

Conferences & Events | Portland State University

PO Box 751  
Portland OR 97205



(503) 725-CONF / (503) 725-8060

Conferences and Events

**Organization**

**Reservation:** 258140

Mark Brinkmann  
Summer Housing & Conferencing  
Ondine 301

Event Name: DebConf 2014  
Status: Confirmed  
Phone: 503-725-4330  
Fax: 503-725-4383  
Email Address: mbrinkm2@pdx.edu  
Event Type: Conference

**Bookings / Details**

**Quantity Price Amount**

**Thursday, August 21, 2014**

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323**

See Setup Notes for 10

Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)

1 \$240.00 \$240.00

Setup Notes:

10 chairs and three 6' tables, please. 323 will be the video server room.

Please set tables in middle of room with 5 chairs on each side. Client may need to shift table placement for equipment needs.

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333**

U Shaped Table for 52

Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)

1 \$360.00 \$360.00

**Friday, August 22, 2014**

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323**

See Setup Notes for 10

Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)

1 \$240.00 \$240.00

Setup Notes:

10 chairs and three 6' tables, please. 323 will be the video server room.

**7:00 AM - 10:00 PM DebConf 2014 (Set-Up) (Confirmed) SMSU SMSU 327/8**

Chairs in Rows for 130

Room Charge: (15 hours @ \$250.00/hr, Maximum Charge \$1,500.00)

1 \$1,500.00 \$1,500.00

Equipment:

Chairs

130

Tables: Rectangular (6'x2.5')

1

*At the back of the room, with three chairs for the video team.*

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 329**

Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)

1 \$360.00 \$360.00

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333**

U Shaped Table for 52

Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)

1 \$360.00 \$360.00

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 338**

Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)

1 \$600.00 \$600.00

**Saturday, August 23, 2014**

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 238**

U Shaped Table for 54

Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)

1 \$600.00 \$600.00

Equipment:

Tables: Rectangular (6'x2.5')

16

*A U for 54 (inside and out) and 2 six foot tables with 4 chairs along the south wall.*

Bookings / Details	Quantity	Price	Amount
Chairs	58		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323</b>			
See Setup Notes for 10			
Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)	1	\$240.00	\$240.00
Setup Notes:			
10 chairs and three 6' tables, please. 323 will be the video server room.			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 327/8</b>			
Chairs in Rows for 130			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	130		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 329</b>			
Chairs in Rows for 40			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	43		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333</b>			
U Shaped Table for 52			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 338</b>			
Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 355</b>			
Chairs in Rows for 350			
Room Charge: (15 hours @ \$250.00/hr, Maximum Charge \$1,500.00)	1	\$1,500.00	\$1,500.00
Equipment:			
Chairs	353		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs for the video team.</i>			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Fastfold (16x9)	1	\$180.00	\$180.00
Less 30% Discount			-\$54.00
<i>Fabric: Rear Projection</i>			
<i>Wide format screen</i>			
Client to provide Laptop	1		
Audio Patch to House Sound System	1	\$25.00	\$25.00
Less 30% Discount			-\$7.50
<i>Patch audio equipment into existing sound systems of the following locations: SMSU, NASCC and UPL</i>			
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Microphone	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Cardioid Dynamic wired microphone</i>			
Mixer: Shure SCM268	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Inputs: 4 mic channels, 1 RCA aux channel.</i>			
<i>Outputs: 1 mono XLR output (mic or line), 1 mono rca output (line level only)</i>			
DI Box	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Model: ProAV1 w/ 1/8" TRS to RCA and XLR Cable</i>			
<i>Include 1/8" TRS to RCA cable</i>			
<b>Projector (SVGA): Panasonic PT-DW6300</b>	1	\$200.00	\$200.00

Bookings / Details	Quantity	Price	Amount
Less 30% Discount			-\$60.00
6000 lumens, on a cart with extension cord and power strip			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
Include Extension Cord, power strip and SVGA cable			
<b>Sunday, August 24, 2014</b>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323</b>			
See Setup Notes for 10			
Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)	1	\$240.00	\$240.00
Setup Notes:			
10 chairs and three 6' tables, please. 323 will be the video server room.			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 327/8</b>			
Chairs in Rows for 130			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	130		
Tables: Rectangular (6'x2.5')	1		
At the back of the room, with three chairs, for the video team.			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
Black skirting: Yes			
Include black skirting			
Projector (SVGA HDMI): Epson 435 Short throw	1	\$160.00	\$160.00
Less 30% Discount			-\$48.00
1280x800, 3000 Lumens			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
Include Extension Cord, power strip and SVGA cable			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
Laptop Setup: Run VGA to lectern			
Stand alone lectern			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
Includes necessary cables and speaker stand.			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 329</b>			
Chairs in Rows for 40			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	43		
Tables: Rectangular (6'x2.5')	1		
At the back of the room, with three chairs, for the video team.			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
Black skirting: Yes			
Include black skirting			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
Include Extension Cord, power strip and SVGA cable			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00

