or rental of space, at the discretion of the Office of the Vice President and Provost or designate.

### Responsibilities of College Sponsors

1. Complete an *Event Planning Form* listing details about the proposed event and naming the primary College contact and alternate.
2. Reserve the facilities/grounds that will be used for the event through the Office of Campus Events.
3. Work with the Office of Campus Events, in conjunction with the Registrar office and appropriate College departments, to arrange for classroom space, if needed.
4. Contact Bon Appétit Food Service if any food or beverage is to be served or catered in a College facility. Because of contract restrictions with Bon Appétit, no other caterer may be used without completion of the *Food Service Waiver Form* and authorized consent by the Office of the Vice President and Provost or designate.
5. Be present at all times during the course of the event to take care of any complications that may arise and to take necessary action to alleviate problems. This includes ensuring that event participants abide by College policies.
6. Pay for cost of additional equipment and/or staff that may be required for accommodating the event.
7. If serving alcoholic beverages at the event, complete an *Alcohol Use Approval Form*. Conditions of use are governed by the College's *Alcohol and Other Drugs* policy, with attendant use procedures, and having an Oregon Liquor Control Commission (OLCC) licensed server to serve the alcoholic beverages on the Lewis & Clark College campuses.

Should a College sponsor not follow through as agreed herein, the College may, at the discretion of the Office of the Vice President and Provost or designate, bill the sponsoring department/program/campus organization the stated rental rate for external clients.



## TRANSPORTATION AND PARKING POLICY

1. The College is governed by the Parking Regulations as noted on the Transportation and Parking Office web site: [http://www.lclark.edu/~parking/Parking\\_Regulations.html](http://www.lclark.edu/~parking/Parking_Regulations.html)
2. A daily or monthly parking permit is necessary when parking on campus from 7 A.M. – 7 P.M. weekdays during the academic year. Parking permits are not required on weekends.
3. On a weekly basis, the Office of Campus Events will notify Campus Safety and the Office of Transportation and Parking of planned events which may significantly impact parking on campus.
4. The Director of Transportation and Parking will notify the campus community in advance via e-mail list serve if special event parking, construction, or other activities will disrupt regular availability of parking spaces on campus.
5. As part of the event planning process, the Office of Campus Events will identify potential conflicts with major public events or other planned activities and will initiate timely communication with the Office of Transportation and Parking and various sponsoring groups advising them of potential conflicts.
6. Once identified, potential parking and transportation problems will be resolved in advance by the Office of Transportation and Parking by planning for optimal use of available College parking supply and, when necessary, utilization of shuttle bus service.
7. Appropriate directional signage will be posted, as necessary, to guide vehicles coming to campus. Campus Safety will post traffic and parking signs as designated by the Office of Transportation and Parking. Campus Safety personnel will be deployed to assist with traffic control as necessary to facilitate the efficient movement of traffic.
8. The Office of Transportation and Parking and the Campus Safety Office will jointly determine if it is necessary to hire additional security or event management personnel to assist with major public events, and if so will clearly identify roles and responsibilities in advance for any non-College personnel added for event management. *External* clients will be responsible for such additional event management costs.
9. The Office of Campus Events will engage the Office of Transportation and Parking and sponsoring offices/ departments in post-event evaluation for continuous improvement of events management, including traffic and parking operations.

## WEDDINGS, WEDDING RECEPTIONS/SPECIAL EVENTS POLICY

The College realizes that some facilities may be appealing for use for weddings, wedding receptions or other special events and activities. The College will endeavor to accommodate requests when space is not being used for the College's primary educational mission. The following is a list of guidelines and limitations related to such use.

### Weddings & Wedding Receptions

1. Weddings may be scheduled in Agnes Flanagan Chapel or the South Chapel. ***Weddings and wedding receptions on the campus grounds are prohibited. No weddings or wedding receptions are permitted when the College is closed.***

2. The following applies for weddings in Agnes Flanagan Chapel and for wedding receptions in approved reception facilities:
  - A. During the academic year (from the last week of August through the second week in May), weddings and wedding receptions may be scheduled on a limited basis for members of the Lewis & Clark College community (students, employees, alumni, and trustees) only.
  - B. During the summer break (from the day after Undergraduate Commencement until two (2) weeks before the start of New Student Orientation in August), weddings and wedding receptions may be scheduled for members of the general public and for members of the College community.
3. The South Chapel is available on a limited basis for weddings during the summer months (May-August) for the general public and for members of the Lewis & Clark community. No more than two (2) weddings per month may be scheduled at the South Chapel without the approval of the Office of the Vice President and Provost.
4. A limit of six (6) wedding receptions can be booked during the summer. Wedding receptions are scheduled through the Office of Campus Events and are confirmed at the time the wedding is booked.
5. Scheduling of wedding receptions will be governed by space and staff availability. However, all efforts will be made to accommodate these events when possible.
6. The facility rental fee for use of chapel and reception venues will be the current room rental rate, with the rental deposit due with signed rental agreement. The facility rental fee is refundable (minus deposit) if event is cancelled at least ninety (90) days before event date listed on the rental agreement.
7. Wedding clients may occupy the rented space only for the date(s) and time listed on the rental agreement, unless prior arrangements have been made with the Office of Campus Events. Decorations and other materials supplied by members of the party must be removed at the time of departure.
8. Because of contract restrictions with Bon Appétit, no other caterer may be used without completion of the *Food Service Waiver Form* and the consent of the Office of the Vice President and Provost.
9. Arrangements for set-up must be made at least three (3) weeks in advance through the Office of Campus Events. Arrangements for deliveries and decorations (flowers, cake, decorations, etc.) are made through the Office of Campus Events, again at least three (3) weeks prior to the event.
10. If alcohol is to be served, a College permit is required, and if guests are charged for alcoholic beverages, an appropriate Oregon Liquor Control Commission (OLCC) license is required (contact the Office of Campus Events for the College's *Alcohol and Other Drugs* policy).

### **Special Events/Receptions May Be Held in the Following College Venues**

#### **Albany Quadrangle:**

Smith Hall

#### **Templeton Student Center:**

Stamm Dining Room

Fields Dining Room (with permission of the Office of the Vice President and Provost and the Bon Appétit Manager)

Thayer Rooms (summer months only)

The South Campus Conference Center, Corbett House & Manor House are restricted to internal users for College-related receptions, or for individuals/groups with College affiliation, by special permission from the Office of the Vice President and Provost (see the *User Category Definition, Privilege, Scheduling Priority, Applicable Fees and Liability Insurance* section for the definition of user categories).

**USER CATEGORY DEFINITION, PRIVILEGE,  
SCHEDULING PRIORITY, APPLICABLE FEES AND LIABILITY INSURANCE**

	INTERNAL USERS	EXTERNAL USERS
DEFINITION	<p><i>Current Educational Programs and College Sponsored Activities</i></p> <p>Meetings, events, and educational programs planned or sponsored* by faculty, staff, or chartered student groups of the College. This includes activities associated with a course number, activities paid for out of a College budget line, and co-curricular College sponsored events.</p> <p>*See the <i>Sponsorship Policy</i> for information about being a College sponsor.</p>	<p><i>Lewis &amp; Clark College Alumni/Employee Rentals and General Public Rentals*</i></p> <p>Events, programs or meetings hosted by Lewis &amp; Clark College Alumni/Employees or non-College users that exhibit an identifiable educational goal or mission not in conflict with the College's educational mission.</p> <p>* Includes Riverdale High School's use of College facilities and grounds.</p>
PRIVILEGE	Use of all facilities year round.	Use of facilities when not in use by <i>internal</i> users. Certain spaces restricted.
SCHEDULING PRIORITY	Ideally, facility reservations for meetings, events, and educational programs will be scheduled by end of fall semester of the prior academic year. However, <i>internal</i> users may schedule facilities throughout the calendar year.	Events will not be scheduled until after the College's annual <i>Event Planning/Space Reservation Meeting</i> late fall semester. Events may be rescheduled to accommodate <i>internal</i> users, up to 3 months before the event or meeting.
FEES	No charges except for extraordinary expenses.	See quoted rental rate ( <b>Lewis &amp; Clark College Alumni/Employees receive a 30% discount</b> ).
INSURANCE	Liability insurance is covered by the College.	Proof of \$1 million liability insurance is required from the person/group renting a College venue. Liability insurance can be purchased through the College, if necessary.

# FACILITY INFORMATION

## FACILITY RENTAL POLICY

- For users in both categories, the facility rental fee established for use of College facilities will reflect necessary charges for custodial care, set-up, take down, and other accommodations during normal business hours. The current fees are enumerated in the *Event Management Policy*.
- Rental fee schedules are recommended by the Office of Campus Events and set by the Office of the Vice President and Provost.
- All rentals require full payment in advance. In the event of cancellation two weeks (10 working days) or more before the event, a full refund is made (see exceptions listed in *Weddings and Wedding Receptions/ Special Events Policy*).
- All net rental income generated from use of College-owned facilities is designated for the College's general fund use.
- Individuals, non-profit organizations, and businesses renting facilities must provide a certificate of liability insurance with minimum coverage of \$1 million prior to renting facilities, or purchase liability coverage through the Office of Campus Events.
- For external clients, the College requires a fully executed contract (see *Appendices*).

