Portland State UNIVERSITY

Title of Event _____ Date of Event _____

NATIVE AMERICAN STUDENT AND COMMUNITY CENTER

FACILITY USE AGREEMENT

Internal❒ Student❒ Community❒ External❒

Dept/Organization _____Contact Name_____
Print name legibly

Address_____ Mail Code_____

Payment PSU Index Code_____ Check_____ Cash_____
Contact number

Phone_____ Fax_____ E-mail_____

Type of event_____

Date _____ Duration of event _____(Hrs/days)____ Attendance_____

Room(s) requested ❒**110**Gathering Area ❒**170** Medium Conference ❒**180** Classroom

Title of event _____

Will you be serving food? Yes No Outside Caterer_____ Food Waiver _____
attach

Event Set-up time_____ Start time_____ End time_____ Exit time_____
(your organization will be charged for time not indicated on this contract)

Rental Cost: $_____ Auxiliary Contract Costs $_____ (Attach Auxiliary Worksheet)

- ✓ All entities leasing NASCC are required to sign a Facility Use Agreement and adhere to provisions established by the Advisory Board. Execution of the agreement will commit those leasing NASCC to assume liability for damages resulting from the event.
- ✓ NASCC, the Advisory, or PSU assume no responsibility for property placed in NASCC or surrounding grounds by the above named User or agents of the user as indicated on the Facilities Use Agreement. The user agrees to defend and hold harmless NASCC from any and all liabilities, costs, and expenses which may be charged against or incurred by NASCC by reason of any personal injury or property damage suffered or claimed to have suffered in any way from any accident or occurrence arising from the use or occupancy of the leased premises and grounds adjacent thereto.
- ✓ IF NASCC premises, furnishings, or grounds are damaged by the intentional or negligent act of the above named User or by any person(s) admitted to NASCC by User, NASCC, the Advisory, or PSU may require full or partial monies to return facility and furnishings to original condition. User agrees to pay any additional cleaning costs and partial reimbursement of rents lost if premises are not useable.
- ✓ Renter promises to comply with all the NASCC and PSU rules and provisions as outlined in the NASCC Policy and Guidelines for Use included in the policy information packet and those contained in this agreement.
- ✓ A signed and approved Facility Use Agreement is required to confirm reservation of the space.

I have read and agree to the rules and provisions as listed in this document and detailed in the NASCC Policy and Guidelines. I agree to submit any necessary forms, payment, or information required by NASCC, the Advisory or PSU. I understand that: 1) Failure to do so may result in cancellation or additional fees, 2) My completed copy of this form does not represent a confirmed reservation, 3) I will notify NASCC staff within one business day in writing of changes in the above information or I may incur additional fees.

_____ _____
Signature (Student Groups only Student Advisor Initial here) Date

Food Waiver attached ❒ **Auxiliary Contract attached ❒** **Sponsorship attached ❒**

Room set-up attached ❒ **Cooperative Community User Authorization Attached ❒**