Bookings / Details	Quantity	Price	Amount
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
Client to provide Projector	1		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 338</b>			
Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 238</b>			
U Shaped Table for 54			
Room Charge: (14 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
Equipment:			
Tables: Rectangular (6'x2.5')	16		
<i>A U for 54 (inside and out) and 2 six foot tables with 4 chairs along the south wall.</i>			
Chairs	58		
<b>9:00 AM - 6:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333</b>			
U Shaped Table for 52			
Room Charge: (9 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
Screen, Built in	1		
<i>Use of built in screen</i>			
Client to provide Projector	1		
<b>Monday, August 25, 2014</b>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323</b>			
See Setup Notes for 10			
Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)	1	\$240.00	\$240.00
Setup Notes:			
10 chairs and three 6' tables, please. 323 will be the video server room.			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 327/8</b>			
Chairs in Rows for 130			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	130		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Black skirting: Yes</i>			
<i>Include black skirting</i>			
Projector (SVGA HDMI): Epson 435 Short throw	1	\$160.00	\$160.00
Less 30% Discount			-\$48.00
<i>1280x800, 3000 Lumens</i>			
A/V Cart	1	\$12.00	\$12.00

Bookings / Details	Quantity	Price	Amount
Less 30% Discount <i>Include Extension Cord, power strip and SVGA cable</i>			-\$3.60
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount <i>Laptop Setup: Run VGA to lectern Stand alone lectern</i>			-\$6.00
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount <i>Includes necessary cables and speaker stand.</i>			-\$12.00
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 329</b>			
Chairs in Rows for 40			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	43		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount <i>Black skirting: Yes Include black skirting</i>			-\$12.00
AV Cart	1	\$12.00	\$12.00
Less 30% Discount <i>Include Extension Cord, power strip and SVGA cable</i>			-\$3.60
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount <i>Laptop Setup: Run VGA to lectern Stand alone lectern</i>			-\$6.00
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount <i>Includes necessary cables and speaker stand.</i>			-\$12.00
Client to provide Projector	1		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 338</b>			
Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 238</b>			
U Shaped Table for 54			
Room Charge: (14 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
Equipment:			
Tables: Rectangular (6'x2.5')	16		
<i>A U for 54 (inside and out) and 2 six foot tables with 4 chairs along the south wall.</i>			
Chairs	58		
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333</b>			
U Shaped Table for 52			
Room Charge: (14 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount <i>Include Extension Cord, power strip and SVGA cable</i>			-\$3.60
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount <i>Laptop Setup: Run VGA to lectern Stand alone lectern</i>			-\$6.00

Bookings / Details	Quantity	Price	Amount
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
Screen, Built in	1		
<i>Use of built in screen</i>			
Client to provide Projector	1		
<b>Tuesday, August 26, 2014</b>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323</b>			
See Setup Notes for 10			
Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)	1	\$240.00	\$240.00
Setup Notes: 10 chairs and three 6' tables, please. 323 will be the video server room.			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 327/8</b>			
Chairs in Rows for 130			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	130		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Black skirting: Yes</i>			
<i>Include black skirting</i>			
Projector (SVGA HDMI): Epson 435 Short throw	1	\$160.00	\$160.00
Less 30% Discount			-\$48.00
<i>1280x800, 3000 Lumens</i>			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 329</b>			
Chairs in Rows for 40			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	43		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Black skirting: Yes</i>			
<i>Include black skirting</i>			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00

