

# OSU Foundation Portland Center

## Conference Space Usage Policy (March 2009)



In addition to 24 private offices and four carrels, the OSU Portland Center includes a reception area, a large board room that seats 25-30 for a meeting, a small conference room that seats 10-12 for a meeting, two small kitchens and two workrooms. The Center also has excellent video- and teleconferencing capability. Parking for guests is available in the building and validation of parking tickets is available upon request for those visiting the Center on Foundation business.

The OSU Portland Center welcomes the use of its board and conference rooms by members of the OSU family including administrators, faculty, staff, students, alumni and donors. OSUF has priority with regard to the use of the board and conference rooms, but other OUS entities are encouraged to use the space. Requests by external entities to use these spaces are considered as they arise, based on alignment with OSUF and OSU priorities. Approval for use of the board and conference rooms is given by the OSUF Vice President, Portland Center or designee.

OSUF Portland Center staff is available on a limited basis to assist other entities in utilizing the board and conference rooms. Such assistance includes recommending caterers, helping to configure furniture, arranging for web, video and/or telephone conferencing, and general reception.

The following are the policies for use the boardroom and conference room spaces:

1. All Portland Center meetings and events\* must be scheduled through the Portland Center Receptionist or the Portland Center Executive Assistant. For all events, the event coordinator or their delegate, [must submit a form](#).
2. For events of more than 6 people in attendance, we highly recommend that one or more of the Portland Center facilities staff be on the event team with the coordinator to make sure the facilities meet the needs for the event.
3. Parking validation
  - a. For events that are sponsored by OSU Foundation employees, parking in the Union Bank of California garage or another PMC or City Center Parking garage will be validated for all participants.
  - b. Events not sponsored by the Foundation will not be validated.
4. Events held outside of regular business hours
  - a. \$50 per hour will be charged for events that occur on weekdays before 8:00 a.m. and after 5:00 p.m. and on weekends. This fee covers the cost of having a Portland Center staff member on site and for having the HVAC turned on.
    - b. For *all* events, a Portland Center facilities staff member will be present to assist the onsite event coordinator unless otherwise approved by the Vice President for the Portland Center.
5. Catering: The event coordinator or his/her designee is responsible for choosing and paying for any catering. The OSU Portland Center facilities staff has a list of local caterers they can recommend, but they will not be responsible for ordering or paying for such services.