## LEWIS & CLARK COLLEGE FACILITIES AND FEES

- *NOTE: 30% discount to Lewis & Clark College alumni and employees*
- Capacities are estimated at approximately 10 sq. ft. per person banquet style; 6 sq. ft. per person reception style; 13 sq. ft. per person theatre style; 28 sq. ft. per person conference style
- *Per day = up to 8 hours, unless otherwise noted*

	VENUE	SET-UP STYLE / CAPACITY	UNIT	RENTAL RATE
<b>ALBANY QUADRANGLE</b>	Conference Room 207	Conference Style (24) Theater (40)	Per Day	\$75
	Conference Room 218	Hollow Square (24) Theater (42)	Per Day	\$150
	Conference Room 220	Hollow Square (24) Theater (36)	Per Day	\$150
	Smith Hall	Banquet (110) Classroom (96) Reception (150) Theater (120)	Per Day	\$500

<b>CHAPELS</b>				
<b><i>Agnes Flanagan Chapel</i></b>				
	Chapel Conference Room	Conference Style (12)	<b><i>Four Hours or Less = \$30 Per Day = \$55</i></b>	
	Chapel Meeting Room	Classroom (40) Theater (44) U-Shape (30)	<b><i>Four Hours or Less = \$40 Per Day = \$75</i></b>	
	Chapel Sanctuary	Foyer, Sanctuary, and Balcony (542: pew seating, excluding the choir pews) (600: pew seating in addition to 30 folding chairs in the balcony/loft, and 28 chairs on the floor along the brick walls--excludes the choir pews).	<b><i>Per Day: \$500 Weddings: \$1,200 (four hour block of time)</i></b>	
<b><i>South Campus Chapel — Reservations of the South Campus Chapel, for any internal/external user, includes an additional surcharge of \$170 during warmer months (May-September) and \$210 during colder months (October-April).</i></b>				
	Chapel Balcony	Hollow Square (25) Theater (40)	<b><i>Four Hours or Less= \$40 + surcharge Per Day= \$75 +surcharge</i></b>	
	Chapel Sanctuary	Foyer, Sanctuary, and Balcony (400)	<b><i>Per Day: \$500 Weddings: \$1,200 (four hour block of time)</i></b>	

## LEWIS & CLARK COLLEGE FACILITIES AND FEES

	VENUE	SET-UP STYLE / CAPACITY	RENTAL RESTRICTION
<b>CORBETT HOUSE*</b>	Foyer	Reception (100)	<i>Restricted Use</i>
	Dressing Room	Furnished Room (10)	<i>Restricted Use</i>
	Blue Room	Banquet (40) Reception (50)	<i>Restricted Use</i>
	Library	Banquet (40) Reception (25)	<i>Restricted Use</i>
	Living Room	Banquet (60) Reception (100)	<i>Restricted Use</i>
	East Patio & Gardens	Banquet (40) Reception (100)	<i>Restricted Use</i>
	West Patio	Banquet (100) Reception (200)	<i>Restricted Use</i>

*\*Reservations of the Corbett House, for any internal/external user, includes an additional surcharge of \$170 during warmer months (May-September) and \$210 during colder months (October-April).*

	VENUE	SET-UP STYLE / CAPACITY	RENTAL RESTRICTION
<b>FRANK MANOR HOUSE</b>	Foyer	Reception (50)	<i>Don't Rent</i>
	Board Room	Conference Style (16)	<i>Don't Rent</i>
	Library	Banquet (8) Reception (8)	<i>Don't Rent</i>
	Armstrong Lounge	Reception (100)	<i>Don't Rent</i>
	Sun Room	Reception (25)	<i>Don't Rent</i>
	Patio	Banquet (30) Reception (50)	<i>Don't Rent</i>

## LEWIS & CLARK COLLEGE FACILITIES AND FEES

	VENUE	DESCRIPTION / CAPACITY	UNIT	RENTAL RATE
<b>LAWNS, TERRACES &amp; OUTDOOR FACILITIES</b>	Flagpole Terrace	Lawn east of the outdoor pool (600)	Per Day	<i>Don't Rent</i>
	Frank Manor Circle Driveway	Driveway in front of Frank Manor House (400)	Per Day	<i>Don't Rent</i>
	Glade Patio	Patio area north of Frank Manor House (300)	Per Day	<i>Don't Rent</i>
	Grape Arbor Picnic Area	Picnic table area next to the outdoor pool (100)	Per Day	<i>Don't Rent</i>
	Outdoor Pool Dressing Room	Restrooms/dressing rooms next to the outdoor pool	Per Day	<i>Don't Rent</i>
	South Campus Quadrangle	Lawn area between the South Campus Chapel and the South Campus Conference Center (100)	Per Day	<i>Don't Rent</i>
	Stewart / Akin Lawn	Lawn west of Templeton Student Center, between Stewart and Akin Halls (300)	Per Day	<i>Don't Rent</i>
	Templeton / Frank Manor Lawn	Lawn area between the Templeton Student Center and Frank Manor House (400)	Per Day	<i>Don't Rent</i>

**LEWIS & CLARK COLLEGE FACILITIES AND FEES**

	<b>VENUE</b>	<b>SET-UP STYLE / CAPACITY</b>	<b>UNIT / RENTAL RATE</b>
	<i><b>Academic Venues</b></i>		
	College Classrooms	Varies	\$40
	<i><b>Gallery Venues</b></i>		
	Hoffman Gallery of Contemporary Art	Reception (300) <i>Only available by permission of the Director of the Hoffman Gallery</i>	<b>Four Hours or Less</b> = \$500 <b>Per Day</b> = \$1000
	<i><b>Auditoria (Note: These are all classrooms)</b></i>		
	Evans Music Center Auditorium	Theater (400) <i>Only available weekends &amp; during non-academic times</i>	<b>Four Hours or Less</b> = \$200* <b>Per Day</b> = \$400* *Add \$150 for use of sound equipment
	Fir Acres Theatre Black Box	Theater (100 with risers & rows of chairs on the floor) <i>NOTE: Customer must replace any burned-out light bulbs</i>	<b>Four Hours or Less</b> = \$250 <b>Per Day</b> = \$500 <i>(Only available during non-academic times)</i>
	Fir Acres Theatre Main Stage	Theater (220 + 5 wheelchair spots) <i>NOTE: Customer must replace any burned-out light bulbs</i>	<b>Four Hours or Less</b> = \$400 <b>Per Day</b> = \$750 <i>(Only available during non-academic times)</i>
	<i><b>Sport / Athletic Venues</b></i>		
	Griswold Stadium	Track & Field Bleacher Seating (3,600)  * Additional <i>Noise Measurement Deposit</i> required for evening events with more than 1,000 anticipated attendees; refundable if no noise complaints are received.	<b>* Noise Measurement Deposit (\$1000), Plus Rental Fee</b>  <b>Per Day</b> = \$1,500 <b>Per Week</b> = \$5,000 <b>Photo-Shoot / Per Week</b> = \$2,000
	Huston Field	Softball Field (125) Baseball Field (200) Bleacher Seating	<i>Consult with the Director of Athletics</i>
	Pamplin Sports Center	Gymnasium Bleacher Seating (2,200)	<b>Per Day</b> = \$1,100 <b>Per Week</b> = \$2,000 <b>Photo-Shoot</b> = \$1,000

**Facility Info**

**MISCELLANEOUS CAMPUS FACILITIES**



## LEWIS & CLARK COLLEGE FACILITIES AND FEES

	VENUE	SET-UP STYLE / CAPACITY	UNIT	RENTAL RATE
<b>SOUTH CAMPUS CONFERENCE CENTER</b>	Classroom 101 (South)	Classroom (50) Reception (75)	Per Day	\$200, <i>Restricted Use</i>
	Classroom 109 (North)	Classroom (50) Reception (75)	Per Day	\$200, <i>Restricted Use</i>
	Classroom 118 (North West)	Classroom (10) Reception (20)	Per Day	\$75, <i>Restricted Use</i>
	Classroom 120 (South West)	Classroom (35) Reception (50)	Per Day	\$100, <i>Restricted Use</i>
	Dining Room	Banquet (150) Classroom (100) Reception (250) Theater (200)	Per Day	\$300, <i>Restricted Use</i>

## LEWIS & CLARK COLLEGE FACILITIES AND FEES

	VENUE	SET-UP STYLE / CAPACITY	UNIT	RENTAL RATE
<b>TEMPLETON STUDENT CENTER</b>	Council Chamber	Hollow Square (36) Theater with fixed seats (160) Theater with folding chairs (225)	Per Day	\$250* *Additional A/V charge may apply
	Council Chamber Foyer	Reception (200)	Per Day	\$50
	Fields Dining Room	Banquet (500)	Per Day	<i>Don't Rent</i>
	Fields Foyer	Reception (150)	Per Day	\$50
	Geary	Conference Style (8)	Per Day	\$50
	Gray	Conference Style (12)	Per Day	\$50
	Monteith	Conference Style (10)	Per Day	\$50
	Stamm West	Banquet (100) Classroom (60) Hollow Square (36) Reception (150) Theater (150)	Per Day	\$300
	Stamm East	Banquet (100) Classroom (60) Hollow Square (36) Reception (150) Theater (150)	Per Day	\$300
	Stamm East & West	Banquet (225) Classroom (60 w/ 2 per table, 100 max.) Reception (300) Theater (300)	Per Day	\$600
	Thayer 1	Conference Style (15)	Per Day	\$50 <i>(May-August only)</i>
	Thayer 2	Conference Style (15)	Per Day	\$50 <i>(May-August only)</i>
	Thayer 3	Hollow Square (30) Theater (30)	Per Day	\$50 <i>(May-August only)</i>

**LEWIS & CLARK COLLEGE FACILITIES AND FEES**

	<b>VENUE</b>	<b>CAPACITY</b>	<b>UNIT</b>	<b>RENTAL RATE</b>
<b>TEMPLETON STUDENT CENTER, continued</b>	Thayer 1 & 2	Hollow Square (30) Theater (30)	Per Day	\$75 ( <i>May-August only</i> )
	Thayer 2 & 3	Banquet (30) Classroom (30) Hollow Square (35) Theater (45)	Per Day	\$75 ( <i>May-August only</i> )
	Thayer 1,2 & 3	Banquet (45) Hollow Square (40) Theater (60)	Per Day	\$150 ( <i>May-August only</i> )
	Trailroom	Banquet (250)	Per Day	\$600 ( <i>Restricted Use</i> )

**Facility Info**

# APPENDICES

Appendix 1: Meeting/Event Planning & Facilities Scheduling Overview

Appendix 2: Campus Parking Management—Cumulative Strategies

Appendix 3: Griswold Stadium Lights & Evening Events  
Campus Parking Management—Griswold Stadium Events  
Related Policies for Evening Events at Griswold Stadium

*Table 1: Evening Event Management Guidelines for Griswold Stadium*

*Table 2: Pro Forma Annual Event Calendar*

Appendix 4: Evening Noise Monitoring and Response Program

Appendix 5: Lewis & Clark College *Special Events Policy*, 1998

Appendix 6: Sample Rental Contract for Use of the College Facilities, Equipment & Services