Bookings / Details	Quantity	Price	Amount
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
Client to provide Projector	1		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 338</b>			
Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 238</b>			
U Shaped Table for 54			
Room Charge: (14 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
Equipment:			
Tables: Rectangular (6'x2.5')	16		
<i>A U for 54 (inside and out) and 2 six foot tables with 4 chairs along the south wall.</i>			
Chairs	58		
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333</b>			
U Shaped Table for 52			
Room Charge: (14 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
Screen, Built in	1		
<i>Use of built in screen</i>			
Client to provide Projector	1		
<b>Wednesday, August 27, 2014</b>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323</b>			
See Setup Notes for 10			
Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)	1	\$240.00	\$240.00
Setup Notes:			
10 chairs and three 6' tables, please. 323 will be the video server room.			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 327/8</b>			
Chairs in Rows for 130			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	130		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 329</b>			
Chairs in Rows for 40			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	43		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			

Bookings / Details	Quantity	Price	Amount
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Black skirting: Yes</i>			
<i>Include black skirting</i>			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
Client to provide Projector	1		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 338</b>			
Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 238</b>			
U Shaped Table for 54			
Room Charge: (14 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
Equipment:			
Tables: Rectangular (6'x2.5')	16		
<i>A U for 54 (inside and out) and 2 six foot tables with 4 chairs along the south wall.</i>			
Chairs	58		
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333</b>			
U Shaped Table for 52			
Room Charge: (14 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
<b><u>Thursday, August 28, 2014</u></b>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323</b>			
See Setup Notes for 10			
Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)	1	\$240.00	\$240.00
Setup Notes:			
10 chairs and three 6' tables, please. 323 will be the video server room.			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 327/8</b>			
Chairs in Rows for 130			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	130		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Black skirting: Yes</i>			
<i>Include black skirting</i>			
Projector (SVGA HDMI): Epson 435 Short throw	1	\$160.00	\$160.00
Less 30% Discount			-\$48.00
<i>1280x800, 3000 Lumens</i>			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			



Bookings / Details	Quantity	Price	Amount
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 329</b>			
Chairs in Rows for 40			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	43		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Black skirting: Yes</i>			
<i>Include black skirting</i>			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
Client to provide Projector	1		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 338</b>			
Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
<b>8:00 AM - 5:00 PM DebConf 2014 (Confirmed) SNA MALLNH-2</b>			
Room Charge:	1	\$100.00	\$100.00
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 238</b>			
U Shaped Table for 54			
Room Charge: (14 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
Equipment:			
Tables: Rectangular (6'x2.5')	16		
<i>A U for 54 (inside and out) and 2 six foot tables with 4 chairs along the south wall.</i>			
Chairs	58		
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333</b>			
U Shaped Table for 52			
Room Charge: (14 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
Screen, Built in	1		

Bookings / Details

Quantity Price Amount

*Use of built in screen*

Client to provide Projector

1

**Friday, August 29, 2014**

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323**

See Setup Notes for 10

Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)

1

\$240.00

\$240.00

Setup Notes:

10 chairs and three 6' tables, please. 323 will be the video server room.

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 327/8**

Chairs in Rows for 130

Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)

1

\$360.00

\$360.00

Equipment:

Chairs

130

Tables: Rectangular (6'x2.5')

1

*At the back of the room, with three chairs, for the video team.*

AV Equipment:

7:00 AM - 10:00 PM Delivery

Screen, Projection 8' Tripod

1

\$40.00

\$40.00

Less 30% Discount

-\$12.00

*Black skirting: Yes*

*Include black skirting*

Projector (SVGA HDMI): Epson 435 Short throw

1

\$160.00

\$160.00

Less 30% Discount

-\$48.00

*1280x800, 3000 Lumens*

A/V Cart

1

\$12.00

\$12.00

Less 30% Discount

-\$3.60

*Include Extension Cord, power strip and SVGA cable*

Client to provide Laptop

1

Lectern

1

\$20.00

\$20.00

Less 30% Discount

-\$6.00

*Laptop Setup: Run VGA to lectern*

*Stand alone lectern*

Speaker: Behringer B210 (Individual)

1

\$40.00

\$40.00

Less 30% Discount

-\$12.00

*Includes necessary cables and speaker stand.*

**7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 329**

Chairs in Rows for 40

Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)

1

\$360.00

\$360.00

Equipment:

Chairs

43

Tables: Rectangular (6'x2.5')

1

*At the back of the room, with three chairs, for the video team.*

AV Equipment:

