

Reserving and Leasing the:

Native American Student and Community Center at Portland State University

- 1. Connect to website www.nativecenter.pdx.edu
Read the Policies and Guidelines for eligibility and best fit room.
Complete all fields in **Facility Use Agreement**: Including
 - User Category
 - Contact information
 - Method of payment
 - Date
 - Time of event,
 - Room requested, number of guests,
 - Title of event if available
 - Event set-up time including caterer set-up
 - Estimated Rental Cost
 - SignatureFAX, send, or drop off completed form (incomplete forms are not accepted)

- 2. Complete paperwork (as required)
 - Cooperative Community User application
 - Food waiver
 - Room Set-up
 - Auxiliary Equipment Agreement
 - Room set-up for 110
 - Co-Sponsorship/host document

- 3. Wait for confirmation of availability (1-2 business days)(e-mail is the fastest)

- 4. Submit all necessary support documents
 - Accept/reject adjusted fees
 - Schedule time to visit the center for pre-event conference.