## MEETING/EVENT PLANNING & FACILITIES SCHEDULING OVERVIEW

STEPS	TASKS	OFFICES INVOLVED	MANAGEMENT TOOLS	RESULTS
<b>PROCESS FOR OFFICE OF CAMPUS EVENTS</b>				
1	<b>COLLECT BASIC INFORMATION:</b> Gather initial booking information regarding nature of requested facility use, projected group size, setup, media, signage, and catering needs (if any)	<ul style="list-style-type: none"> <li>• Campus Events Office</li> <li>• Chapel (for weddings)</li> <li>• Registrars across campus (for classroom use)</li> </ul>	<ul style="list-style-type: none"> <li>• Event Management System Web site (primary mechanism)</li> <li>• Alternative request mechanisms: email, phone, fax, letter, office visit</li> </ul>	All relevant data necessary for facility and grounds reservation decision-making process is gathered.
2	<b>CATEGORIZE THE EVENT:</b> Determine “use category” consistent with definitions in the <i>Event Management Policy</i>	<ul style="list-style-type: none"> <li>• Campus Events Office</li> <li>• VP/Provost (designate)</li> <li>• Campus Events Committee (if necessary)</li> </ul>	<i>Event Management Policy’s</i> “User Group” Definitions <ul style="list-style-type: none"> <li>• Internal</li> <li>• Sponsored</li> <li>• External</li> </ul>	Scheduling priority, access privilege, rental fee (if any), and origin of liability insurance, is determined.
3	<b>ASSESS IMPACT:</b> Considering the event’s projected size, start/end time, date(s) and requested space(s), determine if event is in the “major public event” or “evening major public event” category, or if not a major public event, if the requested date/ time/location of event poses potential parking problems on campus.	<ul style="list-style-type: none"> <li>• Campus Events Office</li> <li>• Event/meeting sponsor</li> <li>• Transportation and Parking Office</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Event Management Policy</i></li> <li>• Definitions of “major public event” and “evening major public event”</li> <li>• <i>Event Noise Monitoring and Response Program</i> in Griswold Stadium</li> </ul>	Initial planning associated with events begins (whether during the day or in the evening), consistent with Event Management Policy and procedures outlined for mitigation of noise, traffic, and parking in surrounding neighborhoods.
4	<b>LOOK FOR VENUE:</b> Conduct preliminary review of requested space availability (in consultation with College offices as necessary).	<ul style="list-style-type: none"> <li>• Campus Events Office</li> <li>• College offices as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Event Management System (EMS) software</li> <li>• <i>Event Management Policy</i></li> </ul>	All pertinent information about requested venue(s) and alternative(s) if needed
5	<b>CREATE EVENT STRATEGY:</b> Determine cumulative parking management strategies (if necessary) and discuss plan with internal and external clients in advance of booking confirmation.	<ul style="list-style-type: none"> <li>• Campus Events Office</li> <li>• Transportation &amp; Parking Office</li> <li>• Campus Safety Office</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Campus Parking Management –Cumulative Strategies</i></li> <li>• <i>Event Management Policy</i></li> <li>• College Parking Inventory</li> </ul>	Final plan for carrying out the event is determined (including parking management strategies and procedures outlined for mitigation of noise, traffic, and parking in surrounding neighborhoods, if necessary).

STEPS	TASKS	OFFICES INVOLVED	MANAGEMENT TOOLS	RESULTS
<b>PROCESS FOR OFFICE OF CAMPUS EVENTS, continued</b>				
6	<p><b>CONFIRM VENUE RESERVATION:</b> Reserve agreed-upon space in the Event Management System (EMS) software and communicate with internal, sponsored, and external client(s).</p>	<ul style="list-style-type: none"> <li>• Campus Events Office</li> <li>• VP/Provost (designate), if special permission required by <i>Event Management Policy</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Event Management System (EMS) software</li> <li>• Rental contract for external clients</li> <li>• Email reservation template with confirmation for internal clients</li> <li>• Contracts for signature by department or organization sponsor</li> </ul>	<p>Clear written communication is sent to clients, detailing booking specifics, sponsor responsibilities, identified parking strategies, and College policies related to use of College space.</p>
7	<p><b>PROVIDE EVENT SUPPORT:</b> Assist and direct the event sponsor to pertinent campus resources for actions necessary for event support.</p>	<ul style="list-style-type: none"> <li>• Campus Events Office</li> <li>• Facility Services</li> <li>• Housekeeping</li> <li>• Instructional Media Services</li> <li>• Transportation/ Parking</li> <li>• Bon Appétit</li> <li>• Chapel</li> <li>• Campus Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Event Web site</li> <li>• Event Planning Materials and Checklist</li> <li>• <i>Alcohol Use Approval Form</i> (if necessary)</li> <li>• <i>Temporary Signage Order Form</i></li> <li>• Posting event announcement on the College's <i>Web Calendar of Events</i></li> </ul>	<p>Timely and professional assistance is provided to clients, to ensure successful use of College space and services (consistent with the terms outlined in department or campus organization sponsor contracts or external client contracts).</p>
8	<p><b>CONDUCT EVALUATION:</b> Event evaluation and ongoing event planning education provided to College community.</p>	<ul style="list-style-type: none"> <li>• Campus Events Office</li> <li>• Internal, sponsored, and external clients</li> <li>• Campus Events Committee</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Event Management Policy</i></li> <li>• Event Planning Materials</li> <li>• Contracts</li> <li>• Annual Planning Workshop</li> </ul>	<p>Ongoing evaluation, event planning education, and continuous quality improvement (consistent with provisions outlined in the <i>Event Management Policy</i> and its appendices).</p>

STEPS	TASKS	OFFICES INVOLVED	MANAGEMENT TOOLS	RESULTS
<b>PROCESS FOR ACADEMICS</b>				
	Assign academic space consistent with courses offered, class size restrictions, and projected student enrollment. Modify and adapt as required.	<ul style="list-style-type: none"> <li>Registrar Offices:               <ul style="list-style-type: none"> <li>- Arts &amp; Sciences</li> <li>- Graduate School</li> <li>- Law School</li> </ul> </li> <li>Academic Deans</li> <li>Department Chairs</li> <li>Curriculum Committees</li> </ul>	<ul style="list-style-type: none"> <li>Semester registration</li> <li>Colleague software entry with download to Event Management System (EMS) software</li> </ul>	Academic space assigned and publicized in written form and on designated Web sites and downloaded to Event Management System (EMS) software, providing comprehensive view of spaces in use on all campuses.
<b>PROCESS FOR SUMMER CONFERENCES</b>				
1	Reserve residential, dining, and event space to support summer conferences.  Contract with clients.	<ul style="list-style-type: none"> <li>Residence Life Office</li> <li>Bon Appétit</li> <li>Campus Events Office</li> <li>Athletics</li> </ul>	<ul style="list-style-type: none"> <li><i>Event Management Policy</i></li> <li>Residence Life policies and handbook</li> <li>Event Management System (EMS) software</li> <li>Facility rental contract</li> <li><i>Alcohol Use Approval Form</i> (if necessary)</li> <li><i>Temporary Signage Order Form</i></li> </ul>	Clear written communication is sent to clients, detailing booking specifics, sponsor responsibilities, identified parking strategies, and College policies related to use of College space.
2	Assist and direct event sponsor to pertinent campus resources for actions necessary for event/meeting support.	<ul style="list-style-type: none"> <li>Campus Events Office</li> <li>Facility Services</li> <li>Housekeeping</li> <li>Instructional Media Services</li> <li>Transportation/ Parking</li> <li>Bon Appétit</li> <li>Chapel</li> <li>Campus Safety</li> </ul>	<ul style="list-style-type: none"> <li>Conference packet information tailored to organization</li> </ul>	Timely and professional assistance is provided to clients, to ensure successful use of College space and services.

## CAMPUS PARKING MANAGEMENT—CUMULATIVE STRATEGIES

EVENT ATTENDANCE THRESHOLD	ANTICIPATED VEHICLES	CUMULATIVE STRATEGIES (LARGER EVENTS INCLUDE ALL ACTIONS FOR SMALLER EVENTS)
3,000	750	<ul style="list-style-type: none"> <li>If the amount of available on-campus parking will be inadequate to accommodate predicted parking demand, the College will require a plan for off-campus parking at designated locations with shuttle service to campus.</li> </ul>
2,000	500	<ul style="list-style-type: none"> <li>College personnel will be deployed as necessary to facilitate the efficient movement of traffic.</li> </ul>
1,000	250	<ul style="list-style-type: none"> <li>The College will identify conflicts with potential concurrent major public events to ensure College compliance with CUMP and EMP requirements, i.e., that two major public events are not scheduled concurrently, and there is a minimum of two hours between the end of one major public event and the start of another.</li> <li>The College will make every attempt to schedule major public events on days and times when classes are not being held, to minimize impacts of traffic, parking and congestion.</li> </ul>
500	192	<ul style="list-style-type: none"> <li>The College will post monitors at local streets to advise visitors not to park in neighborhood areas.</li> </ul>
400	180	<ul style="list-style-type: none"> <li>The College will implement congestion and parking demand management strategies when anticipated parking supply at event arrival/departure times is problematic.</li> </ul>
100	60	<ul style="list-style-type: none"> <li>The College will ensure that internally sponsored events that target an external audience include an advisory to visitors regarding the College's policy of no off-campus parking.</li> <li>The College will ensure timely communication among appropriate administrative offices to resolve potential transportation and parking problems in advance, factoring in variables of planned event date, time, location, and anticipated audience mix (on/off campus attendees).</li> <li>For events occurring in a South Campus venue, the College will require plans for off-campus parking at designated locations and shuttle service to South Campus in the event that there is not adequate parking within reasonable walking distance to the event.</li> </ul>

\**Event Attendance Threshold* and *Anticipated Vehicles* are the respective sums of anticipated attendance and parking demand for all events with overlapping arrival/departure times.