7:00 AM - 10:00 PM Delivery

Screen, Projection 8' Tripod

1

\$40.00

\$40.00

Less 30% Discount

-\$12.00

*Black skirting: Yes*

*Include black skirting*

A/V Cart

1

\$12.00

\$12.00

Less 30% Discount

-\$3.60

*Include Extension Cord, power strip and SVGA cable*

Client to provide Laptop

1

Lectern

1

\$20.00

\$20.00

Less 30% Discount

-\$6.00

*Laptop Setup: Run VGA to lectern*

*Stand alone lectern*

Speaker: Behringer B210 (Individual)

1

\$40.00

\$40.00

Bookings / Details	Quantity	Price	Amount
Less 30% Discount <i>Includes necessary cables and speaker stand.</i>			-\$12.00
Client to provide Projector	1		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333</b>			
U Shaped Table for 52 Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
AV Equipment: 7:00 AM - 10:00 PM Delivery			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount <i>Include Extension Cord, power strip and SVGA cable</i>			-\$3.60
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount <i>Laptop Setup: Run VGA to lectern Stand alone lectern</i>			-\$6.00
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount <i>Includes necessary cables and speaker stand.</i>			-\$12.00
Screen, Built in <i>Use of built in screen</i>	1		
Client to provide Projector	1		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 338</b>			
Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
<b>8:00 AM - 5:00 PM DebConf 2014 (Confirmed) SNA MALLNH-2</b>			
Room Charge:	1	\$100.00	\$100.00
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 238</b>			
U Shaped Table for 54 Room Charge: (14 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
Equipment:			
Tables: Rectangular (6'x2.5') <i>A U for 54 (inside and out) and 2 six foot tables with 4 chairs along the south wall.</i>	16		
Chairs	58		
<b>Saturday, August 30, 2014</b>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 238</b>			
U Shaped Table for 54 Room Charge: (15 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
Equipment:			
Tables: Rectangular (6'x2.5') <i>A U for 54 (inside and out) and 2 six foot tables with 4 chairs along the south wall.</i>	16		
Chairs	58		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323</b>			
See Setup Notes for 10 Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00)	1	\$240.00	\$240.00
Setup Notes: 10 chairs and three 6' tables, please. 323 will be the video server room.			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 327/8</b>			
Chairs in Rows for 130 Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	130		
Tables: Rectangular (6'x2.5') <i>At the back of the room, with three chairs, for the video team.</i>	1		
AV Equipment: 7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00

Bookings / Details

Quantity

Price

Amount

	Quantity	Price	Amount
<i>Black skirting: Yes</i>			
<i>Include black skirting</i>			
Projector (SVGA HDMI): Epson 435 Short throw	1	\$160.00	\$160.00
Less 30% Discount			-\$48.00
<i>1280x800, 3000 Lumens</i>			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 329</b>			
Chairs in Rows for 40			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
Equipment:			
Chairs	43		
Tables: Rectangular (6'x2.5')	1		
<i>At the back of the room, with three chairs, for the video team.</i>			
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
Screen, Projection 8' Tripod	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Black skirting: Yes</i>			
<i>Include black skirting</i>			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			
Client to provide Projector	1		
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333</b>			
U Shaped Table for 52			
Room Charge: (15 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
AV Equipment:			
7:00 AM - 10:00 PM Delivery			
A/V Cart	1	\$12.00	\$12.00
Less 30% Discount			-\$3.60
<i>Include Extension Cord, power strip and SVGA cable</i>			
Client to provide Laptop	1		
Lectern	1	\$20.00	\$20.00
Less 30% Discount			-\$6.00
<i>Laptop Setup: Run VGA to lectern</i>			
<i>Stand alone lectern</i>			
Speaker: Behringer B210 (Individual)	1	\$40.00	\$40.00
Less 30% Discount			-\$12.00
<i>Includes necessary cables and speaker stand.</i>			

