

Office of University Special Events

2811 NE Holman Street | Portland, OR 97211

t (503) 280-8505 | f (503) 280-8574 | events@cu-portland.edu

UNIVERSITY USE | EVENT No. _____

RCVD: ____ / ____ / 20____ BY: _____

☐ APPROVED

☐ DENIED

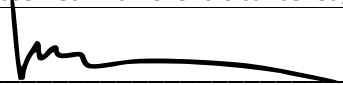
☐ TENTATIVE

☐ REFERRED

Community Event Space Application

All events require approval from the Office of University Special Events. Each approved event will be assigned an Event Number. Failure to obtain an Event Number may result in delay or denial of your event.

1. All community groups must complete this form and review the Guidelines for Community Groups.
2. Submit the application to the Office of University Special Events by mail or email (events@cu-portland.edu). Applications for recurring or annual events are kept on file and must be updated annually.
3. At the discretion of the Director of University Special Events (DUSE), a Community Event Space Application may be referred to the President's Cabinet for consultation.

Event: Introductory Website Design for Kids		<input type="checkbox"/> Recurring Event
Organization: KidsOnKode.Org - non-profit organization - OR: 954285-96		
Organization Address: 8555 N Tyler Ave, Portland OR 97203		
Email: gmhawash@gmail.com	Phone: 503 828 7568 Fax:	
Date(s): August 26, 2014	Time(s): 9am - 5pm	
Location(s): Concordia NE Campus	Estimated Attendance: 15 students	
Lead Organizer(s): Maher Hawash		
CU Partner Department(s):		
Event Background:		
As an authorized adult representative of the above organization, I hereby apply for the use of the community events space as indicated above. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If an event is cancelled, I agree to notify the university as far in advance as possible.		
X  Authorized Organization Representative		Date: 8/1/2014

UNIVERSITY USE | EVENT APPROVAL

Initial Event Review: ____ / ____ / 20____	This event is approved. The organizer(s) may plan this event through the appropriate Concordia University service offices at the direction of the DUSE. X _____ Director of University Special Events (DUSE)
<input type="checkbox"/> Post on Weekly Events Calendar	<input type="checkbox"/> Post on University Website Calendar
Rooms Reserved:	

Concordia University (CU) offers event and meeting space to community partners and groups for educational, cultural, civic and recreational purposes, subject to the rules outlined below. Events, meetings and programs held in CU facilities must be free, *in the spirit of Concordia's values and mission*, and be of potential interest to the university community.

Rules Governing the Use of University Community Spaces

1. CU programs and sponsored events have priority in the use of all campus spaces, except in the Community Room 120 of the George R White Library and Learning Center where community groups are given priority on a first-come-first-serve basis. The university reserves the right to reschedule confirmed reservations to accommodate university-sponsored programs and events. Cancellations by the university or community group must be made 24 hours in advance of the meeting date.
2. Reservations of university facilities are granted on a first-come, first-served basis.
3. CU allows multiple-day conferences during June and July only. Groups wishing to reserve university space for multiple-day conferences and/or university overnight housing must contact the Conference Services Office (contact Tristan Norris, tnorris@cu-portland.edu).
4. No event admission fees may be charged or solicited. Free will donations may be collected from the audience, but must not be required. Limited promotions or sales of products, merchandise, materials or other items are allowed. Promotions or sales of services are not allowed. The university may deny the promotion or sale of products, merchandise or other items.
5. Sales of services, products, merchandise, materials or items or solicitations for donations authorized for a university-sponsored program or event, or on behalf of the Concordia University Foundation, are permitted.
6. As described in number 4 above, commercial use of university meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a university meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.
7. Musical recitals and practice sessions are permitted in designated spaces. Rooms may not be used for birthday and anniversary parties, weddings, funerals, or other personal celebrations.
8. University community rooms are available during hours when the university and/or the facility is open.
9. Groups holding catered events must work with the university caterer, Sodexo, to provide food and beverages.
10. Concordia University is a dry campus and neither alcohol nor illegal drugs are permitted at any time.
11. In publicizing a meeting to be held in a university facility, the sponsoring group must be clearly identified. Groups must not imply university sponsorship of their program or organization in their publicity unless specific authorization has been granted by the DUSE. With approval, groups may post signs in approved locations.
12. The university offers limited equipment rentals. Meeting rooms must be left clean, in good repair and in the same condition as found. Any group that damages university property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future. Equipment generally available include: sound system and wireless microphone, TV/VCR, overhead projector, tables, chairs, and podium. University equipment is not guaranteed and is available on a first-come, first-served basis; CU reserves the right to withhold university property to any group at any time.
13. The university is not responsible for theft of or damage to property brought into a university facility.
14. An adult age 18 or older must sign the Community Event Space Application and be present during the event.
15. There is no fee for reserving an event space; there are fees for facility set-up, equipment use, and catering. There is no minimum time requirement for booking most university facilities; be sure to allow time for set-up and clean-up within your reservation time.
16. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall.

All groups, clubs, entities or individuals using a university facility must comply with these rules. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from university premises pursuant to the rules, and/or loss of future meeting room use privileges.