## GRISWOLD STADIUM LIGHTS & EVENING EVENTS

1. Griswold Stadium lights will be turned off at 10 P.M. daily and shall not be turned on prior to 6:30 A.M. For general use during evening hours, stadium lights will operate at moderate or low levels. The use of high-level lighting, such as for evening major public events, requires specific authorization by the College Athletics Director (or designate).
2. An “evening event” shall be defined as the “use of Griswold Stadium for one evening, with a scheduled event end time later than 6 P.M., from the time lights are turned on (“lights on”) until the public address (PA) system is turned off (“PA off”).”
3. An afternoon sports contest that continues into unscheduled overtime, which cannot be anticipated, and as a result ends after 6 P.M., shall not be considered an “evening event.”
4. Some evening events may include multiple sports contests, as long as the scheduled start and end times are consistent with the “lights on” to “PA off” guidelines.
5. An “evening major public event” shall be defined as an “evening event with anticipated or actual attendance of 1,000 or more spectators, or a football game expected to end after 6 P.M. where the PA system is utilized irrespective of the number of expected spectators.”
6. The number of evening major public events in Griswold Stadium is limited to 7 per calendar year. Such events may not be scheduled concurrently with other events that would share the same parking facilities and must be scheduled in compliance with the *Event Management Policy*.
7. Evening major public events at Griswold Stadium will end no later than 9:00 P.M. on Sunday through Thursday nights and 9:30 P.M. on Friday and Saturday nights (including turning off the PA system). No post-event activities are allowed in the stadium or parking lot area after 9:30 P.M. Stadium lighting levels will be reduced to moderate or low intensity by 9:30 P.M. Stadium lighting will be extinguished not later than 10:00 P.M., except for safety lighting.
8. Parking and traffic concerns will be addressed in accordance with the College’s EMP to mitigate neighborhood impact.
9. The College shall ensure that all events comply with applicable noise ordinances through a detailed program for evening noise monitoring and corrective actions in response to neighbor complaints.  
(See *Appendix: Evening Monitoring and Response Program*)
10. Evening events with spectators will follow the guidelines in the attached **Table 1** to mitigate noise and lighting impacts in the neighborhood.
  - A. See attached **Table 1** for Event Management Guidelines for Griswold Stadium.
  - B. See attached **Table 2** for Pro Forma Annual Event Calendar.

## **CAMPUS PARKING MANAGEMENT—GRISWOLD STADIUM EVENTS**

1. The College shall manage campus parking utilizing *Cumulative Strategies* as noted elsewhere in the *Event Management Policy* appendices. College personnel will take into account parking capacity when scheduling events, and implement congestion and parking demand management strategies (such as requiring off-site parking with shuttles) as appropriate.
2. The College shall have the responsibility to pick up litter no later than the morning following an evening event of 500 or more attendees. The clean-up route will range from the roundabout at Palater Road/Terwilliger Boulevard., along Palater/Palatine Hill Road to the southeast border of campus at the Comus Street intersection.
3. The Campus Safety office, (503) 768-7777, is the designated number for neighbors to call in the event of a concern. The Campus Safety office shall have contact information for event management personnel to address neighbor concerns.

## **RELATED POLICIES FOR EVENING EVENTS AT GRISWOLD STADIUM**

1. The College shall communicate the College's non-neighborhood parking policy to visiting groups via user contracts which include parking policy statements and by requesting that contract users and visiting teams convey parking policy information to guests.
2. The College shall continue to enforce its existing campus alcohol policy which prohibits the unlawful use, sale, purchase, transfer, possession, manufacture, distribution, or dispensing of drugs or alcohol by students and employees on College property or as part of any College activity. Consistent with Oregon law, the service of alcohol to, or consumption by, any person who is under the age of 21, or is intoxicated, is prohibited.
3. College policy defines Lewis & Clark as a regulated campus and clearly articulates approval and use guidelines consistent with OLCC regulations. The College alcohol policy applies to invited College guests and to others who rent College facilities, including Griswold Stadium. Thus, no alcohol is permitted at high school events hosted by the College.

**TABLE 1:  
EVENING EVENT MANAGEMENT GUIDELINES FOR GRISWOLD STADIUM**

<b>EVENT</b>	<b>ACTION</b>	<b>MONDAY - THURSDAY</b>	<b>FRIDAY - SATURDAY</b>
<b>L&amp;C Soccer Lacrosse</b>	Lights Off PA OFF	10 P.M. 9 P.M.	10 P.M. 9:30 P.M.
<b>L&amp;C Football</b> (2 Saturdays per year, typical)	Lights Off PA OFF	10 P.M. 9 P.M.	10 P.M. 9:30 P.M.
<b>RHS Football, Soccer, Lacrosse</b> * up to 2 events per year	Lights Off PA OFF	10 P.M. 8 P.M.	10 P.M. 8:30 P.M. 9:30 P.M.*
<b>Other Uses</b> (non-event)	Lights Off PA OFF	10 P.M. 8 P.M.	10 P.M. 8:30 P.M.

**TABLE 2:  
PRO FORMA ANNUAL EVENT CALENDAR**

See following page.

# EVENING NOISE MONITORING AND RESPONSE PROGRAM

April 2003

## Starting Definition for Event Type A:

Evening Major Public Events (use of Griswold Stadium with a scheduled event end time later than 6 p.m. and anticipated or actual attendance of 1,000 or more spectators)

All football games utilizing the public address system and expected to end after 6:00 p.m.

- Event planning and coordination in accordance with the College's *Events Management Policy*, as amended
- Real-time noise monitoring of events that will continue after 7:30 P.M.
- Note "exceedances" (sound pressure levels in excess of City standard)
- Respond immediately to complaints (if any) with management actions, such as lowering volume of public address system
- Written reporting of complaints received, actions taken, and results observed
- Post-event review, analysis, and formation of mitigation measures
- Re-test at subsequent similar events
- When events of a given type and size (e.g., evening soccer matches with up to 1,500 attendees) occur without generating noise complaints, subsequent events of that type and size will be classified as **Type B**, unless noise complaints are received
- Emphasis on designing and implementing permanent or sustainable solutions, for example:
  - Permanent:** Physical features that reduce noise impacts at sensitive locations.
  - Sustainable:** Management strategies and practices that the College can implement on an ongoing basis.

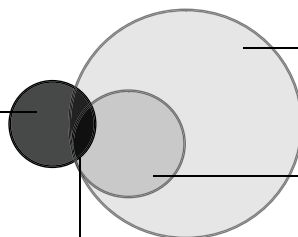
## Starting Definition for Event Type B:

Evening events with fewer than 1,000 anticipated spectators.

- Event planning and coordination in accordance with the College's *Events Management Policy*
- Complaints are handled through the Office of the Vice President and Provost using established protocols.
- Noise complaints will result in the elevation of the next event of similar type and size to **Type A**.

### Major Public Events

"draw substantial additional traffic to the College for a specified period of time"



### Griswold Stadium Uses

most activities are not *Major Public Events*

### Evening Griswold Stadium Uses

### Evening Major Public Events at Griswold

are subject to the *Evening Noise Monitoring and Response Program*

## **LEWIS & CLARK COLLEGE SPECIAL EVENTS POLICY, 1998**

### **General Principles**

Lewis & Clark College conducts special events in part to fulfill its mission as well as to serve its various constituencies. When special events take place on campus the College, through scheduling practices, events management, transportation and parking management, works to maintain the quality of programs and events while seeking to minimize impact on the surrounding neighborhood.

The land and buildings of Lewis & Clark College are private property and the College reserves the right to control access to its campus and the use of its space and facilities. Federal and State statutes relating to private property and the rights of individuals will apply without condition.

Users of space must comply with all College policies and regulations such as food and alcohol, parking regulations, smoking policies, fire and safety requirements, etc.

Lewis & Clark College upholds the principles of freedom of speech, freedom from intimidation and harassment and respect for human rights. All persons having access to use of College space are required to observe these principles.

The policies and procedures developed for the management of special events will address the issues of scheduling, maintenance of a master calendar, assignment of responsibilities, institutional priorities, information dissemination, operational guidelines, traffic and parking control, and signage.

### **Policies and Procedures Regarding Temporary Use of Office Space On Campus**

#### ***Space Subject to Facility Use Policies***

Lewis & Clark College supports its teaching and co-curricular activities by providing access to space and facilities on campus. Academic space, such as but not limited to, lecture halls, classrooms, dance and fine art studios, theaters and seminar rooms can only be booked for other uses during the non-academic year and are subject to the approval of the Registrar and Department Chair. All space is reserved on a first come, first serve basis with policies identifying booking schedules and cancellations. Following is a listing of campus spaces that may be booked for special events:

#### **Academic Areas**

- Bio/Psych Lounge
- Bodine Lounge (Grad School)
- Olin Lounge
- Olin 301 (non-academic year only)
- Olin 204 (non-academic year only)

#### **Agnes Flanagan Chapel**

- Chapel
- Meeting Room

#### **Aubrey Watzek Library**

- Art Gallery
- Heritage Room

#### **Evans Auditorium**

- Seitz Lounge

**Fir Acres Theatre**

Black Box (non-academic year only)

**Law School**

Swindells Lounge/Dining Room

Gantenbein Lounge

Cecil Drinker/Russell Lounge

**Manor House**

Trustee's Room

President's Library

Armstrong Lounge

Outdoor Space

**Lawns and Terrace**

Fir Acres Courtyard

Picnic Grounds (outdoor pool area)

Albany Quadrangle

Academic Quadrangle

Amphitheater (Law School)

**Pamplin Sports Center**

Foyer

Room 10 (non-academic year only)

Room 116 (non-academic year only)

Griswold Field

Eldon Fix Track

Covered tennis courts

All sports fields and courts

Indoor & Outdoor Pools

**Residence Halls**

Tamarack Lounge

Platform (non-academic year only)

Rusty Nail (non-academic year only)

**Templeton Student Center**

Stamm Dining Room

Fields Dining Room

Dubach Lounge (non-academic year only)

Trailroom

Council Chamber

Thayer Rooms

Gray Room

Geary Room

Monteith Room

## Scheduling Policy and Guidelines

Special event is defined as any activity held on the campus of the College that is not included as part of the curriculum. This includes but is not limited to: student activities such as performances, dances, concerts, etc.; athletic contests, alumni activities; performances by the Theatre and Music Departments; use of facilities by staff, faculty, and College sponsored groups; and events related to the institutional campus mission.

### **Scheduling Policy**

Through a newly purchased computerized system the College will carefully schedule and monitor special events on the campus to avoid potential conflicts in scheduling, either with concurrent or closely consecutive events and to ensure minimal traffic impact on the surrounding neighborhoods.

### **Guidelines**

#### 1. *Concurrent Special Events*

The College will not schedule concurrent special events. Exceptions must be approved by the President. [An exception may be an athletic contest scheduled by the conference, or a funeral or other special event over which the College would not have scheduling control.] The College would take all possible steps to minimize impact on the neighborhood.

#### 2. *Consecutive Special Events*

The College will not schedule consecutive events unless there is no reasonable alternative. If consecutive events have to be held, the beginning time of one event shall not occur within two hours of the scheduled ending time of the previous event. An example of such a concurrent event would be Commencement.

The College will not schedule more than two special events on any one day.

#### 3. *Preferred Times for Scheduling Special Events*

The College shall make every attempt to schedule special events on days and times when classes are not being held to minimize impacts of traffic, parking and congestion. Preference will be given to those events scheduled from Friday evening through Sunday night.