Bookings / Details	Quantity	Price	Amount
Screen, Built in <i>Use of built in screen</i>	1		
Client to provide Projector	1		
<b>7:00 AM - 3:00 PM DebConf 2014 (Confirmed) SMSU SMSU 338</b> Room Charge: (8 hours @ \$100.00/hr, Maximum Charge \$600.00)	1	\$600.00	\$600.00
<b>Sunday, August 31, 2014</b>			
<b>7:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 323</b> See Setup Notes for 10 Room Charge: (15 hours @ \$40.00/hr, Maximum Charge \$240.00) Setup Notes: 10 chairs and three 6' tables, please. 323 will be the video server room.	1	\$240.00	\$240.00
<b>8:00 AM - 10:00 PM DebConf 2014 (Confirmed) SMSU SMSU 355</b> Chairs in Rows for 350 Room Charge: (14 hours @ \$250.00/hr, Maximum Charge \$1,500.00) Equipment: Chairs Tables: Rectangular (6'x2.5') <i>At the back of the room, with three chairs for the video team.</i>	1	\$1,500.00	\$1,500.00
AV Equipment: 7:00 AM - 10:00 PM Delivery Screen, Fastfold (16x9) Less 30% Discount <i>Fabric: Rear Projection</i> <i>Wide format screen</i>	1	\$180.00	\$180.00
Client to provide Laptop	1		
Audio Patch to House Sound System Less 30% Discount <i>Patch audio equipment into existing sound systems of the following locations: SMSU, NASCC and UPL</i>	1	\$25.00	\$25.00
Lectern Less 30% Discount <i>Laptop Setup: Run VGA to lectern</i> <i>Stand alone lectern</i>	1	\$20.00	\$20.00
Microphone Less 30% Discount <i>Cardioid Dynamic wired microphone</i>	1	\$20.00	\$20.00
Mixer: Shure SCM268 Less 30% Discount <i>Inputs: 4 mic channels, 1 RCA aux channel.</i> <i>Outputs: 1 mono XLR output (mic or line), 1 mono rca output (line level only)</i>	1	\$40.00	\$40.00
DI Box Less 30% Discount <i>Model: ProAV1 w/ 1/8" TRS to RCA and XLR Cable</i> <i>Include 1/8" TRS to RCA cable</i>	1	\$12.00	\$12.00
<b>Projector (SVGA): Panasonic PT-DW6300</b> Less 30% Discount <i>6000 lumens, on a cart with extension cord and power strip</i>	1	\$200.00	\$200.00
A/V Cart Less 30% Discount <i>Include Extension Cord, power strip and SVGA cable</i>	1	\$12.00	\$12.00
<b>9:00 AM - 6:00 PM DebConf 2014 (Confirmed) SMSU SMSU 238</b> U Shaped Table for 54 Room Charge: (9 hours @ \$100.00/hr, Maximum Charge \$600.00) Equipment: Tables: Rectangular (6'x2.5') <i>A U for 54 (inside and out) and 2 six foot tables with 4 chairs along the south wall.</i> Chairs	16	\$600.00	\$600.00
	58		
<b>9:00 AM - 6:00 PM DebConf 2014 (Confirmed) SMSU SMSU 333</b>			

**Bookings / Details**

**Quantity**

**Price**

**Amount**

U Shaped Table Chairs Outside Room Charge: (9 hours @ \$60.00/hr, Maximum Charge \$360.00)	1	\$360.00	\$360.00
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AV Equipment			\$2,706.20
Equipment			\$0.00
Room Charge			\$28,220.00
Subtotal			\$30,926.20
Grand Total			\$30,926.20

**1. Indemnification Procedure:**

Group shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of work under this Agreement, or from any act, omission, or neglect of Group, its officers, agents, or employees. If, during the terms of this Agreement, the Premises or any portion of the Premises or grounds are damaged by the act, default, or negligence of the Group or its agents, employees, patrons, or any other person or persons admitted to the Premises by the Group, the Group shall pay to Portland State University, upon demand, such a sum as shall be necessary to restore the Premises to their original condition. Group shall indemnify and hold harmless the State of Oregon, the Oregon University System, the State Board of Higher Education, PSU, and their agencies, subdivisions, officers, employees, subcontractors, and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from or arising out of, or relating to the activities or omissions of Group or its officers, employees, subcontractors, or agents acting under this Agreement. Neither Group nor any attorney retained by Group shall defend a claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at its election, assume its own defense and settlement.

**2. Cancellations**

All cancellations of meeting rooms must be received in writing, i.e. via e-mail, at least ten business days prior to the event, or within 72 hours of receiving confirmation for event. Marquee spaces must be cancelled at least 30 days prior to the event. Events cancelled after these deadlines up until the day before the event will be charged 50% of the full, non-discounted room rental of the space. Events that neither occur nor cancel prior to one day before event will be considered "no-shows" and will be charged 100% of the full non-discounted room rental.