When a special event has to be scheduled on a class day or night, transportation alternatives will be suggested.

#### 4. *Master Events Calendar*

The College will maintain a Master Events Calendar of all special events that are scheduled to be held on the campus.

The calendar will be consulted before authorization for a special event is granted. The calendar will be used by the Director of Campus Events to schedule all activities and events held on campus in order to minimize the number of concurrent or consecutive events.

Effective January 1, 1996, monthly and annual reports of all special events involving over 100 people will be prepared to include types of event, attendance, date, time and facilities used for the event. These reports will be made available to all interested parties.

5. *Campus Events Committee*

The College will continue to have a Campus Events Committee charged with the responsibility of monitoring the scheduling of special events on the campus. They will meet on a regular basis to develop and recommend policies and procedures to the Executive Council, monitor the scheduling and management of events on the campus, and make recommendations for improvement to facilities. The committee will be chaired by the Director of Campus Events and made up of building operation managers, the Director of Summer Conferences and a representative from Physical Plant Services, Campus Safety, Bon Appétit, Public Relations, Student Activities, the Law School and Graduate School. Other members may be added as needed. The committee will make recommendations to the Executive Council through the Vice President for Campus Services.

6. *Priorities for Use of Campus Facilities*

Academic Users

Curricular: Meetings and events associated with a course number.

Co-curricular: Institutionally funded events which enhance the mission of the College and development of the whole student.

Community: Meetings and institutionally funded events which support the community life of the institution.

Community Users

Private events, meetings or programs sponsored by faculty, staff, trustees, alumni and students which are not directly related to the academic program of the College.

Outside Users

Events, programs or meetings sponsored by outside users that exhibit and identifiable educational goal or mission not in conflict with the mission of the College.

In order to minimize the effect of special events on the surrounding neighborhood, the College will:

- Comply and require all those who manage events and activities on the campus to comply with the professional standards of event management and conduct appropriate for each activity and event held on campus.
- Encourage all managers of special events to attempt to lengthen the arrival and departure times of participants to reduce the impact of traffic and congestion on the neighborhood and transportation system.
- Encourage the use of alternative transportation as a means to come to campus for special events.
- Develop, monitor and maintain traffic and parking programs for special events.
- Welcome the participation of our immediate neighbors in all appropriate activities.



**SAMPLE RENTAL CONTRACT FOR  
USE OF THE COLLEGE FACILITIES, EQUIPMENT & SERVICES**

(Page one of contract is printed on College letterhead)

***FACILITIES, EQUIPMENT & SERVICES AGREEMENT***

This *Facilities, Equipment, & Services Agreement* ("Agreement") is made and entered into this DATE day of MONTH YEAR, by and between Lewis & Clark College, 0615 SW Palatine Hill Road, Portland, Oregon 97219-7899 ("College") and NAME OF PURCHASER ("Purchaser").

**I. FACILITIES, EQUIPMENT & SERVICES**

The College agrees to provide facilities, equipment, and services for the sole purpose of NAME OF EVENT ("Event") as listed below.

EVENT DATE(S): \_\_\_\_\_ TIME (START & END): \_\_\_\_\_

RESERVATION #: \_\_\_\_\_ ROOM(S): \_\_\_\_\_

EVENT NAME: \_\_\_\_\_ GUEST COUNT: \_\_\_\_\_

PURCHASER/ORGANIZATION: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SET-UP REQUIREMENTS: \_\_\_\_\_

AMOUNT DUE: Facilities ..... \$

Signage..... \$

*\*Please make check payable to "Lewis & Clark College"*

ADDITIONAL AMOUNT DUE: Liability Insurance ..... \$

*\*Please make check payable to "Gales Creek Insurance Services"*

The Purchaser agrees to compensate the College for such facilities, equipment, and services in accordance with the following terms and conditions.

**A. FACILITIES**

[INSERT SPECIAL FACILITY REGULATIONS HERE]

This Agreement is for use of College Facilities (“Facilities” –both campus buildings and grounds) and stated nature of the Event specifically set forth, and only at the times designated above. Designated times shall not be extended without the prior approval from the Office of Campus Events. In the event such permission is granted, Purchaser shall pay charges for all additional time, in accordance with the College’s schedule of fees.

The Purchaser shall obtain access to the Facilities through Campus Safety, (503) 768-7855.

**B. EQUIPMENT**

The College agrees to provide such equipment (“Equipment”) as may be ordered by Purchaser. Purchaser is responsible for making all arrangements for set-up of furniture (tables, chairs, podium, etc.) or other equipment directly with the Office of Campus Events.

[INSERT SPECIAL EQUIPMENT REGULATIONS HERE]

**C. SERVICES**

For the following special services, please contact service provider *at least three (3) weeks prior* to the Event:

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**AUDIO/VISUAL MEDIA SERVICES (BILLED AFTER THE EVENT)**

(503) 768-7294 or [msdesk@lclark.edu](mailto:msdesk@lclark.edu)

**CATERING FROM BON APPÉTIT FOOD SERVICE (BILLED SEPARATELY)**

(503) 768-7888

**PARKING PERMITS PURCHASED FROM TRANSPORTATION & PARKING**

(503) 768-7794. September–April: permits cost \$3/day per car, Monday–Friday, 7 A.M.–7 P.M. May–August: free

**SIGNAGE (BILLED AFTER THE EVENT)**

(503) 768-7109. Cost per sign: \$8 each (for LC groups) / \$10 each (for non–LC groups)

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Purchaser is responsible for making all arrangements for audio/visual (A/V) equipment and related services, directly with the Office of Instructional Media Services (IMS) or a College-approved contractor authorized by IMS (see the *Instructional Media Services* addendum).

Purchaser agrees to honor the contractual agreement between Bon Appétit Food Service and Lewis & Clark College, appointing Bon Appétit as the sole food service provider of the College. Purchaser is responsible for making all arrangements for all catering or other special food service (including serving alcohol) with Bon Appétit at least three (3) weeks prior to the Event start date appearing in *Section I* hereof.

**D. SITE INSPECTION**

No later than three (3) weeks prior to the Event start date appearing in *Section I* hereof, Purchaser shall make a site inspection of the Facilities, to review various aspects of the Facilities such as layout, lighting, sound, access and safety; and to review requirements for the Event.

All special arrangements must be made and agreed to at least three (3) weeks prior to the Event start date appearing in *Section I* hereof. All special arrangements not agreed to and specified in this Agreement will be subject to labor costs, with the College retaining final authority over Facilities, Equipment, and labor requirements.

**E. DISABILITY ACCOMMODATIONS**

Purchaser agrees to provide all appropriate disability accommodations required by state and federal laws respecting the public's attendance at the Event, at Purchaser's sole expense.

**II. FINANCIAL ARRANGMENTS****A. CHARGES**

*Facility Rental Fee* shall be as follows:

1. The charge for Facilities shall be:  
( \$AMOUNT rate/per day) x \_\_\_\_\_ % discount ( # day) = \$TOTAL

Payment will be as follows:  
\$TOTAL due with signed contract.

2. The College's Instructional Media Services and Performance Services shall quote charges for their services. All fees shall be paid directly to Instructional Media Services and/or Performance Services, by the Purchaser.
3. *Facility Rental Fee* includes housekeeping services during normal work hours. If Purchaser requests housekeeping services outside normal work hours, the Purchaser will be invoiced for overtime housekeeping costs.

**B. BILLING**

Billing for additional variable costs such as temporary signage, overtime set-up, overtime breakdown, overtime housekeeping, Event clean-up not covered by the *Facility Rental Fee*, food service, Performance Services or Instructional Media Services, will be invoiced after the Event.

In addition, correction of any damage to NAME OF FACILITY/GROUNDS RENTED Facilities and/or Equipment resulting from the utilization of such Facilities and/or Equipment by Purchaser, or any of its participants, agents, designees or assigns in the Event, shall be invoiced after the Event. Purchaser shall pay the College for all unpaid charges within thirty (30) days after receipt of the invoice, made by check, payable to "Lewis & Clark College," and transmitted to the College, attention Office of Campus Events, via United States mail or by hand delivery.

**C. CANCELLATION**

Payment is fully refundable if contract is cancelled more than fourteen (14) days before the Event date appearing in *Section I* hereof.

### III. INSURANCE

#### A. LIABILITY INSURANCE

Purchaser shall provide proof of liability insurance coverage for itself and all its participants, agents, designees or assigns in the Event. The limits of such liability insurance shall not be less than \$1 million combined single limit for each person/occurrence for bodily injury and/or property damage. Such insurance shall remain in full force during the term of the Agreement. Lewis & Clark College shall be named as additional insured on such policy. Purchaser shall provide to the College a certificate of such insurance no less than thirty (30) days before the Event start date appearing in *Section I* hereof. The College must be given written notice of cancellation or modification of said insurance.

#### B. PURCHASE OF LIABILITY INSURANCE THROUGH THE COLLEGE

Should the Purchaser elect not to provide proof of insurance as noted in *Item A*, the Purchaser must make arrangements with the Director of Campus Events to purchase liability insurance through the College insurer, at the liability levels required by this Agreement. Purchaser must complete and return the *Application for Liability Insurance* form, with a check made payable to Gales Creek Insurance Services, to the Office of Campus Events at least three (3) weeks before the Event start date appearing in *Section I* hereof.

### IV. INDEMNITY AND DAMAGES

#### A. INDEMNITY

Purchaser agrees that all participants, agents, designees or assigns in the Event will be under direct and complete supervision of the Purchaser. As such, Purchaser is liable for all damages resulting from participants', agents', designees' or assigns' utilization of the facilities, equipment and services of the College, resulting from the use of those facilities, equipment or services by Purchaser and/or its participants, agents, designees or assigns in the Event.

Lewis & Clark College hereby disclaims any and all responsibility for loss, damage, or theft to or of any machinery, clothing, equipment, personal possessions or any other property of Purchaser or participants, agents, designees or assigns in the Event.

Purchaser shall indemnify and hold harmless the College, its officers and employees, against any and all claims for loss, injury or damage to persons or property, including claims of employees of Purchaser or its agents, arising out of activities conducted by Purchaser or its participants, agents, designees or assigns on or in College buildings, grounds, properties, or facilities. The College assumes no liability whatsoever for any property placed by Purchaser in College buildings or on College property.

#### B. DAMAGES

Purchaser shall be liable, and shall reimburse the College, within thirty (30) days after the receipt of College's invoice, for correction of any damage to the Facilities and/or Equipment resulting from the utilization of such Facilities and/or Equipment by Purchaser, or any of its participants, agents, designees or assigns in the Event. Such correction shall include, new-for-old replacement, if required, but shall not include extreme modernization or qualitative upgrades other than those required by building codes. Payment for damages shall be made by check, payable to "Lewis & Clark College," and transmitted to the College, attention Office of Campus Events, via United States mail or by hand delivery.

#### C. RELINQUISHMENT OF CONTROL

The terms and conditions of this Agreement do not require the College to relinquish control of its Facilities, Equipment and/or Services to Purchaser.

## V. GENERAL TERMS AND CONDITIONS

### A. COMPLIANCE

Purchaser and its participants, agents, designees or assigns in the Event shall comply with all laws of the United States and the State of Oregon, all City Ordinances, College regulations, and lawful orders of the police and fire departments, or other municipal authorities and shall conduct its activities with full regard to public safety and shall observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety to assure such safety. It is the responsibility of Purchaser to enforce these laws and/or regulations.

Purchaser hereby assumes full responsibility for the acts and conduct of all persons admitted to the Facilities or to any portion of the premises in connection with the Event, with the consent of Purchaser or of any person acting for or on behalf of Purchaser. Lewis & Clark College and its designated officials reserve the right to require Purchaser, or any of its participants, agents, designees or assigns, to leave the College premises if, in the sole opinion of the College representative, circumstances warrant or require it. Purchaser hereby waives any rights or claims for damage that may arise from such actions involving any of its agents or representatives.

### B. FOOD AND BEVERAGES

Arrangements for all special food and beverage service at the College shall be made with the College's Food Service, Bon Appétit, at least three (3) weeks in advance of the Event start date appearing in *Section I* hereof.

### C. ALCOHOL

According to the College's *Alcohol and Other Drugs Policy*, the College prohibits the unlawful use, abuse, sale, purchase, transfer, possession, manufacture, distribution, or dispensing of alcohol by students and employees on College property or as part of any College activity. In accordance with Oregon law, the service of alcohol to or consumption by any person who is under the age of 21 or is intoxicated is prohibited. Purchaser and its participants, agents, designees or assigns in the Event shall comply with this College policy. The College reserves the right to remove any and all persons from the College facilities or otherwise separate those persons from the institution whenever there may be a threat to the safety, health, or well-being of the College or a member of the college community, alcohol-related or otherwise.

Alcohol can be served at the Event only if an *Alcohol Use Approval Form* is filled out and submitted to the Director of Campus Events for approval by the Office of the Provost. Alcohol is to be served by agents of the College or Bon Appétit Food Service. Purchaser agrees to abide by the College's *Alcohol and Other Drugs Policy*, regulating the consumption and distribution of alcohol.

### D. DRUGS

Use, sale, purchase, transfer, possession, manufacture, distribution, dispensing of narcotics or other controlled substances, except expressly permitted by law, is prohibited on the College premises. Purchaser and its participants, agents, designees or assigns in the Event shall comply with this College policy. The College reserves the right to remove any and all persons from the College facilities or otherwise separate those persons from the institution whenever there may be a threat to the safety, health, or well-being of the College or a member of the college community, drug-related or otherwise.

### E. WEAPONS

Possession of weapons is prohibited on the College campus. College policy defines "weapon" as any instrument, article, or substance, which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. This includes but is not limited to firearms, firearms ammunition,

explosive devices (both incendiary and chemical), knives having a blade that swings into position by force of a spring or centrifugal force (commonly known as switchblades) and knives (other than pocket knives) with blades longer than three and one half inches, metal knuckles, straight razors, blackjacks, saps, sap gloves, koshes, bludgeons, martial arts stars, and weapons of the type commonly known as nunchakus.

Campus Safety Officers have the right to secure weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety Office until the person is prepared to remove them from campus.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of Lewis & Clark's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

#### **F. ANIMAL CONTROL**

Inhumane or cruel treatment of animals on College property is prohibited. Animals are not allowed in any campus building with the exception of guide or service dogs, animals used specifically in academic or research programs, or by special permission.

Pets must be registered with the appropriate government agency, under the direct control of their owners at all times and remain outdoors. Pets may not be tethered and left unattended. Pets may not be left in closed vehicles on campus.

Members of the College community and visitors are expected to comply with Chapter 8.10 of the Multnomah County Code. These regulations include, but are not limited to, the animal owner's responsibility:

- To ensure a pet is not vicious or a threat to the safety of the College community.
- To be certain the animal does not bite any member of the College community or a visitor to the College.
- To prevent the animal from obstructing College activities including classes, scheduled events, or any College function.
- To be certain the animal does not enter any facility in which food is prepared or served.
- To keep the animal on a leash and under control while on campus grounds.

The College allows Multnomah County animal control officers access to all College property to enforce animal control laws. Campus Safety officers are familiar with animal control laws and will educate the College community regarding these laws when necessary.

#### **G. FIRE SAFETY**

Tampering with, damage of, or intentional misuse of emergency devices or blocking of fire exits or other means of impeding traffic is prohibited. Use of fire escapes, ground level fire doors, fire hoses and extinguishers, and alarm equipment in non-emergency situations is prohibited. Failure to comply with fire drill procedures or emergency building evacuation is prohibited. Fire doors are to be kept closed. Purchaser agrees to enforce this policy.

#### **H. SMOKING**

The College is guided by the *Oregon Indoor Clean Air Act*. Smoking is not permitted in any College building, within 25 feet of any College building, in any College vehicle, or in other designated nonsmoking areas. Purchaser agrees to enforce this policy.

#### **I. PROMOTIONAL ITEMS**

Purchaser agrees not to distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions for any other cause or conduct any activity on College property, which is not specifically authorized

**J. ADVERTISING**

Purchaser shall not use the name of Lewis & Clark College, except in the form of geographic location, without prior College approval. Advertising which uses the name of Lewis & Clark College must be approved prior to publication.

**K. POSTING OF DECORATIONS OR SIGNAGE**

[INSERT SPECIAL FACILITY DECORATION REGULATIONS HERE]

Decorations and/or signage cannot be staked in the ground, without express permission from the Office of Campus Events.

Banners must not impede access to any building and may not be more than 20 feet from the ground, without specific permission from the Director of Campus Events. Tape, staples, or pins are not allowed to fasten decorations, flowers, candles, signage, or other Event items. Decorations may not be posted on any official signs (e.g. STOP signs, College signs), windows, doors, walls, or any wooden or painted surface. Purchaser will be charged for tape residue removal and repairs to walls or furniture. All decorations/signage must be removed by the Purchaser upon departure.

**L. LOST ARTICLES**

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

**M. EVENT REQUIREMENTS**

Lewis & Clark College will attempt to meet any reasonable requests made by Purchaser; however, the College will not be responsible for any items not specifically agreed to in advance.

**N. PARKING, SHUTTLE SERVICE & TEMPORARY SIGNAGE**

[INSERT SPECIAL PARKING & SHUTTLE REGULATIONS HERE]

Parking permits are required September–April. Permits cost \$3/day per car, Monday–Friday, 7 A.M. – 7 P.M. Parking in neighborhoods for the Event is not permitted, by College policy and agreement with the City of Portland.

All signage posted at College entrances must be produced by the Office of Campus Events and must adhere to Lewis & Clark College design standards. Directional signage should be ordered through the Office of Campus Events to direct guests to parking locations near the Event. The *Temporary Signage Order Form* is included with this Agreement. The form must be completed and returned to the Office of Campus Events *at least three (3) weeks prior* to the Event start date appearing in *Section I* hereof.

The Office of Transportation and Parking and Campus Safety Department will jointly determine if it is necessary to hire additional security or event management personnel to assist with conference events if they fall within the College's definition of "major public event." If this determination is made, the College will clearly identify roles and responsibilities in advance for any non-College personnel added for event management. Purchaser will be notified in advance and will be responsible for such additional event management costs.

**O. TERMINATION**

If the College is unable to fulfill the terms of this Agreement for any reason beyond its control including, but not limited to fire, earthquake, flood, or any other natural cause or act of God, or due to the requisitioning of the Facilities by the United States government or any arm or instrumentality thereof, or by reason of labor dispute, then this Agreement shall terminate. In such event, Purchaser shall pay for use of the Facilities only up to the time of such termination, at the rate herein specified, and Purchaser hereby waives any claim for or compensations should this license be so terminated.

**P. INTEGRITY OF FACILITIES**

Purchaser, or any of its participants, agents, designees, assigns or guests shall respect the integrity of the Facilities and shall not injure, mar, or in any manner deface the Facilities or any College building or property and shall not cause or permit anything to be done whereby any College building or property shall be in any manner injured, marred, or defaced; nor shall Purchaser, or any of its participants, agents, designees, assigns or guests drive or permit to be driven any nails, hooks, tacks, or screws into any part of the Facilities or other College building or property, nor shall it make or allow to be made any alteration of any kind thereto. If, during the term of this Agreement, the Facilities or other College buildings or property or any portion thereof shall be damaged by the act, default, or negligence of Purchaser, or any of its participants, agents, designees, assigns, or guests, then Purchaser shall pay upon demand, by check made payable to "Lewis & Clark College," such sum as shall be necessary to restore such premises to their original condition.

**Q. VACATING THE COLLEGE PREMISES**

In the event the Facilities are not vacated by Purchaser the Event end date appearing in *Section I* hereof, the College is hereby authorized to remove from the Facilities or other College buildings or property or any portion thereof, at the sole expense of Purchaser, any and all goods, wares, merchandise, and property of any and all kinds and description in connection with the Event; and the College shall not be liable for any damages or loss to said goods, wares, merchandise, or other property which may be sustained, either by reason of such removal or at the location to which such may be removed. The College is hereby expressly released from any and all claims for damages of whatever kind or nature in connection with such removal. For such additional period beyond the term of this Agreement, if any property of Purchaser remains in or on College's premises, the College shall be entitled to charge the *Facility Rental Fee* rate per day, listed in this Agreement, as the payment to be made for move-in and move-out time.

**R. ENFORCEMENT**

The College hereby retains the right to enforce all necessary laws, policies, rules, and regulations for the management and operation of the College premises. The College retains the right to enter the Facilities, or any part thereof, at any time and on any occasion, for any reason deemed appropriate to the College, without any restrictions whatsoever.