**3. FOOD/ALCOHOL**

**Food Service**

PSU Dining (503 725-4427, catering@pdx.edu) is the exclusive caterer for all events in the SMSU and University Place Hotel and all catering must be coordinated through PSU Dining. Small, private non-catered events involving food, i.e. potlucks, brownbags, bake sales may bring in their own food without obtaining prior permission.

**Potluck:**

Any event in which food is supplied by members of a small (numbering less than one hundred attendees), fraternal organization for the consumption of members of that organization only. Food service which is open to non-members and the general public will not be considered a potluck.

**Brownbag:**

Any event in which there is no organized food service, but in which attendees may or may not bring their own food for their own personal consumption.

**Alcohol Service**

All alcohol service must be approved by PSU in the form of a completed and signed digital [Alcohol Request Form](#). No alcohol may be served at any Dance or Concert (see page 10). As per PSU's Internal Management Directive 1.302, Events promoted in terms that suggest the primary focus of the event is to consume alcoholic beverages (e.g., "kegger") or encourage over-consumption ("all you can drink," "happy hours," "free drinks") are not consistent with the University's philosophy and are prohibited. The President retains the sole prerogative for waiving any or all provisions of this

directive. All alcohol service must adhere to the following regulations:

- a) 1. ID checks. IDs can be checked at the door if all attendees are over 21 years of age, or they can be checked at the bar at time of service. ID checks can also occur at a physically segregated location within the event that is designated a "beer garden." Only individuals of legal age will be admitted to the Beer garden area. ID checker must be provided by Campus Public Safety.
- b) 2. There must be a substantial amount of food provided if alcohol is to be served and must be provided throughout the course of the event. If the food runs out or is not deemed substantial by the catering manager the bar will be closed per OLCC regulations.
- c) 3. Alcohol service is only allowed at private events with fewer than 500 attendees.

#### 4. Labor Fees

Labor fees are charged when an event requires extra labor beyond the normal set up and tear down of the event. Reasons the Labor Fees may be applied to your event include, but are not limited to, the following:

- a) If extra cleaning is required to remove trash left on furniture or floors, or to spray clean the walls or furniture, or if the floors need to be shampooed or otherwise receive special care
- b) If a change in furniture configuration is requested after the furniture has been set for the event
- c) If extra personnel is necessary to accommodate your event

#### 5. Additional Furniture and Equipment

If additional furniture or equipment is needed for an event in the Smith Union or Hoffmann Hall, the client must arrange to have it provided by Conferences & Events prior to the event at the client's expense.

For events outside of the Smith Union and Hoffmann Hall, all spaces are booked "as-is." Conferences & Events will not provide any equipment or furniture to events in spaces other than SMSU or Hoffmann Hall. In the event that additional furniture is needed for an event that is not in the Smith Union or Hoffmann Hall, the client may contact Facilities and Planning at 503.725.4921 for assistance. Facilities and Planning can provide the following:

- a) 6' rectangular tables
- b) Indoor chairs
- c) Outdoor chairs

If additional furniture or equipment is needed that Facilities cannot provide, the delivery, set-up and removal of additional furniture and equipment must be coordinated with an outside provider to occur within the reservation time of the event.

#### 6. Security Meetings

Security meetings may be required if the nature of the event is likely to require a Campus Public Safety Office (CPSO) presence to maintain order. Security meetings are required for all of the following types of events:

1. Events where elected officials or foreign dignitaries, i.e. ambassadors, heads of state, will be in attendance
2. Events that run after hours

Security meetings must include at least one representative from each of the following: Event Scheduling, CPSO, SALP (if it is a Student Group event) and the organization that is holding the event. Security meetings should be held within two weeks of reserving space. Event will not be confirmed until Security Meeting is held and CPSO has approved the event to occur.

If the meeting is not held, or if event does not receive CPSO's approval to proceed, this reservation may be cancelled without notice by the University, with no financial responsibility to the University.

#### 7. Pre-Event Meetings

Pre-event meetings are required for any event booked in Marquee Spaces, including: The Smith Ballroom, Hoffmann Hall and Parkway North. A pre-event meeting must be held no later than 6 weeks prior to event and may also double as a security meeting if a security meeting is needed. Additional pre-event meetings may be held prior to or after the 6 week deadline as deemed necessary by either the client or the event coordinator.