**S. TERMINATION OF EVENT**

The College retains the right to cause the interruption and/or termination of any performance or event when, in the sole judgment of the College, such act is necessary in the interest of public safety. Purchaser hereby waives any claim for damages or compensation should this Agreement or any event presented hereunder be so terminated.

**T. RECOVERY OF FEES AND COSTS**

Purchaser agrees to assume liability for payment of the College's attorney's fees should Purchaser be cited to breach of these regulations. If suit or action is instituted in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover in addition to costs, such sum as the court may adjudge reasonable as attorney fees, including a reasonable attorney fee on any appeal in such suit or action.



**VI. ADDITIONS OR DELETIONS**

Any additional Facilities, Equipment, and/or Services not specified in this Agreement are subject to additional charges. These charges will be included in the balance due in the invoice presented to Purchaser by the College. Otherwise, any additions to and deletions from this Agreement must be initialed and dated by both parties to be considered valid.

**VII. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties. There are no other understandings, agreements, or representatives, whether oral or written, which are not specified herein regarding this Agreement.

Any amendment, consent, or waiver of terms of this Agreement, which shall bind either party, shall be in writing and shall be signed by all parties hereto. Any such amendment, consent, or waiver shall be effective only in the specific instance and for the specific purpose given. Purchaser, by the signature below of its authorized representative, acknowledges having read and understood this Agreement, and agrees to be bound by its terms and conditions.

**VIII. TIME LIMIT**

The College shall honor the terms of this Agreement, the rates for charges and the availability of Facilities, Equipment and/or Services until the date of DATE, YEAR. In the event the College does not receive the Agreement, signed by Purchaser, by that date, the offer embodied herein shall become null and void and shall not form an agreement nor a claim of an agreement, either written or oral; and the Facilities shall thereafter be released for rental. The Agreement shall become binding when signed by Purchaser and countersigned by the College.

**To confirm your reservation, please sign below, acknowledging you have carefully read and will abide by this contractual Agreement. Return the signed Agreement, along with the following:**

- **A deposit check for facility rental made payable to “Lewis & Clark College” (see page 2)**
- **Either a Certificate of Insurance for \$1 million dollars of liability coverage from your insurance carrier or the enclosed Application for Liability Insurance and a check made payable to “Gales Creek Insurance”**

**Contract, rental deposit and insurance information are due by DATE, YEAR. Remainder of the rental fee is two (2) weeks prior to the event. Deposit payment is fully refundable if the contract is cancelled more than two (2) weeks in advance.**

*Thank you for choosing Lewis & Clark College for the [EVENT NAME].*

\_\_\_\_\_  
SIGNATURE  
Representative of Sponsoring Organization / Date

\_\_\_\_\_  
SIGNATURE  
Director of Campus Events / Date

\_\_\_\_\_  
PRINTED NAME  
Representative of Sponsoring Organization / Date

\_\_\_\_\_  
PRINTED NAME  
Director of Campus Events / Date

# FORMS

Alcohol Use Approval Form

Application for Liability Insurance

Application for Use of Athletic Facilities

Food Service Waiver Form

Temporary Signage Order Form

Lewis & Clark College  
**Alcohol Use Approval Form**

In compliance with state and federal laws including the Drug-Free and Communities Act and the Drug-Free Workplace Act, Lewis & Clark College prohibits the service of alcohol to, or the consumption by, any person who is under the age of 21 or intoxicated. Alcohol must be served by qualified catering employees who may terminate alcohol beverage service at any time. Beverage service consists of wine, beer, and champagne only. Identification will be checked for all guests who appear to be under 26 years of age.

The following information is being gathered to ensure compliance with the College's *Alcohol and Other Drugs Policy* and Oregon Liquor Control Commission regulations. Information regarding the College's *Alcohol and Other Drugs Policy* is available upon request. If you have questions about OLCC license requirements, contact: *Michael Ford, Associate Vice President for Campus Life, Office of the Provost, 0615 SW Palatine Hill Road, MSC 37, Portland, OR 97219-7899*  
*E-mail: mford@lclark.edu Phone: (503) 768-7216 Fax: (503) 768-7205*

**Applicant Information**

Organization/Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**SAMPLE**  
 Order form available online at the Campus Events  
 Web site: [www.lclark.edu/dept/events](http://www.lclark.edu/dept/events)

**Event Information**

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Opening Hour: \_\_\_\_\_ A.M./P.M. Closing Hour: \_\_\_\_\_ A.M./P.M.

Location: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Over 21: \_\_\_\_\_ Guests Under 21: \_\_\_\_\_

**Distribution of Alcohol at Event — *Bon Appétit or other OLCC licensed server required***

Event Will Be:      Hosted            Not Hosted (Purchase at Event)

Type and Amount of Alcohol to be Served: \_\_\_\_\_

Type and Amount of Non-Alcoholic Beverages to be Served: \_\_\_\_\_

Beverage Provider:      Bon Appétit      Event Sponsor

OLCC Licensed Server:      Bon Appétit Server(s)  
                                    Name of Other OLCC Licensed Server(s): \_\_\_\_\_

Food Provider:      Bon Appétit  
                                    Other (attach the *Food Service Waiver* form): \_\_\_\_\_

Method of Identifying and Serving Those of Legal Age: \_\_\_\_\_

Means of Controlling Access to Alcoholic Beverages\*: \_\_\_\_\_

\* *Should you need assistance with problem drinkers, contact Campus Safety at (503) 768-7777.*

The Applicant, hereby warrants and confirms that the information contained within, to the best of his/her knowledge, is true and correct, and further certifies that he/she has read all of the questions and answers of this application.

The Applicant understands and agrees that the completion of this application shall not be binding until accepted by the Office of the Provost.

\_\_\_\_\_  
Date: \_\_\_\_\_  
SIGNATURE: Applicant

\_\_\_\_\_  
Date: \_\_\_\_\_  
SIGNATURE: Authorized College Representative  
(one from Associate Vice President for Campus Life,  
Dean of Students, Associate Dean of Law School,  
Associate Dean of Graduate School)

\_\_\_\_\_  
Date: \_\_\_\_\_  
PRINTED NAME: Applicant

\_\_\_\_\_  
Date: \_\_\_\_\_  
PRINTED NAME: Authorized College Representative

Day: ( ) \_\_\_\_\_ Eve: ( ) \_\_\_\_\_  
DAY & EVENING PHONE NUMBERS

( ) \_\_\_\_\_  
OFFICE PHONE NUMBER

( ) \_\_\_\_\_  
FAX NUMBER

( ) \_\_\_\_\_  
OFFICE FAX NUMBER

**SAMPLE**  
Order form available online at the Campus Events  
Web site: [www.lclark.edu/dept/events](http://www.lclark.edu/dept/events)

**COMPLETED BY OFFICE OF THE PROVOST**

Final Determination:  Approved by: \_\_\_\_\_  Denied by: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |               |                                  |  |
|---------------|----------------------------------|--|
| cc: Applicant | <input type="checkbox"/> By Mail | <input type="checkbox"/> By Fax        |
| Bon Appétit   | <input type="checkbox"/> MSC 181 | <input type="checkbox"/> By Fax: x7899 |
| Campus Events | <input type="checkbox"/> MSC 105 | <input type="checkbox"/> By Fax: x7106 |
| Campus Safety | <input type="checkbox"/> MSC 107 | <input type="checkbox"/> By Fax: x7863 |
| Provost       | <input type="checkbox"/> MSC 37  | <input type="checkbox"/> By Fax: x7205 |

## West Coast College Consortium's Special Event Application

According to the College's Events Management Policy, "individuals, non-profit organizations, and businesses renting facilities must provide a certificate of liability insurance with minimum coverage of \$1 million prior to renting facilities, or purchase liability coverage through the College."

If you choose to purchase liability insurance through the College, please complete this application, and return it to the College office where you received the form, with a check made payable to "Gales Creek Insurance Services" Applications must be received at least three (3) weeks prior to the start date of your event at the College.

### Applicant Information

Applicant's name: \_\_\_\_\_

If organization, provide contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day): (     ) \_\_\_\_\_ Phone (evening): (     ) \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

**SAMPLE**  
Order form available online at the Campus Events  
Web site: [www.lclark.edu/dept/events](http://www.lclark.edu/dept/events)

### Event Information

Name of the College/University: Lewis & Clark College

Campus Address: 0615 SW Palatine Hill Road, Portland, Oregon 97219-7899

Description of the event: \_\_\_\_\_

Date(s) of the event: \_\_\_\_\_

Opening hour: \_\_\_\_\_ A.M./P.M. Closing hour: \_\_\_\_\_ A.M./P.M.

What is your involvement with this type of event? \_\_\_\_\_

Estimated attendance *per each day of the event* (check as many as applicable & note the dates):

1-100 \_\_\_\_\_  101-250 \_\_\_\_\_  251-500 \_\_\_\_\_

501-1,500 \_\_\_\_\_  1,501-3,000 \_\_\_\_\_  3,001+ \_\_\_\_\_

Is there seating?  Yes  No If yes, what type (assigned/festival)? \_\_\_\_\_

### Event Classification

**Class I—Low Hazard:** seminars, meetings, craft shows, speaking engagements, auctions, auto shows, educational, lessor-ushered exhibitions, social gatherings, theatrical performances (musicals and plays)

**Class II—Medium Hazard:** sporting events in buildings, concerts (no rock or rap), dances, picnics, lessee-ushered exhibitions, dog shows, horse shows, parades (under 500 att.), rummage sales, tennis/handball/racquetball courts, bingo games

**Class III—Moderate Hazard:** Parades (over 500 att.), rodeos, outdoor meetings, Circuses (no rides), animal racing

**Class IV—High Hazard:** Circuses with rides, carnivals, rock or rap concerts

(over)

Lewis & Clark College  
Application for Liability Insurance

POLICY TERM: MARCH 1, 2004 – MARCH 1, 2005

Will alcoholic beverages be sold at the event?  Yes  No

Is a caterer being used?  Yes  No

*If yes, Bon Appétit Food Service must be used in accordance with College policy.*

**Premium Rates, Insurance Terms & Conditions**

Please be advised these rates are only effective during the policy term of 3/1/04 – 3/1/05. For events outside of this time frame, please contact the College for applicable rates. Ask your College representative for assistance determining the classification type (Class I - Class IV) of your event.

Attendance		Premium Per Day*			
Event Rates (good 3/1/04-3/1/05)		Class I: Low Hazard	Class II: Medium Hazard	Class III: Moderate Hazard	Class IV: High Hazard*
	1 – 100	\$124	\$234	\$465	Call for Underwriting Support
	101 – 250	\$160	\$369	\$566	
	251 – 500	\$195	\$500	\$616	
	501 – 1,500	\$339	\$757	\$666	
	1,501 – 3000	\$500	\$1,494	\$1279	

\* Premium rate is inclusive of service & handling fee, applicable tax, and state stamp fee. Premium payment must be paid directly to Gales Creek Insurance Services at time of application for the contract to be considered. *The premium is nonrefundable.*



**The Purchaser, or authorized representative for the Purchaser, hereby warrants and confirms that the information contained within, to the best of his/her knowledge, is true and correct, and further certifies that he/she has read all of the questions and answers of this application.**

**The Purchaser, or authorized representative for the Purchaser, understands this application is a requirement for coverage, a part of the contract and evidence of his/her acceptance of this insurance, and any falsification or misrepresentation will be deemed a breach of contract, voiding all insurance coverage.**

**It is understood and agreed that the completion of this application shall not be binding either to the proposed insured or to the company until accepted by the company or companies in writing.**

Date: \_\_\_\_\_  
SIGNATURE: Authorized Representative for Purchaser

Date: \_\_\_\_\_  
SIGNATURE: Authorized College Representative

Date: \_\_\_\_\_  
PRINTED NAME: Authorized Representative for Purchaser

Date: \_\_\_\_\_  
PRINTED NAME: Authorized College Representative

Day: ( ) \_\_\_\_\_ Eve: ( ) \_\_\_\_\_  
DAY & EVENING PHONE NUMBERS

( ) \_\_\_\_\_  
OFFICE PHONE NUMBER

( ) \_\_\_\_\_  
FAX NUMBER

( ) \_\_\_\_\_  
OFFICE FAX NUMBER

**SAMPLE**  
Order form available online at the Campus Events  
Web site: www.lclark.edu/dept/events

Lewis & Clark College

# Application for Use of Athletic Facilities

**List of Venues**

Griswold Stadium

- Field
- Track
- Press Box
- Track & Field Equipment

Huston Sports Complex

- Baseball
- Softball

Outdoor Pool Area

- Bath House
- Outdoor Pool

Pamplin Sports Center

- Locker Rooms
- Weight Room
- Aerobics/Multi-purpose Room
- Gymnasium
- Gymnasium Foyer
- Pamplin 10
- Pamplin 10 Projection Room

Tennis Facilities

- Tennis Dome
- Estate Courts

Zehntbauer Swimming Pavilion

- Locker Rooms
- Pool
- Zehntbauer Room 116

Amenities

- Concessions (College run)
- PA System
- Scoreboard
- Additional Media Services  
Specify \_\_\_\_\_
- Additional Set-up  
Specify \_\_\_\_\_
- Additional Equipment  
Specify \_\_\_\_\_

Describe any additional needs: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Activity**

Describe the proposed activity fully: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Time(s) of use: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Number of expected spectators: \_\_\_\_\_

Admissions charge?  Yes  No

If yes, amount: \$ \_\_\_\_\_

Participation fee?  Yes  No

If yes, amount: \$ \_\_\_\_\_

**Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

SAMPLE

Order form available online at the Campus Events  
 Web site: [www.lclark.edu/dept/events](http://www.lclark.edu/dept/events)

**For LC Use Only - Routing**

- Campus Safety
- Facilities Services
- Bon Appétit
- Campus Events
- Instructional Media Services
- Physical Education/Athletics

Comments:

Lewis & Clark College  
Food Service Waiver Form

In October 2003, the College Executive Council approved a new catering policy that requires use of Bon Appétit Food Service by all external and internal clients for catering of food, *unless exempted*. It reiterates the College's discretion to exempt both external and internal clients from this requirement and provides protocol for exemptions (Office of Vice President and Provost, or designate). Additionally, the policy recognizes traditions of "potluck" gatherings sponsored by College departments and organizations, and provides exemption protocol and necessary educational tools for potlucks through the Office of the Vice President and Provost, or designate. Finally, the policy provides exempted external and internal clients the opportunity to utilize Bon Appétit food, its personnel and/or equipment, at Bon Appétit's discretion, to supplement potluck gatherings, with reasonable client charges.

**Applicant Information**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Organization/Sponsor Hosting the Event: \_\_\_\_\_

**SAMPLE**  
Order form available online at the Campus Events  
Web site: [www.lclark.edu/dept/events](http://www.lclark.edu/dept/events)

**Event Information**

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Opening hour: \_\_\_\_\_ A.M./P.M. Closing hour: \_\_\_\_\_ A.M./P.M.  
Location: \_\_\_\_\_  
Estimated Attendance: \_\_\_\_\_ Over 21: \_\_\_\_\_ Guests under 21: \_\_\_\_\_

**Plans for Food & Beverages at Event**

Reason for Bon *Appétit* Food Service Waiver Request: \_\_\_\_\_  
\_\_\_\_\_  
Type/Amount/Origin (Homemade or Commercial) of Food to be Served: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type and Amount of Beverages to be Served: \_\_\_\_\_

Will Alcohol be Served at the Event?  No  Yes. *If "yes," Bon Appétit or other OLCC licensed server must serve the alcohol, and the College's Alcohol Use Approval Form must be completed. Have These Arrangements Been Made?*  No  Yes. OLCC Server: \_\_\_\_\_

Will You Order Food/Beverages from *Bon Appétit* to Supplement Your Meal?  No  Yes

Will You Need Equipment/Personnel from *Bon Appétit*?  No  Yes

*If you answered "yes" to either of the last two questions, please consult with Bon Appétit Catering, (503) 768-7888, to make arrangements. Bon Appétit reserves the right to provide food, its equipment and/or personnel, at its discretion, to supplement potluck gatherings.*



The Applicant, hereby warrants and confirms that the information contained within, to the best of his/her knowledge, is true and correct, and further certifies that he/she has read the College's *Catering Policy* and the USDA food and safety inspection service flier, *7 Food Safety Steps for Successful Community Meals*, which accompanied this form.

By signing below, the Applicant understands and agrees to use the information included in the *7 Food Safety Steps for Successful Community Meals* flier to help ensure safe preparation and handling of food at the event. The Applicant understands and agrees that the completion of this application shall not be binding until accepted by the Office of the Vice President and Provost.

\_\_\_\_\_  
Date: \_\_\_\_\_  
SIGNATURE: Applicant

\_\_\_\_\_  
Date: \_\_\_\_\_  
SIGNATURE: Authorized College Representative  
(Vice President and Provost, or designate)

\_\_\_\_\_  
Date: \_\_\_\_\_  
PRINTED NAME: Applicant

\_\_\_\_\_  
Date: \_\_\_\_\_  
PRINTED NAME: Authorized College Representative

Day: ( ) \_\_\_\_\_ Eve: ( ) \_\_\_\_\_  
DAY & EVENING PHONE NUMBERS

( ) \_\_\_\_\_  
OFFICE PHONE NUMBER

( ) \_\_\_\_\_  
FAX NUMBER

( ) \_\_\_\_\_  
OFFICE FAX NUMBER

**SAMPLE**  
Order form available online at the Campus Events  
Web site: [www.lclark.edu/dept/events](http://www.lclark.edu/dept/events)

**COMPLETED BY OFFICE OF THE VICE PRESIDENT AND PROVOST**

Final Determination:  Approved by: \_\_\_\_\_  Denied by: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |               |                                  |  |
|---------------|----------------------------------|--|
| cc: Applicant | <input type="checkbox"/> By Mail | <input type="checkbox"/> By Fax        |
| Bon Appétit   | <input type="checkbox"/> MSC 181 | <input type="checkbox"/> By Fax: x7899 |
| Campus Events | <input type="checkbox"/> MSC 105 | <input type="checkbox"/> By Fax: x7106 |
| Campus Safety | <input type="checkbox"/> MSC 107 | <input type="checkbox"/> By Fax: x7863 |
| Provost       | <input type="checkbox"/> MSC 37  | <input type="checkbox"/> By Fax: x7205 |

# TEMPORARY SIGNAGE ORDER FORM

## CUSTOMER INFORMATION

Event Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

## PAYMENT INFORMATION

### Cost of Signs

\$8 per sign, for members of the Lewis & Clark community  
 \$10 per sign, for non-Lewis & Clark clients

### Method of Payment (for Lewis & Clark College Community)

Department/Group Title: \_\_\_\_\_

Account Number: \_\_\_\_\_

### Method of Payment (for non-Lewis & Clark clients)

Order will be included in the final bill for your event.

## ORDER DEADLINE

Signage requests must be received at the Office of Campus Events ***at least three (3) weeks*** prior to your event date. Order completion is not guaranteed if requests are received less than two (2) weeks prior to the event date.

## ORDER BY MAIL

Office of Campus Events  
 Lewis & Clark College, MSC 105,  
 Portland, OR 97219

ORDER BY FAX  
 (503) 768-7106

## ORDER INSTRUCTIONS

### Map Location of the Signs

Indicate on the Campus Map where you plan to have the signs posted.

**Note:** Campus Safety will post and remove signs only near roadways leading to campus and gate entrances.

### Pick-up Signs & Deliver to Campus Safety to be Posted

You will be contacted by Campus Event's staff when your sign order is completed. Please pick up the signs from the Office of Campus Events, located on the main floor of Templeton Student Center.

To have your signs posted, deliver the signs ***with your posting instructions*** to Campus Safety (located at the Visitor Information Gate, 503-768-7855) before 12 p.m. the day ***before*** your event. Campus Safety will post and remove signs near roadways leading to campus and gate entrances. At your request, Campus Safety will hold your signs for your retrieval, up to three (3) business days after your event. If you choose not to pick-up your signs within three (3) business days, Campus Safety will dispose of them.

Qty.	Sign Text (use as few words as possible & include directional arrows, if needed)	Size (circle choice)
	<p><b>SAMPLE</b>                      Order form available online at the Campus Events                      Web site: <a href="http://www.lclark.edu/dept/events">www.lclark.edu/dept/events</a></p>	24" wide x 18" high (sign posted on barricade) 18" wide x 24" high (sign posted on stake)
		24" wide x 18" high (sign posted on barricade) 18" wide x 24" high (sign posted on stake)

Total # of Signs Ordered: \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_