#### 8. Tickets

Any event that is selling tickets is required to use the PSU Box Office for their ticket sales. This rule does not apply to conference registration fees.

#### 9. After Hours Events

Requests to extend events past SMSU or Hoffmann building hours (7am-10pm, Mon-Sat, 9am-6pm, Sun) will only be accepted for events on Fridays and Saturdays and only until 12am at the latest. In the event that an event is requested to extend past 10pm on Friday or Saturday, book the event until 10pm and then put an After Hours Event Reminder on the reservation with the SMSU Operations Manager as the Responsible User. The SMSU Operations Manager will then review the request in conjunction with the Night Supervisor, and if necessary, AV, Catering, or Security, to determine whether the request can be granted. The SMSU Operations Manager will then communicate the outcome of the request to the Event Coordinator and the requesting party, unless it is a student group event which has not yet been approved by the SALP Adviser, in which case only the Event Coordinator will be notified.

#### 10. Late Changes

Final equipment requests and furniture configurations for rooms must be submitted to your event coordinator no later than 48 hours prior to your event. Any requests for changes to the furniture or for additional equipment are subject to the discretion of Conferences & Events. Conferences & Events reserves the right to refuse late changes and late change requests which are accepted may incur a fee for extra labor and equipment.

#### 11. Athletic Events

Athletic events or physical competitions which carry the potential for property damage or injury to participants, are not allowed in the Smith Memorial Student Union. To schedule athletic events on the PSU Campus, please contact the Peter Stott Center at [503-725-5643](tel:503-725-5643). The only exception to this policy regards bowling activities in the Viking GameRoom (SMSU 36).

#### 12. Film, Photography and Videography

All requests to shoot films, TV commercials and still pictures on campus must be approved by University Communications and must have a signed location agreement prior to shooting.

Taking pictures or filming scheduled events at PSU does not require a location agreement with University Communications. All photographs, filming, videography or sound recordings in PSU event space is at the discretion of the group that has booked the space. They reserve the right to allow or to bar recording of their event. Any party who refuses to stop recording an event after being asked to stop by the scheduled group is in violation of the Conduct Procedure and is subject to being removed from the premises.

#### 13. Firearms

In accordance with the OUS Policy on Firearms, students, employees, individuals with a business interest with the campus (such as vendors and contractors), event attendees, those who rent or lease University property, and campus visitors are forbidden from carrying a firearm on University owned or controlled property. Such property includes all PSU campus buildings, sports or performance venues, and workplaces. The prohibition is effective whether or not an individual holds a concealed handgun license. The policy provides several exceptions to the firearms prohibition, including for on-duty law enforcement officers and public safety personnel and military program participants. For your convenience and further information, a copy of the OUS Policy on Firearms can be found at [www.pdx.edu/cpsa/firearm-policy](http://www.pdx.edu/cpsa/firearm-policy).

#### 14. Unforeseen Closures

In the event of unforeseen closures of the University for inclement weather, security emergencies or other reasons, the University reserves the right not to host events scheduled during the period of closure. In the event of an unforeseen closure, the client will have the option to either reschedule the event for a later date, or cancel the event without penalty.

#### 15. BILLING AND INVOICE PROTOCOL

Parties that use space in the Smith Memorial Student Union and/or other buildings on campus scheduled through Conferences and Events are responsible for complying with the terms of their confirmation as it stands on the day of the event. Any changes which affect billing must be made with the required advance notice or additional charges may apply.

First time external parties:



**Bookings / Details**

**Quantity**

**Price**

**Amount**

Per the terms of agreement in the event request documentation, external parties booking an event for the first time will be expected to have paid in full no less than two weeks prior to the date of their event. Subsequent bookings may be billed via invoice after the date of the event.

Disputed charges:

After being billed, either via index number or invoice, parties have up to 30 days to dispute any charges associated with their reservation, after which, all charges become final. All disputes of charges must be made in writing to the Event Planner associated with the event. Waivers of charges in excess of \$200 must be approved by the Director of Conferences and Events.

If funds should remain unpaid 30 days after the initial billing, the organization owing the funds will be unable to reserve space through Conferences and Events until the outstanding balance is paid.

**16. PSU Conferences and Events Venue Policies:**

By confirming this reservation, you are agreeing to the Portland State University [Conferences and Events Venue Procedures](#).

\_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (For Portland State University) (Date)